

## **Focused Monitoring Application Form: PARENT MEMBER**

### **Qualifications:**

- Be the parent of a child who receives or has received public school special education services in Georgia.
- Have basic knowledge of special education procedures and terminology.
- Have exemplary communication skills.
- Possess a high school diploma or its equivalent. A college degree is preferred.
- Have e-mail access.

### **Job Requirements:**

- Attend two days of training in August, 2009.
- Must be able to participate as a Focused Monitoring team member at least once during the school year for an on-site visit of 3-5 days.
- Must be able to travel and stay overnight during the training and on-site visit(s).
- Submit completed application by **May 11, 2009**.

### **Job Description of Monitoring Team Members may include:**

- Assist in planning and facilitating Focused Monitoring Parent Meeting.
- Review and summarize parent and professional survey information.
- Interview administrators, teachers, parents, and students.
- Review student records with a focus on the priority goal for Focused Monitoring.
- Complete daily summary report and present findings to the team during daily debriefing sessions.

### **Payment and Reimbursement:**

- Parents will be paid \$200.00 per day during the training and on-site visit(s).
- Parents will be reimbursed for mileage and per diem expenses according to state travel regulations. (Reimbursement may take up to 8 weeks.)

### **Selection Process:**

The state will not consider applications from parents who have a potential conflict of interest with the state or a local system due to active paid advocacy or involvement in due process hearings. Following an application review and reference check, selected applicants may be asked to schedule an interview. Applicants will be notified of their selection in July, 2009.

### **Additional Information:**

- Parent team members will not monitor a district where they reside or where their children attend school.
- Parent team members must not be currently employed by a school system as an educator. Parent Mentors may apply (full-time mentors will receive expense reimbursement only).
- Parent team members must not be employed by any state agency.

**Focused Monitoring Team Application  
PARENT MEMBER**

Name:	
Address:	City & Zip:
Home Phone:	Work Phone:
Email:	Cell Phone:
School system in which you reside:	
School system in which your child(ren) attend(s) school, if different from above:	
List your specific skills pertinent to the Focused Monitoring process (i.e., bilingual, specialized workshops attended, etc.)	

Please describe *why* you should be selected as a Focused Monitoring team member:


**Application:** If you have any questions regarding the application process please contact Dr. Kimberly Gore-Green. Complete the application form and return by mail, e-mail, or fax to the Division for Exceptional Students by **May 11, 2009**.

**References:** Submit 2 *letters of reference* with contact information along with your application. One must be from a school system employee.

Mail to:           Dr. Kimberly Gore-Green  
                      Division for Special Education Services  
                      Georgia Department of Education  
                      1870 Twin Towers East  
                      Atlanta, GA 30334  
                      [kgore@doe.k12.ga.us](mailto:kgore@doe.k12.ga.us)

Fax to:            Dr. Kimberly Gore-Green @ 404-651-6457