



## **Mediator / Facilitator Contract Requirements**

As needed, the Office for Dispute Resolution (ODR) contracts with individuals proficient in mediation, facilitation and special education law (both federal and Pennsylvania law) to serve as special education mediators and facilitators. ODR does not provide initial training to individuals interested in becoming a mediator or facilitator; rather, interested candidates must already possess training and experience in both mediation/facilitation and special education law and procedures when applying for a contractor position with ODR. Once ODR contracts with a mediator or facilitator, the mediator/facilitator is expected to participate in ODR trainings throughout the year.

Mediators and facilitators must provide proof of the following required insurances:

- Professional liability insurance in the amount of \$1,000,000 per occurrence with up to \$2,500 per occurrence deductible or self-insurance retention.
- Automobile liability insurance umbrella covering all owned hired and non-owned vehicles in the amount of 1,000,000 per occurrence with up to \$2,500 per occurrence deductible or self-insurance retention.
- Workers' compensation
  - If a mediator or facilitator does not have employees, a workers' compensation statement must be provided in lieu of workers' compensation insurance.

Mediators and facilitators will need to secure the following clearances:

- Act 114 (FBI Background Fingerprint Clearance)
- Act 34 (Pennsylvania State Police Request for Criminal Records Check)
- Act 151 (PA Child Abuse Report)
- Act 168 (PA Sexual Misconduct/Abuse Disclosure Release)
- Act 126 (Mandated Reporter Training)

As required by federal law, mediators and facilitators must be impartial and, therefore, an individual who serves as a mediator or facilitator may not be an employee of the state education agency (SEA) or the local education agency (LEA) that is involved in the education or care of the child; and must not have a personal or professional interest that conflicts with the person's objectivity.

When ODR is seeking candidates to serve as mediators or facilitators, it will announce the position on its website.

However, if you would like to have your information on file at ODR for future needs, you may submit a cover letter and current resume to:

Office for Dispute Resolution  
ATTN: Heather Doyle



6340 Flank Drive  
Harrisburg, PA 17112-2764

No telephone calls please.

ODR is an equal opportunity employer and, as such, 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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