



## Hearing Officer Requirements

The Office for Dispute Resolution employs full-time impartial special education due process hearing officers under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA). Hearing officer candidates must meet the following criteria:

- The candidate must possess demonstrated knowledge of, and the ability to understand, the provisions of IDEA, federal and state regulations pertaining to IDEA, and legal interpretations of IDEA by state and federal courts.
- The candidate must also have similar knowledge of, and the ability to understand Section 504/Chapter 15; Chapter 16; Chapter 711; Part C of IDEA; the laws and regulations pertaining to them, and legal interpretations of these laws and regulations.
- The candidate must possess the knowledge and ability to conduct hearings in accordance with appropriate, standard legal practice, and must possess the knowledge and ability to render and write decisions in accordance with appropriate, standard legal practice.
- Candidates must have their primary residence in Pennsylvania and be able to drive to various locations throughout the Commonwealth. Successful candidates will operate out of offices in their homes with administrative support from the Office for Dispute Resolution.

Prior to an interview, a candidate will be asked to prepare a memo identifying and discussing legal issues contained within a mock due process hearing transcript. Interviews are conducted by the ODR Director, with input from the ODR Stakeholder Council members.

ODR is an equal opportunity employer and encourages those from any and all diverse groups to apply, including, without limitation, those who are bilingual, have disabilities, or are minorities not specifically enumerated here.

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