

Request for Applicants: IDEA Due Process Hearing Officers

The West Virginia Department of Education (WVDE), Office of Special Programs (OSP), is soliciting applicants from individuals interested in serving as the Individuals with Disabilities Education Act (IDEA) 2004 Due Process Hearing Officers. The IDEA and WV Policy 2419 require due process hearings 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).

IDEA Due Process Hearing Officers must be attorneys with admittance to the West Virginia Bar and with demonstrated competencies in due process, special education law, effective writing and speaking, decision-making and related areas, as evidenced through application, interview and competency based training. Applicants must have a commitment to the due process hearing system, and knowledge of special education requirements and services. Due process hearing officers must have a flexible schedule that allows a hearing and a written decision to occur within 45 days of the filing with the WVDE. Employees of school districts and attorneys who have represented either parents or school districts in special education disputes within the past year may not be hearing officers.

All IDEA due process hearing officers are required to attend orientation training when selected to serve as a hearing officer, 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. A law degree.
2. Knowledge of special education federal and state laws, regulations, policies, case law and services.
3. Member of the West Virginia Bar.
4. License to practice law in West Virginia.
5. Knowledge and ability to conduct hearings in accordance with standard legal practice.
6. Knowledge and ability to render and write decisions in accordance with appropriate, standard legal practice.
7. Demonstrate competencies in due process, special education law, effective writing and speaking, decision-making, and related areas, as evidenced through verified experience.

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. Positive attitude.

Applicants for the position of IDEA Due Process Hearing Officers will adhere to a background check.

The OSP will pay hearing officers \$125.00 per hour for preparation, hearing and decision writing, and will pay half-rate for travel time to and from the hearing. Travel expenses will be reimbursed in accordance with state travel regulations.

Please submit 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