

## Delaware Professional Standards Board

### Professional Standards Board Hearing Officer

**Opening Date:** 10/1/16

**Closing Date:** Open until filled

#### Multiple Openings

**Duration:** Contract to expire at the end of the Contract Fiscal Year

**Compensation:** A Professional Standards Board Hearing Officer is compensated at an hourly rate, which is commensurate with the Hearing Officer's experience and contingent upon funding.

**Location:** Dover, Delaware

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**POSITION OVERVIEW:** The Professional Standards Board maintains a roster of approved hearing officers who are designated to conduct hearings on the Delaware Department of Education's decisions to deny an applicant's application for license, the Secretary of Education's decisions to suspend, revoke, or limit a license that has already been issued, and the Secretary of Education's decisions to deny a petition to reinstate a license. Upon assignment of a matter, the Hearing Officer presides over a formal hearing and prepares a proposed order, which includes a brief summary of the evidence, recommended findings of fact, recommended conclusions of law, and recommended decision. The Hearing Officer performs all duties as an independent contractor and is not an agent or employee of the Professional Standards Board.

#### **DUTIES:**

- Decide whether to direct the agency or person taking official action to file a written response to the petition for a hearing.
- Decide whether to grant or deny any requests for postponement.
- Conduct a pre-hearing conference with the parties for the settlement or simplification of issues by consent, for the disposal of procedural requests or disputes, and/or to regulate and expedite the course of the hearing.
- Issue subpoenas for witnesses and other sources of evidence.
- Preside over a formal evidentiary hearing, in person.
- Examine witnesses.
- Mark documents introduced into evidence.
- Evaluate the facts, interpret and apply applicable laws, regulations, rules, and procedures, and prepare a proposed order based on the record.
- Maintain the confidentiality of assigned matters.
- Submit invoice for services provided to the PSB Office at the conclusion of case proceedings.

### **MINIMUM QUALIFICATIONS:**

- Knowledge of licensing and certification requirements for educators in Delaware.
- Ability to interpret and apply applicable statutes, regulations, rules, and procedures.
- Ability to be independent and impartial.
- Ability to understand the issues underlying the assigned matter.
- Ability to analyze a large amount of information, including witnesses' testimony and documents, and arrive at a recommended decision.
- Possess the necessary support and equipment to perform the duties of a Hearing Officer, including a telephone during regular business hours, a computer equipped with Microsoft Word, and an Internet connection.
- Availability on weekdays between 8:00 a.m. and 4:30 p.m. for training, pre-hearing conferences, and hearings.
- Ability to travel to and from Dover, Delaware.
- Ability to work with the Professional Standards Board's Executive Director and Administrative Assistant and the Deputy Attorney General assigned to represent the Professional Standards Board.
- Hold at minimum a Bachelor's Degree with a major in an education specialty or Juris Doctorate from an accredited college or university. Retired educators are encouraged to apply.
- A minimum of 10 years' experience in work in the applicants' specific field (education, law, etc.).
- Not professionally disciplined in Delaware or another jurisdiction.

### **HOW TO APPLY:**

Please send a cover letter and résumé to:

Mr. Chris Kenton, Executive Director  
Professional Standards Board  
401 Federal Street, Suite 2  
Dover, DE 19904  
Chris.Kenton@psb.k12.de.us