

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Division of Special Education

**DISTRICT VALIDATION REVIEW (DVR)  
PARENT TEAM MEMBER**



**(Multiple Positions; Hourly Rate: \$12.95; Scheduled from October 2020- February 2021)**

**DEFINITION OF DVR TEAM MEMBER**

Participate as a member of the District Validation Review (DVR) Team, which will conduct comprehensive reviews of school site level compliance with special education laws, regulations, as well as District policies and procedures. The reviews will take place on virtual platforms and/or in selected schools from all six local districts and are tentatively scheduled from October 2020 through February 2021.

**DUTIES OF A DVR PARENT TEAM MEMBER**

- Logging on to virtual platforms for web-conferencing, pertaining to all or some of the following:
- Participate in DVR Team Member training
- Participate in a minimum of 20% of the total DVRs being conducted; which will be divided and equally distributed in each local district
- Participate as a member of the DVR Team and assist in:
  - Reviewing and summarizing Parent and Staff Surveys
  - Reviewing student records and other documentation using standardized procedures
  - Conducting staff interviews using standardized procedures
  - Conducting a meeting for parents of students with disabilities using standardized procedures
- Participate in classroom observations using standardized procedures
- Participate in meetings to summarize school DVR findings
- Participate in concluding activities after DVRs have been completed

**MINIMUM REQUIREMENTS OF A DVR PARENT TEAM MEMBER**

Is a parent of a Los Angeles Unified School District student with disabilities as defined in the Individuals with Disabilities Education Act (IDEA), e.g., biological or adoptive parent, guardian, stepparent, surrogate parent, foster parent who:

- Has graduated from high school or has equivalent educational proficiency
- Can speak, read, and write fluently in English
- Will sign a “confidentiality statement” accepting the responsibility to preserve the confidentiality of the information to which the team will have access
- Has a valid California Driver’s License and the use of an automobile **and** is able to travel to all six local districts throughout the Los Angeles Unified School District
- Is available to work up to 8 hours on each scheduled workday, 2 to 4 days per week, from October 2020 to February 2021.
- Strong, reliable internet connection
- Ability to navigate virtual platforms in order to conduct virtual web-conferencing
- Ability to perform typing to respond and interact with school staff via virtual platform chat feature

**DESIRABLE QUALIFICATIONS OF A DVR PARENT TEAM MEMBER**

- Good communication and interpersonal skills
- Ability to participate as a team member, whether in person or via virtual meetings

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**HOW TO APPLY TO BE A DVR PARENT TEAM MEMBER**

If you are interested in applying for the position of DVR Parent Team Member, complete the attached application and return it via email to: LaTanya Tolan, Specialist, Division of Special Education, at: [latanya.tolan@lausd.net](mailto:latanya.tolan@lausd.net)

**APPLICATION DUE DATE: September 30, 2020 – 5:00 P.M.**

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.