



[www.cadeworks.org](http://www.cadeworks.org)

CADRE works to increase the nation's capacity to prevent and resolve special education and early intervention disputes by fostering productive home, school, and provider partnerships, and the use of collaborative processes to improve outcomes for children and youth with disabilities.

## **Position Opening: Dispute Resolution Specialist**

Since 1998, the National Center for Appropriate Dispute Resolution in Special Education (CADRE) has been funded by the Office of Special Education Programs (OSEP) at the US Department of Education. CADRE works with OSEP, state education agencies (SEAs), early intervention lead agencies (LAs), parent centers, other technical assistance (TA) providers, and nationally respected professionals and organizations to increase the nation's capacity to effectively resolve special education disputes, reducing the use of expensive adversarial processes. CADRE provides easy access to information and assistance that supports the implementation of effective dispute prevention and resolution systems and enhances the capacity of parents and educators to collaborate, problem solve and ultimately arrive at a shared vision of how a child's education/early intervention needs can appropriately be addressed.

### **Required Skills, Knowledge, Abilities:**

- Knowledge of dispute resolution (DR) practices, especially collaborative approaches
- Knowledge of special education and the needs of students with disabilities and their families
- Knowledge and experience with culturally appropriate dispute resolution practices and systems
- Strong writing skills and experience authoring and editing publications and/or resource materials
- Proven excellence in training and/or presenting for small and large groups in communication, mediation, negotiation, facilitation, and/or collaborative problem-solving skills
- A strong work ethic with excellent communication skills, the ability to work independently, as well as work collaboratively with a small team.
- Willingness to travel throughout the country once public health conditions allow for safe travel
- Strong computer skills and comfort operating in a Windows environment
- Bachelor's degree in dispute resolution, cultural studies, education or related field

### **Desired Skills, Knowledge, Abilities:**

- Understanding of evaluation activities including logic models, performance measures, data collection, data analysis and reporting, and use of evaluation for systems improvement
- Experience with planning small and large meetings, including national or state-level conferences
- Familiarity with using content management systems, the use of online platforms for knowledge transfer and/or other emerging technologies
- Experience working with a wide variety of stakeholders including state agencies, educators and parent leaders
- Ability to deliver content in virtual meeting/webinar platforms
- Personal experience supporting a person with disabilities
- Advanced degree in dispute resolution, cultural studies, education or related field

### **Overall Responsibilities:**

The Dispute Resolution Specialist works as a member of the CADRE team on a variety of tasks. It is anticipated that responsibilities associated with the position will change over time as a reflection of changing OSEP and CADRE priorities as well as possible amendments to the law and regulations. Additionally, we expect activities related to this position will reflect the interests and expertise that the hired Dispute Resolution Specialist brings to the CADRE team.

### **Responsibilities may include but are not limited to:**

- Providing general, targeted, and intensive technical assistance to CADRE clientele on:
  - special education DR practices, including both required procedures and early DR processes (e.g., IEP facilitation)
  - exemplary practices related to system design, implementation, evaluation and improvement
- Identifying state and local level practices in dispute resolution through review of materials, reports and data as well as interpersonal interactions with dispute resolution practitioners and other stakeholders
- Developing and authoring new resource materials for national dissemination
- Designing and delivering a variety of training curricula in skill development:
  - to a wide range of audiences including those with little or no knowledge of basic communication skills to advanced practitioners with high levels of expertise
  - on a wide range of subjects from cross-cultural communication, listening skills and interest-based negotiation, to advanced mediation skills, including impasse management and agreement building
- Designing and delivering presentations, in person and through technology, and of varying lengths:
  - to a variety of audiences including parent center staff, SEA/LA staff, educators, dispute resolution practitioners, advocates, family members, other TA centers staff and advisory boards
  - on a variety of topics including exemplary dispute resolution practices, state/national dispute resolution data, emerging trends, culturally and linguistically responsive practices and other areas of interest
- Assisting in the planning of CADRE's national symposium on dispute resolution in special education
- Participating in the development, implementation, evaluation and reporting of short-term and long-term CADRE activities and internal improvement efforts
- Identifying new research articles related to dispute resolution and special education

**Compensation:** Position is full-time. Salary ranges from \$65,000 - \$72,000 (based on experience), plus benefits. CADRE offers a flexible work environment grounded in a belief in work-life balance. The position involves working with a tightly-knit, enthusiastic team that cares passionately about the Center's work and is a rare opportunity to facilitate systemic change at the national, state and local level. Currently CADRE is working remotely until public health conditions improve. The chosen candidate must reside in Oregon. Initial review of applications will begin on **April 16, 2021**. Position will remain open until filled.

### **To Apply:**

#### **Email resume and cover letter to:**

Dr. Melanie Reese, Director

[mreese@directionservice.org](mailto:mreese@directionservice.org)



**For more information, visit:**

[www.directionservice.org](http://www.directionservice.org)

*Forty years ago, Direction Service was founded with a desire and a dream: To provide a place where people with disabilities and special needs would be treated with respect and dignity. Today, Direction Service continues that legacy of service as a multi-program family support nonprofit located in Springfield, OR. Direction Service is a private, nonprofit organization funded through public and private donations, as well as local and federal support, and provides assistance through three major programs: National Center for Appropriate Dispute Resolution in Special Education (CADRE), Youth and Family Services, and the Direction Service Counseling Center.*

*Direction Service is an equal opportunity agency committed to cultural diversity and compliance with the ADA. Direction Service encourages all qualified individuals to apply, and does not discriminate on the basis of race, ethnicity, national origin, religion, sex, sexual orientation, gender identity/expression, genetics, age, disability, or any other characteristic protected by law. Direction Service is committed to providing reasonable accommodations to applicants and employees with disabilities. To request an accommodation in connection with the application process, please contact us at [recruiting@directionservice.org](mailto:recruiting@directionservice.org) or 541-686-5060.*