

Georgia Department of Education  
**Request for Applications – Formal Complaint Investigators**

**Posting Date: September 25, 2019**

**Apply by: October 18, 2019**

**Request for Applications – Formal Complaint Investigators**

The Georgia Department of Education (GaDOE) is seeking applications from individuals to serve as Formal Complaint Investigators.

A formal complaint is a written signed complaint alleging the violation of the Individuals with Disabilities Education Act (IDEA) and/or state special education rules. Any organization or individual may file a signed written complaint. The complaint must include, among other things: a statement that a public agency has violated a requirement of the IDEA and/or state special education rules; the facts on which the statement is based; and suggested resolutions to the problem.

The rules for formal complaints can be found in the IDEA at 34 C.F.R. §§ 300.152-300.153 and in the Georgia Board of Education Rules at 160-4-7-.12 Dispute Resolution.

**Minimum Qualifications:** Applications will be accepted from individuals who:

- Hold a bachelor's degree or higher from an accredited college or university;
- Have demonstrated knowledge of IDEA regulations and Georgia special education rules;
- Have a minimum of two years' experience with special education dispute resolution;
- Have a minimum of five years of administrative special education experience or legal practice in special education; and
- Have documented leadership skills as well as strong verbal and written communication skills.

Applications will not be accepted from individuals who are *employees* of GaDOE or local education agencies.

**Preferred Qualifications:**

- Georgia professional educator certification in special education;
- Doctoral degree in education or law;
- Experience working with diverse cultures and backgrounds.

**Essential Functions:** Formal Complaint Investigators must be able to:

- Drive throughout the State of Georgia for on-site visits or in-person interviews, as needed;
- Communicate verbally and in writing with GaDOE staff, school district personnel, and parents/complainants;
- Review and analyze volumes of documents that may include Individualized Education Programs (IEPs), eligibility reports, written correspondences, court decisions, and other student records; and
- Use computer-based programs to draft investigation plans, findings of facts, and conclusions of law.

**Compensation:**

Between \$900-\$1,300 per completed formal complaint investigation (based on the number of issues and complexity of the case) plus state-approved travel expenses.

**Selection Process:**

A limited number of candidates from across the state of Georgia will be selected based on material submitted, input of a Review Committee and an interview process. Selected candidates will be provided additional details on the scope of the work, training requirements, and reimbursement.

**To apply:**

1. Interested individuals should submit a **letter of interest (not more than two pages)** identifying:
  - Why you are interested in being a Formal Complaint Investigator;

- Any potential conflicts of interest in serving as Formal Complaint Investigator;
  - Personal, professional, and/or volunteer experience that might benefit serving as a Formal Complaint Investigator;
  - Any diverse cultural background or experience you possess; and
  - Language(s) spoken, other than English.
2. Submit a **current resume (not more than two pages)** and a **contact information (name, title, address, phone number, email address)** for **two professional references** with first-hand knowledge of your written and verbal communication skills.

The letter of interest, a current resume, and a list of references may be submitted by **ONE** of the following:

**Mail:**

Georgia Department of Education  
Special Education Services and Supports  
1870 Twin Towers East  
205 Jesse Hill Jr. Dr. SE  
Atlanta, Georgia 30334

Attention: Formal Complaint Investigator Applications

OR

**Fax:** 770-344-4458

OR

**Email:** [tadavis@doe.k12.ga.us](mailto:tadavis@doe.k12.ga.us)

Questions may be directed to Tamyka Davis at [tadavis@doe.k12.ga.us](mailto:tadavis@doe.k12.ga.us) or 404-657-8918.

Consideration/interviews will begin as soon as a list of applicants is established. Applications/resumes will be evaluated and only those meeting the qualifications will be considered. Top candidates will be contacted for interviews. No notification will be sent to applicants except those who are selected for interviews.

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