



Coordinator, Special Education Dispute Resolution

Non-Classified Classification

Open for Recruitment: August 29, 2017 - Open until further notice

Announcement # NONCLS095841

Salary: \$26.45 - \$35.71 per hr. (\$55,016 - \$74,276 yearly) -Plus Competitive Benefits!

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The State Department of Education (SDE) is seeking a highly qualified candidate to serve as Dispute Resolution Coordinator within the Special Educational department.

The Special Education Dispute Resolution Coordinator works with the SDE Special Education department as a collegiate team member to: develop, implement and manage initiatives of the SDE and Special Education department; provide information, technical assistance, training and guidance to constituents; provide guidance with respect to state and federal laws; compile and disseminate current research-based practices; represent the SDE on a variety of commissions, task forces, committees and study groups; and prepare necessary materials, reports, and documents.

This position requires approximately 30% travel time for in-state contractor support, technical assistance, program monitoring, and training, and out-of-state professional development or meetings. This is a full time position serving under an appointment of the State Superintendent of Public Instruction.

RESPONSIBILITIES:

- Consult and coordinate with the Special Education Director in the management of the dispute resolution system.
- Oversee and direct dispute resolution activities for the Dispute Resolution Program Specialist and provide input into the evaluation materials.
- Act as a primary point of contact for individuals seeking information regarding the dispute resolution system and respond to inquiries regarding IDEA implementation from parents, school districts and community members.
- Maintain a list of qualified contractors for SDE dispute resolution processes including facilitation, mediation, complaint investigation and due process hearings.
- Promote and coordinate the development of an effective dispute resolution team of contractors.
- Coordinate training opportunities for SDE facilitators, mediators, complaint investigators and hearing officers (yearly training for each is required).
- Ensure the timely investigation of all state administrative complaints and written reports, and oversee timely completion of corrective actions for districts found out of compliance.
- Monitor and ensure the timely completion of IDEA due process hearings, including LEA resolution sessions, within legally mandated timeframes.
- Manage and promote the statewide mediation system to provide effective and non-adversarial resolution of disputes.
- Manage and promote a statewide IEP facilitation system to provide effective facilitation during IEP meetings, resolution sessions, or other IDEA related meetings.
- Manage required dispute data collection systems, and prepare required state and federal accountability reports within required timeframes.
- Participate in the general supervision of IDEA including, the compliance of special education programs in Idaho school districts.
- Manage documentation and maintain secure files upholding FERPA requirements.

- Participate in the development of Idaho special education policies and procedures, including the Idaho Special Education Manual.
- Direct statewide dispute resolution program planning, development, and implementation.
- Attend state, regional, and district special education meetings and participate in webinars as requested and appropriate.
- Develop and improve dispute resolution forms and materials.
- Update SDE/SPED Dispute Resolution website as needed.
- Review legal updates for IDEA and share relevant information and best practices with contractors and districts as appropriate.
- Offer local and national training opportunities and distribute materials to dispute resolution contractors.
- Network with national counterparts through CADRE listserv and conferences.
- Develop presentations for local and national initiatives related to Dispute Resolution.
- Develop trainings and materials on dispute resolution and communication issues for districts and parent groups.
- Oversee the management of contractor needs including circulation of contracts, travel arrangements, submission of necessary documentation, etc.
- Oversee updates required in dispute data collection systems.
- Assist in organizing groups, task forces, or advisory committees as needed.
- Attend staff meetings.
- Provide support to State Special Education Director as needed.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in education or special education from an accredited college or university.
- Three years' experience in the field of special education, or closely related field, in a position with direct experience managing complaints and due process procedures, mediation, program evaluation, compliance monitoring, in-service training, and provision of technical assistance.
- Knowledge of the theory and practice of public education, including understanding of systemic planning.
- Knowledge of due process procedures under IDEA. General knowledge of the characteristics, diagnosis and methods of special education of exceptional children ages 3-21, is needed.
- Ability to communicate well orally and in writing with a variety of constituent groups. Exceptional editing skills are required.
- Possess interpersonal skills and abilities to work effectively as a member of a team, promote team goals, and maintain a team climate.
- Proficiency in MS Office products and Adobe.

PREFERRED QUALIFICATIONS: (extra consideration will be given)

- Master's Degree is preferred; additional consideration will be given for advanced degrees/experience in law and due process procedures.
- Additional consideration will be given for experience in due process and legal procedures, as a supervisor or director of special education, school administration or similar positions.

TO APPLY:

Apply online through the State of Idaho, Division of Human Resources. A link to the job posting and online application can be found by [clicking here](#). Click on the "Apply Online" button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, you must complete all items in the Application Checklist (this serves as your Employment Application). Without this information, your name cannot be referred for consideration.

The Exam for this position is to submit a letter of interest and customized resume'/CV. The letter of interest and resume' should emphasize skills, experience, education, and/or training that directly relate to the qualifications stated in the announcement.

All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. Finalists will be asked to provide three (3) letters of recommendations or the names and contact information for three (3) professional references. Additional information, documentation, or transcripts may be requested.

TIMEFRAMES:

The State Department of Education seeks to fill this position as soon as possible. Application review will begin immediately. Applicant screening will continue until the position is filled. **Start date is negotiable.** It is to the applicant's advantage to submit materials as soon as possible.

Finalists may be asked to provide additional information, documentation, or transcripts. Interview dates **have not been determined at this time.** Those applicants not selected will be notified. **This announcement will be closed without notice once a qualified candidate is identified and accepts the position.**

**Thank you for your interest in employment
with the State Department of Education!**

OVERTIME NOTICE: At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. The State of Idaho provides veterans preference in employment