



Mediator Contract Requirements

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

Mediators must provide proof of the required insurances (professional liability, automobile liability and workers' compensation). If a mediator does not have employees, a workers compensation statement must be provided in lieu of workers compensation insurance. Mediators 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 must be impartial and, therefore, an individual who serves as a mediator 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, 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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