

**Delaware State Board of Education
Hearing Officer**

Opening Date: August 9, 2021

Closing Date: Open until filled

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

Compensation: A State Board of Education Hearing Officer is compensated at an hourly rate of \$50 per hour on an on-call basis.

Location: Dover, Delaware

POSITION OVERVIEW: The State Board of Education ("State Board") maintains a roster of approved hearing officers who are designated to conduct hearings on behalf of the State Board of Education, on topics including but not limited to: fixing and establishing boundaries of school districts which may be doubtful or in dispute, appeals from a decision made by school boards of each reorganized school district involving the rules and regulations of the school boards, appeals and decisions of the Delaware Interscholastic Athletic Association (DIAA), and appeals of decisions by the board of directors of a charter school to suspend or expel a student for disciplinary reasons. Upon assignment of a matter, the Hearing Officer presides over a formal hearing and works with the Board's Deputy Attorney General to prepare a proposed order, which includes a brief summary of the evidence, recommended findings of fact, recommended conclusions of law, and a recommended decision. The Hearing Officer performs all duties as an independent contractor and is not an agent or employee of the State Board of Education.

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 assist in preparing a proposed order based on the record.
- Maintain the confidentiality of assigned matters.
- Submit invoice for services provided to the State Board Office at the conclusion of case proceedings.

MINIMUM QUALIFICATIONS:

- 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.
- Occasional 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 State Board of Education's Executive Director and Administrative Assistant and the Deputy Attorney General assigned to represent the State Board.
- Hold at minimum a Bachelor's Degree with a major in public policy, public administration, or an education specialty or Juris Doctorate from an accredited college or university.
- Not professionally disciplined in Delaware or another jurisdiction.

HOW TO APPLY:

Please send a resume and a cover letter explaining how your education, training, and experience qualifies you for this position in one of the following ways:

- Via email to Delaware.SBE@sbe.k12.de.us;
- Via U.S. Mail to
 State Board of Education
 John W. Collette Education Resource Center
 35 Commerce Way, Suite 1
 Dover, DE 19904