



# STATE OF CONNECTICUT

## DEPARTMENT OF EDUCATION



### BUREAU OF SPECIAL EDUCATION Hartford, Connecticut

#### **Request for Applications** **SPECIAL EDUCATION IMPARTIAL HEARING OFFICERS**

##### **PURPOSE:**

To seek qualified applicants to serve as contracted Impartial Hearing Officers for the State Department of Education for Special Education Due Process Proceedings.

##### **MINIMUM QUALIFICATIONS:**

- Experience or knowledge of the manner in which administrative hearings are conducted.
- 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 Individuals with Disabilities Education Act and Connecticut requirements.
- Ability to manage and conduct a fair, impartial hearing within prescribed, rigorous timelines.
- Ability to write clearly and concisely.
- Proficient in electronic email to communicate with parties and submit final decisions and orders.
- Available to fulfill all responsibilities of a hearing officer in a timely manner including the following:
  - Review requests for hearings and hearing exhibits;
  - Schedule and conduct telephonic prehearing conferences;
  - Respond to motions, sufficiency challenges and requests for postponements and extensions;
  - Conduct advisory opinions;
  - Report to the Bureau of Special Education, Due Process Unit on matters related to the progress of assigned hearings;
  - Cooperate with communications and requests from the Due Process Unit;
  - Render a written final decision and order including a statement of issues, findings of fact and conclusions of law;
  - Submit the final decision and order to the Due Process Unit by electronic mail at least 3 business days before the required date of the issuance of such order;
  - 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;
  - Be available for multiple hearing assignments;
  - Be willing and able to travel throughout the state; and
- Applicants must be attorneys who hold a Connecticut state license to practice law.

**Application Instructions:**

Applications will be accepted on a rolling basis. Applications must include a cover letter, a current writing sample that has been submitted as part of a legal proceeding (redacted as necessary), two professional references and a resume.

**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.**

For further information, please contact Kirsten Dovenberg at [kirsten.dovenberg@ct.gov](mailto:kirsten.dovenberg@ct.gov).

**Please note: Applications must be submitted electronically to: [kirsten.dovenberg@ct.gov](mailto: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](mailto:louis.todisco@ct.gov).