

DELAWARE DEPARTMENT OF EDUCATION

Exceptional Children Resources

John G. Townsend Building

401 Federal Street, Suite 2

Dover, DE 19901-3639

Phone: (302) 735-4210

Fax: (302) 739-2388

**Application for Hearing Officer
Layperson Panelist**

Requirements of Position:

The Individuals with Disabilities Education Act (“IDEA”) and corresponding Delaware law requires the Department of Education (“Department”) to implement an administrative hearing process for parents, school districts, charter schools, and other educational agencies, to resolve their disputes related to special education matters.

In Delaware, the hearing panel consists of: (1) an attorney; (2) an educator knowledgeable in the field of special education; and (3) a lay person with a demonstrated interest in the education of children with disabilities and approved by the Governor’s Advisory Council for Exceptional Citizens.

This position is on a contract basis, and involves the following responsibilities:

- (1) Having the knowledge of, and the ability to understand, the provisions of the IDEA, and state and federal regulations pertaining to the education of children with disabilities, and the legal interpretations of the IDEA by federal and state courts;
- (2) Having the knowledge and ability to render and write decisions in accordance with appropriate, standard legal practice, in cooperation and consultation with the other hearing officers appointed to a given hearing panel;
- (3) Completing training as required by the Secretary of the Department of Education to ensure adequate knowledge and competent performance; and
- (4) Having the ability to serve on a hearing panel through appointment and complete the hearing within the timelines and manner required by state and federal regulations.

Layperson Panelist Application:

To apply for a position as a hearing officer, please complete the following:

Name: _____

Home address: _____

Work Telephone No.: _____ Home Telephone No. _____

Email address: _____ Social Security No. _____

Current Employer: _____

Job Title: _____

Business address: _____

School District in which you reside: _____

Schools your child(ren) attend (as applicable): _____

Please answer the following questions:

(1) Are you willing and able to attend due process hearing panel training provided by the Department of Education for hearing panelists?

Yes No.

(2) Are you willing to review, know, and understand the Department’s special education regulations and hearing rules, the Individuals with Disabilities Education Act (“the IDEA”), the federal regulations implementing the IDEA, the Administrative Procedures Act, and other state and federal laws affecting the education of children with disabilities?

Yes No.

(3) Can you anticipate any situation which may present a professional or personal conflict of interest for you to serve as a hearing officer?

Yes No.

If yes, please explain: _____

(4) Do you have a disability which requires any accommodation(s) as a hearing panelist?

Yes No.

If yes, please explain what accommodation(s): _____

- (5) Please explain how your education, training, and experience qualifies you to serve as a hearing officer for the Department of Education based on the requirements of the position described above. Use additional pages as needed.

SIGNATURE OF APPLICANT

DATE

INSTRUCTIONS FOR SUBMITTING APPLICATION:

1. When submitting this application, please enclose a current resume.
2. Please send your completed application and resume via U.S. mail, E-mail, or fax to:

Governor's Advisory Council for Exceptional Citizens (GACEC)
George V. Massey Station
516 West Loockerman Street
Dover, DE 19904
Attention: Pam Weir

E-mail: Pam.D.Weir@delaware.gov

Fax (302) 739-6126