

APPLICATION FOR SPECIAL EDUCATION MEDIATOR
Iowa Department of Education
Bureau of Student & Family Support Services

Full name (include middle initial)

Street address

City, State, Zip

Home Phone with area code

Work phone with area code

Other phone

Contact E-mail address

Fax

Web address

QUALIFICATIONS

At minimum, candidates must:

1. Hold a Bachelor's Degree; Master's preferred;
2. Have two or more years of experience involving special education (either direct or indirect);
3. Have knowledge of special education laws and regulations;
4. Be experienced in conflict resolution techniques;
5. Show documentation of completion of a basic mediator training/preparation program (minimum 32 hours); or be available to attend mediator training (four days of Introduction to Mediation);
6. Be employed as a faculty member of a college or university (tenured preferred) or have been recently employed in a leadership role with district or AEA (or other pertinent experience);
7. Committed to adherence to the *Iowa Department of Education Model Standards of Conduct for Mediators on the State Roster of Special Education Mediators*.

In addition, the person:

8. May not be a person having a personal or professional interest that would conflict with his or her objectivity;

9. May not be an employee of a public agency that is involved in the education of children (ages 3 -21);
10. Must have a capacity for conducting mediations when an interpreter is needed when languages other than English are used, including for the hearing impaired.

APPLYING FOR STATE SPECIAL EDUCATION MEDIATOR

1. Submit the application and provide a letter of interest addressing:
 - Qualifications;
 - Availability and capability to perform the work;
 - Relevant experiences;
 - Demonstrated ability to successfully complete work of this type;
 - Knowledge and understanding of special education law and its application in Iowa schools.
2. Request letters of references from three individuals knowledgeable about the applicant's specific expertise and suitability related to the Qualifications. (Send to chair, name and address below.)

APPLICATION AND REFERENCES TO BE SENT TO:

Dee Ann L. Wilson, Consultant
Iowa Department of Education
Grimes State Office Building
400 East 14th Street
Des Moines, IA 50319-0146

Deadline: Postmark no later than January 24, 2009

Additional Information about State Special Education Mediator

Specific Work to be Accomplished

Mediators will have responsibilities involving preappeal conferences and mediations. In addition, they may be requested to serve as an AEA Resolution Facilitator:

- When the *AEA Resolution Facilitator process* is used because of some type of conflict;
- To act as an IEP Facilitator at an *IEP meeting* should there be a potential for an adversarial meeting;
- To facilitate a “*resolution meeting*” after a parent has filed a due process hearing notice to the district and AEA (and which must be addressed within 15 days); or
- To serve as a facilitator at *any other type of meeting* when conflict may be anticipated.

Mediators may also serve in mentoring and coaching roles with the AEA Resolution Facilitator process.

Upon receipt of a request for a preappeal conference or mediation, the Iowa Department of Education will contact a mediator based on a rotational list. The DE will ask the mediator of his/her availability or desire to be assigned. If accepted, the DE will contact parties to determine a common date for a conference call. Once that is set up, the mediator will facilitate the conference call including setting up the date, time and place of the session. In addition, the mediator may arrange for audio visual needs and other needs to assist the process. Mediators will complete all work associated with completing the mediation: preparation for mediation (such as interviews with the parties should that be desired during the conference call), clarification of ground rules and explanation of confidentiality. During the actual mediation session(s), the mediator is responsible for facilitating the meeting and documenting agreements made by the parties.

In addition, the mediator may be on call at a due process hearing.

The amount of work related to this contract will vary according to volume of preappeal and mediation requests received. Although a mediator initially will be assigned more preappeals and mediations than are actually held, each mediator typically will not conduct more than six per year.

Responsibilities:

A. To provide mediation services, the mediator shall perform all or part of the following within the required timelines:

1. Facilitate a conference call following the request for the preappeal or mediation, such as setting the time, place, list of attendees and discussion with the parties as to the issues to be discussed during the mediation session.

2. Review written materials forwarded to you by the department, such as the request for preappeal or hearing and other pertinent information submitted.
3. Conduct the mediation session, including obtaining signed, written agreement to mediate using the department approved form, reviewing ground rules and process, and implementing a mediation process consistent with professional standards.
4. If agreement is reached at the session, draft an agreement that identifies the activities, timelines and responsibilities of the parties for implementation, including identification of a shepherd.
5. Attend required trainings, maintain basic knowledge of state and federal special education law and practice, maintain effective and neutral communication with all mediation participants, follow written department guidance on mediation, use the approved format for written mediation agreements or include all required components of an agreement.
6. Consult with DE Consultant, Special Education Consumer Relations, as appropriate.
7. Submit a signed copy of the mediation agreement to the DE Consultant, Special Education Consumer Relations.
8. Distribute mediation evaluation form to preappeal and mediation participants upon completion of each mediation session.

B. The DE shall provide all materials necessary to carry out the assigned work.

Timeline for Performance of Work

After selection of the mediator a contract will be offered and will continue through September 30, 2009. Assuming the mediator fulfills the requirements of the outlined duties in a satisfactory manner, it is anticipated the contract would be renewed October 1, 2009, through September 30, 2010. If the person has not completed the Introduction to Mediation (or its equivalency) the mediator will not be assigned to a preappeal or mediator but will be “in training.”

Mediation Rates

Mediators will be compensated at a flat hourly rate (with the exception of inservice days), and will receive reimbursement for authorized training expenses, travel expenses and other approved costs associated with providing services.

Mediations: \$60.00 - \$67.00/hour

Transportation travel time: \$40.00 - \$48.00/hour

Training/Presentations: \$280.00 - \$288.50/day

Mediator on call at hearing: \$40.00 - \$48.00/hour

Assist with Bureau projects/committees: \$60.00 - \$67.00/hour

AEA Resolution Facilitator/Coach: \$60.00 - \$67.00/hour