

**State of Connecticut
Department of Education
Division of Legal and Governmental Affairs
450 Columbus Boulevard
Hartford, Connecticut**

Request for Proposals

Impartial Hearing Officers

Purpose: To seek qualified applicants to serve as contracted Impartial Hearing Officers for the State Department of Education (SDE) for matters pertaining, but not limited, to school accommodations, expulsions from school privileges, declaratory rulings, unit clarification petitions, revocation or denial of educator certificates and permits and other proceedings pursuant to the Uniform Administrative Procedure Act (UAPA).

Minimum Qualifications:

1. Applicants must have experience or knowledge of the manner in which administrative hearings are conducted.
2. Applicants must have general knowledge of administrative law and the UAPA, public education law, school accommodations law, and/or labor and employment law.
3. Applicants must be able to manage and conduct a fair, impartial hearing within prescribed, rigorous timelines.
4. Applicants must demonstrate excellent analytical and writing skills.
5. Applicants must be able to use electronic mail to communicate with parties and submit final decisions and orders.
6. Applicants must be available to fulfill all responsibilities of a hearing officer in a timely manner including the following:
 - review petitions, hearing requests and records;
 - schedule and conduct telephonic prehearing conferences;
 - schedule and conduct hearings;
 - respond to motions, sufficiency challenges and requests for postponements and extensions;
 - issue written decisions;
 - prepare and submit reports as required by the SDE;
 - submit all decisions and reports to the SDE within fifteen (15) days of the close of evidence, filing of briefs and, if applicable, the receipt of transcripts;
 - report all activities to the SDE;
 - meet with the Commissioner of Education or the Commissioner's designee, and the parties involved, if requested;
 - attend training sessions designated by the CSBE;
 - complete other such duties and services as may be required to carry out the purpose of the contract;
 - be available for multiple hearing assignments; and
 - be willing and able to travel throughout the state.

7. Applicants must be attorneys who hold an active license to practice law in the State of Connecticut.
8. Participants in the State Employees Retirement Program are *not* eligible to receive contracts for this position.
9. Compensation is based upon a fee for services of \$400.00 per session, which shall constitute a period of time up to and including four (4) consecutive hours.

Proposals Must be Received no Later than August 9, 2019 and Must Include the Following:

A cover letter of application, a current writing sample that has been submitted as part of a legal proceeding (redacted as necessary), two professional references and a resume. **All required documents must be submitted to be considered for an interview.**

Applications will be accepted via U.S. mail or email only. Please send to:

Jessa Mirtle, Legal Director
State Department of Education
Division of Legal and Governmental Affairs
P.O. Box 2219
Hartford, CT 06145-2219
Or send by email to: jessa.mirtle@ct.gov.

For further information, please contact Attorney Laura Anastasio at 860-713-6520.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, status as a veteran, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, levy.gillespie@ct.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER