

Focused Monitoring Application Form: PEER MEMBER

Qualifications: Currently employed by a local school system as a special education or general education administrator.

Benefits: Participation as a focused monitoring team member provides the system personnel an opportunity to learn the investigative process and expectations of focused monitoring in order to make change in their own system through effective improvement planning.

Job Requirements:

- Must be able to attend one day of training in August.
- Must be able to participate as a Focused Monitoring Team member at least once during the school year for an on-site visit of at least 3-5 days.
- Must be able to travel and stay overnight during the training and on-site visit(s).

Job Description:

- Interview administrators, teachers, parents and students.
- Review student records with a focus on the priority goal for Focused Monitoring.
- Summarize findings on Focused Monitoring protocols.
- Present findings to team leader during daily debriefing sessions.
- Attend and record minutes of parent focus groups or parent forums.

Reimbursement for services: Since the activities for Focused Monitoring occur during the school year when peer members are under contract, the Division for Special Education Services will reimburse for mileage and per diem for both the on-site visit(s) and training days.

Selection Process:

- Special education administrators whose system displays exemplary data for the priority goal will be the first selected.
- No applicant will be selected whose system has been selected to receive a Focused Monitoring for the coming fiscal year.
- No team member will be allowed to monitor a system where they reside, are employed or that is in their GLRS/RESA region.

**Focused Monitoring Team Application
PEER MEMBER**

Name:	
Address:	
Home Phone:	Work Phone:
Email:	Cell Phone (optional):
Current Employer:	
School district where you reside:	
Any Bilingual language skills:	

Please describe why you like to be selected as a Focused Monitoring team member:

Application: Please complete the application form and return to the Division by **May 11, 2009.**

Mail to: Kachelle White
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 Georgia Department of Education
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