



STATE OF CONNECTICUT
STATE DEPARTMENT OF EDUCATION



BUREAU OF SPECIAL EDUCATION
Due Process Unit

Request for Applications
SPECIAL EDUCATION IMPARTIAL MEDIATORS 2021-22

PURPOSE:

The State Department of Education is currently seeking qualified applicants to serve as contracted Impartial Mediators for special education mediations.

QUALIFICATIONS:

Specific knowledge of effective mediation techniques and the laws and regulations relating to the provision of special education and related services including IDEA 2004 and Connecticut statutes and regulations pertaining to education. Applicants must also be knowledgeable about public school systems and special education programs both public and private, services and supports for students with disabilities and research-based practices and processes for creating access to the general education curriculum for students with disabilities.

Minimum Qualifications:

1. Have experience or knowledge of the manner in which special education mediations are conducted in Connecticut;
2. Have general knowledge of public education and the delivery of instruction in public schools; have specific knowledge of the delivery of special education services for students with disabilities in accordance with the IDEA and Connecticut requirements;
3. Have the ability to manage and conduct an impartial mediation in person and virtually;
4. Have the ability to write clearly and concisely and draft a legally sufficient mediation agreement;
5. Have the ability to maintain confidentiality regarding all aspects of each mediation;
6. Must be able to use electronic mail to communicate in a timely manner with the Bureau of Special Education, Due Process Unit regarding all matters related to mediation;
7. Must be available to fulfill all responsibilities of an impartial mediator in a timely manner including the following:
 - Be willing and able to travel throughout the State of Connecticut, using personal, reliable transportation, to conduct mediations in school districts;
 - Conduct mediations virtually in accordance with procedures set forth by the Due Process Unit;
 - Report electronically to the Bureau of Special Education, Due Process Unit on matters related to mediation including submitting information regarding the mediation to the Due Process Unit by electronic mail within 3 business days of the mediation;
 - Cooperate with communications and requests from the Due Process Unit;
 - Attend professional development activities as scheduled by the Due Process Unit;
 - Complete other services as may be required to carry out the purpose of the contract; and
 - Be available for multiple mediations.

Box 2219 • Hartford, Connecticut 06145

An Equal Opportunity Employer

Participants in the State Employees Retirement Program are *not eligible* to receive contracts for this position.

Minimum Experience and Training Required:

An earned advanced degree and five (5) years of *relevant* professional experience or in lieu thereof, an equivalent combination of experience and training.

Preferred Education, Experience and Training:

- An advanced degree in the field of special education *or* a Juris Doctor with concentration and/or experience in the education of students with disabilities in the least restrictive environment;
- Ten years professional experience, either: 1) serving as an attorney within a legal practice; *or* 2) serving as a regular or special education administrator; and
- Demonstrated skills in dispute resolution and oral and written communications.

Application Instructions:

On or before **December 31, 2021**, interested candidates should submit a cover letter of application, a current writing sample, a resume with details of experience and training and two pertinent professional references.

All required documents must be submitted to be considered for interview.

Notice of Selection:

Applicants will be informed by email if selected for an interview and contract.

Please note: Applications must be submitted electronically to: Natalie.Jones@ct.gov

For further information, please contact Natalie E. Jones at Natalie.Jones@ct.gov

Connecticut State Department of Education is committed to a policy of affirmative action/equal opportunity for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, civil air patrol status, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act (ADA) Coordinator, Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.