



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



BUREAU OF SPECIAL EDUCATION Hartford, Connecticut

Request for Applications SPECIAL EDUCATION IMPARTIAL MEDIATORS

PURPOSE:

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

Examples of Duties:

- Manage and conduct impartial mediations;
- Maintain confidentiality regarding all aspects of each mediation;
- Fulfill all responsibilities of an impartial mediator in a timely manner including the following:
 - 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;
 - Respond in a timely manner to 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
 - Available to conduct a minimum of 4 mediations a month.

Knowledge, Skill, and Ability

- Specific knowledge of effective mediation techniques and/or the laws and regulations relating to the provision of special education and related services including the Individuals with Disabilities Education Act 2004 (IDEA), Connecticut statutes and regulations pertaining to special education.
- General knowledge of public education and the delivery of instruction in public schools;
- Specific knowledge of the delivery of special education services for students with disabilities in accordance with the IDEA and Connecticut requirements
- Demonstrated skills in dispute resolution and oral and written communications.

Minimum Education, Experience, and Training:

- An earned advanced degree in special education or a Juris Doctor and five (5) years of *relevant* professional experience or in lieu thereof, an equivalent combination of experience and training

- Five (5) years professional experience, either: 1) serving as an attorney within a legal practice; *or* 2) serving as a regular or special education administrator; or Ten years professional mediation experience.

Application Instructions:

Applications will be accepted on a rolling basis. Interested candidates should submit a cover letter of application, a resume with details of experience and training and two pertinent professional references. **Note:** Participants in the State Employees Retirement Program are *not eligible* to receive contracts for this position.

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

Please note: Applications must be submitted electronically to: kirsten.dovenberg@ct.gov

For further information, please contact Kirsten Dovenberg at kirsten.dovenberg@ct.gov

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action 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 race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, 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: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.