



RHODE ISLAND COLLEGE JOB DESCRIPTION

August, 2021

Title: **Vision Education and Services Program Assistant**

Status: Part time, 19 hours per week

Starting Salary Range: \$25 per hour

Union Affiliation: Non-Union (BOG)

Reports To: Executive Director, Paul V. Sherlock Center on Disabilities
And RIVESP Coordinator

PRIMARY PURPOSE:

The individual will provide support to the activities of the Rhode Island Vision Education and Services Program (RIVESP) and to the RIVESP Coordinator.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions

- Develop and implement strategies for continuous tracking of population changes and needs.
- Maintain and report an accurate census of children with visual impairments in Rhode Island.
- Develop, implement and evaluate a mechanism for collecting information on the outcomes of the program and for evaluating the effectiveness of services and supports.
- Develop Memorandum of Agreements, invoices and other documentation related to the implementation of RIVESP Services.
- Receive referral information for assessments and services
- Coordinate with RIVESP Coordinator and staff to assign assessments and services
- Provide information and support the for the development of quarterly and yearly reports.
- Communicate with districts as needed as it relates to services
- Monitor progress of projects associated with the goals of the program
- Prepare documentation for grants proposals to support current and future initiatives.

Occasional Job Functions

- Provide community outreach.
- Perform other duties and responsibilities as assigned by the Executive Director, Paul V. Sherlock Center on Disabilities

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Knowledge of Early Intervention and Special Education systems in Rhode Island.
- Knowledge of pertinent laws and regulations.
- Effective communication skills – verbal, written, and electronic.

QUALIFICATION STANDARDS:

Required: Bachelor's Degree in program management, finance or a related field; experience in needs assessment and outcome measurement.

Preferred: Experience as a coordinator or administrator of early intervention or school programs for children with visual impairments; experience in professional development.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The college requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

In order to bring excellence through diversity, Rhode Island College strongly encourages qualified members of protected classes and under-represented groups (including persons with disabilities) to apply and identify themselves as such.