



**Roxbury Community College**  
**Human Resources & Affirmative Action**  
**1234 Columbus Avenue**  
**Roxbury Crossing, MA 02120-3400**  
**Phone: (617) 541-5378 Fax: (617) 541-5365**

## **Notice of Vacancy**

February 10, 2012

Center for Student Success

Inclusive Concurrent Enrollment (ICE) Program Project Director

03 Contractual employment/Temporary and Part-Time Position

02/27/12 – 08/31/12

Application Deadline: February 17, 2012

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### **General Description:**

Under a planning grant for the Inclusive Concurrent Enrollment (ICE) Partnership Program for Students with Disabilities, the Project Director will oversee the process to plan and design model inclusive education practices and programs for students with disabilities. The purpose of the ICE grant is to develop new partnerships between high schools and RCC to offer inclusive concurrent enrollment opportunities for students 18-22 years old with severe disabilities (defined as unable to achieve competency determination necessary to pass MCAS). These high school students will enroll in credit and non-credit courses with non-disabled students at RCC. The College has established partnerships with public school districts whose qualified students will participate in the program. The term of the planning phase is Jan, 2012 through Aug 31, 2012.

**Supervision Received:** reports to the Dean for Student Success

**Supervision Exercised:** The Director will supervise one part-time Employment Specialist

### **Essential Functions:**

1. Provide direction and oversight of the project planning process;
2. Establish Partnership Leadership Team including key representatives from RCC, the local school districts, adult service agencies, employers, and family members (i.e., parents, students);
3. Develop participation framework to facilitate transition from high school into adult life, and to sustain the ICE initiative;
4. Oversee the development of ICE policies, practices, and procedures;
5. Create and monitor logistics for the overall planning process;
6. Oversee the development of a strategic action plan that details how students will be supported to participate in inclusive college courses and campus activities;
7. Coordinate monthly Partnership Leadership Team meetings;
8. Organize and coordinate professional development activities for faculty/teachers and staff;
9. Participate in technical assistance and mentoring activities provided to RCC;
10. Serve as the liaison between RCC and partner institutions/representatives;
11. Prepare and maintain recordkeeping and reporting requirements;
12. Work with partnership to establish a communication protocol for ensuring clear and consistent communication among partners, students, family members, adult service agencies, and local employers;
13. Supervise employment specialist;
14. Develop plan and timeline for program implementation and
15. Other related duties as assigned

### **Qualifications:**

**All candidates must have legal authorization to work in the United States.**

Bachelor's degree required, Master's preferred;

1. 3-5 years of experience working with young adults with severe disabilities;
2. Strong interpersonal, organizational and administrative skills;
3. Ability to work independently as well as part of a team;
4. Ability to work with diverse populations;
5. Ability to foster communication between collaborating entities to ensure that project goals are met.
6. Computer efficiency, especially with Microsoft Word, Access PowerPoint and Excel Programs.

**Salary:** \$30.00 per hour

**Schedule:** 18 Hours per week

**Date of Starting:** February 27, 2012 or as soon as possible

**Application Procedures:** Applications is accepted until 5 PM on Friday February 17, 2012.

**To apply:** please forward your resume and three names for references to [jobs@rcc.mass.edu](mailto:jobs@rcc.mass.edu)

For more information visit [www.rcc.mass.edu/hr](http://www.rcc.mass.edu/hr) or call 617-541-5378

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