

Georgia Department of Education
Request for Applications - Individualized Education Program (IEP) Facilitators

Posting Date: March 29, 2019

Apply by: May 15, 2019

Request for Applications - Individualized Education Program (IEP) Facilitators

The Georgia Department of Education (GaDOE) is seeking applications from individuals to serve as IEP Facilitators.

IEP Facilitation is a collaborative dispute prevention and resolution process useful in improving the effectiveness and efficiency of IEP Team meetings. IEP Facilitators are trained impartial individuals who assist members of the IEP Team in developing or reviewing a student's IEP, while also addressing conflicts and disagreements that may arise during the meeting. IEP Facilitators use effective communication and facilitation skills to assist committee members in reaching consensus on IEP recommendations. For additional information on the IEP facilitation process, see <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Special-Education-Services/Pages/IEP-Facilitation.aspx>.

Minimum Qualifications: Applications will be accepted from individuals who:

- Hold a bachelor's degree or higher from an accredited college or university **or** who have documented experience in a human services field (e.g., psychology, education, social work) and/or a dispute resolution field;
- Have knowledge of the IEP process
- Have training and/or experience in dispute or conflict resolution;
- Have documented leadership skills as well as strong oral and written communication skills;
- Are available to serve as IEP Facilitators in IEP Team meetings held anywhere in Georgia, during the regular business day and sometimes after business hours;
- Are available to attend a mandatory, specialized training on **July 31- August 1, 2019**.

Applications will not be accepted from individuals who are *employees* of GaDOE or local education agencies.

Preferred Qualifications:

- Experience in interest-based problem solving and effective meeting facilitation;
- Knowledge of the Individuals with Disabilities Education Act (IDEA) and state laws, regulations, policies;
- Experience working with diverse cultures and backgrounds.

Essential Functions: IEP Facilitators must be able to:

- Drive to and from Facilitated IEP (FIEP) Team meetings throughout the State of Georgia;
- Orally communicate with GaDOE staff, school district personnel, and parents via telephone;
- Listen to oral communication during FIEP Team meetings and orally communicate back to Team participants when needed;
- Carry supplies to and from FIEP Team meetings (e.g., chart paper, markers, etc.);
- Write on chart paper before and during FIEP Team meetings.

Compensation:

Minimum \$650 per IEP facilitation plus state-approved travel expenses.

Selection Process:

A limited number of candidates from across the state of Georgia will be selected based on material submitted, input of a Review Committee and an interview process. Selected candidates will be provided additional details on the scope of the work, training requirements, and reimbursement. Selected candidates must commit to a

multiple day training program which will include, but not be limited to, IEP Facilitation, meeting management, dispute resolution strategies, and federal and State special education law and regulations. This training will occur on **July 31 – August 1, 2019.**

To apply:

1. Interested individuals should submit a **letter of interest (not more than two pages)** identifying:
 - Why you are interested in being an IEP Facilitator;
 - Any potential conflicts of interest in serving as an IEP Facilitator;
 - Personal, professional, and/or volunteer experience that might benefit serving as an IEP Facilitator;
 - Any diverse cultural background or experience you possess; and
 - Language(s) spoken, other than English.

2. Submit a current résumé (not more than two pages) and a list of two professional references.

The letter of interest, a current resume, and a list of references may be submitted by **ONE** of the following:

Mail:

Georgia Department of Education
Special Education Services and Supports
1870 Twin Towers East
205 Jesse Hill Jr. Dr. SE
Atlanta, Georgia 30334

Attention: IEP Facilitator Applications

OR

Fax: 770-344-4458

OR

Email: tadavis@doe.k12.ga.us

Questions may be directed to Tamyka Davis at tadavis@doe.k12.ga.us or 404-657-8918.

Consideration/interviews will begin as soon as a list of applicants is established. Applications/resumes will be evaluated and only those meeting the qualifications will be considered. Top candidates will be contacted for interviews. No notification will be sent to applicants except those who are selected for interviews.

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