



State-Sponsored IEP Facilitator

Position Description

We are seeking experienced, neutral facilitators to lead collaborative, student-focused IEP meetings. The Facilitator promotes full team participation by navigating differing opinions and resolving conflicts to help the team develop a mutually agreed-upon IEP. While the Facilitator guides the process and must have deep knowledge of special education, they remain an impartial third party and are not considered a member of the IEP team. This role requires the ability to travel to various districts as needed.

Type of Work & Compensation

- Part-time, contractual work based on need
- Hourly rate, plus travel expenses per Illinois travel guidelines

Qualifications

- Experience in effective facilitation strategies
- Bachelor's degree preferred
- Knowledgeable of:
 - laws and regulations relating to the provision of special education and related services;
 - IEP process; and
 - group dynamics and facilitation strategies

Functions & Responsibilities

- Coordinate with parents and districts prior to meetings and review relevant documentation
- Facilitate IEP meetings by establishing agendas, ground rules, and participant roles
- Keep teams focused, on task, and within timelines
- Promote open communication and assist with conflict resolution
- Maintain neutrality, confidentiality, and respect for team decisions

Before the meeting:

- Contacts the parent and district representative to discuss meeting logistics
- Gathers and reviews relevant documentation as needed for development of the IEP

During the meeting:

- Defines role of participants in the IEP meeting
- Creates a meeting agenda and assists in generating ground rules for the meeting
- Guides the discussion by keeping the team centered on student outcomes. Assists the team to resolve conflicts and disagreements that may occur
- Helps to maintain open communication among all members
- Asks clarifying questions about issues, interests and potential solutions
- Keeps team members on task and within the timeframe allotted for the meeting
- Maintains impartiality and confidentiality at all times
- Respects decisions made by the IEP team

After the meeting:

- Participates in process evaluation, self-assessment and improvement activities

Additional Expectations

- Travel to districts requesting IEP facilitation (mostly regional but may involve travel to other areas of the state)
- Travel to required trainings
- Adherence to protocols, procedures, and timelines
- Participation in professional development activities to improve his/her practice
- Participation in evaluation efforts
- Assistance with training, coaching, and mentoring new facilitators and colleagues

Training Requirements

Prior to obtaining a contract as a State-sponsored Facilitator, promising candidates must successfully complete an intensive 3 day training, as provided by ISBE. State-sponsored Facilitators will also participate in required continuing education activities, as provided by ISBE.

To Apply:

If interested, please complete the [IEP Facilitator Screener](#) and submit your resume to Allison Pierson apierson@roe4.org. Interviews will take place in June, with the potential for hiring to begin in July 2026.

Full IEP Facilitator Screener Link: <https://bit.ly/IEPScreener>