

Request for Applicants: Individualized Education Program (IEP) Facilitator

The West Virginia Department of Education (WVDE), Office of Special Programs (OSP), is soliciting applicants from individuals interested in serving as Individualized Education Program (IEP) Facilitators. WV Policy 2419 requires Facilitated IEP Team meetings be offered to parents and school districts as an option for resolving disagreements regarding an eligible exceptional student's identification, evaluation, educational placement or the provision of a free appropriate public education (FAPE).

IEP Facilitators are individuals from a variety of disciplines including institutions of higher education, retired educators, attorneys, counselors and psychologists who have received specialized facilitation training and who may be effective facilitators. Applicants must have a commitment to the process of IEP facilitation, knowledge of special education requirements and services, experience in resolving conflicts with parents and others, and excellent interpersonal skills. Facilitators must have flexible schedules to allow a Facilitated IEP Team meeting to occur within two weeks of being assigned to a case. IEP Facilitators must have experience and training in conducting IEP Team meetings or have been an IEP Team member. A facilitator may not be a person having a personal or professional conflict of interest.

All IEP Facilitators are required to attend orientation training when selected to serve as a facilitator, and are required to attend annual training. Failure to attend annual training will result in ineligibility to serve for that school year.

Required Qualifications:

1. Knowledge of special education federal and West Virginia laws, regulations, policies, case law and services.
2. Training and/or experience in dispute or conflict resolution.
3. Experience working with parents.
4. Effective problem-solving and facilitation skills.
5. Ability to articulate and communicate in IEP Team meetings.
6. Experience in conducting IEP Team meetings.

Desired Interpersonal Skills:

1. Ability to express oneself verbally and in writing in a cordial, open and tactful manner.
2. Ability to respond calmly and appropriately in situations involving conflict.
3. Effective listening skills.
4. Ability to build trust and confidence.
5. Positive attitude.

Applicants for the position of IEP Team Facilitators will adhere to a background check.

The OSP will pay Facilitators \$80.00 per hour for preparation and IEP Team facilitation, and will pay half-rate for travel time to and from the IEP Team meeting. Travel expenses will be reimbursed in accordance with state travel regulations.

Please submit a letter of interest along with a resume on or before June 1, 2015 at 4:00 p.m. to:

Ghaski Browning, Assistant Director
West Virginia Department of Education
Office of Special Programs
Building 6, Room 304
1900 Kanawha Boulevard, East
Charleston, WV 25305-0330