



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** District Validation Review (DVR) Parent Team Member Job Announcement and Application 2020-2021

**NUMBER:** MEM-097501

**ISSUER:** Anthony Aguilar, Chief of Special Education, Equity and Access Division of Special Education

**DATE:** August 21, 2020

**DUE DATE:** **Application Due Date: September 30, 2020**

**PURPOSE:** The purpose of this memorandum is to provide information regarding the posting of the “District Validation Review (DVR) Parent Team Member” job announcement and the accompanying application.

**MAJOR CHANGES:** Information in this memorandum has been updated for the 2020-2021 school year. Schools are encouraged to post the Job Announcement and Application on their school’s website.

**GUIDELINES:** The following guidelines apply. The District employs parents of Los Angeles Unified School District (LAUSD) students with disabilities to participate as members of the District Validation Review (DVR) teams. The DVR is the District’s internal monitoring process for special education.

Schools must post the attached “District Validation Review (DVR) Parent Team Member” job announcement (Attachment A) and application (Attachment B) in an area that is visible to the public. In an effort to improve the recruitment process, schools are encouraged to post the Job Announcement and Application on the school’s website. The application is also posted on the homepage of the Division of Special Education website, in the News & Announcements section at <https://achieve.lausd.net/sped>. If parents express interest in applying for the position of DVR Parent Team Member, the school must provide parents with a copy of the application.

State law requires fingerprint clearance for employment. Per District procedure, the \$56.00 fingerprinting fee will be deducted from the employee’s first and second payroll warrants.

**ASSISTANCE:** For assistance or further information, please contact LaTanya Tolan, Specialist, Division of Special Education, at [latanya.tolan@lausd.net](mailto:latanya.tolan@lausd.net).

**ROUTING**  
All Locations and Schools  
Local District Superintendents  
Local District Directors of Instruction  
Special Education Administrators  
School Site Administrators  
Charter School Administrators

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

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Division of Special Education

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

**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.

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Division of Special Education

**APPLICATION FOR 2020-2021 DISTRICT VALIDATION REVIEW (DVR)  
PARENT TEAM MEMBER**

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: (    ) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please check (✓) your responses to the following questions:**

#	QUESTIONS	YES	NO
1	Are you a high school graduate or have equivalent educational proficiency?	<input type="checkbox"/>	<input type="checkbox"/>
2	Are you able to speak English?	<input type="checkbox"/>	<input type="checkbox"/>
3	Are you able to read English?	<input type="checkbox"/>	<input type="checkbox"/>
4	Are you able to write in English?	<input type="checkbox"/>	<input type="checkbox"/>
5	Are you able to type and participate in virtual meetings on a computer?	<input type="checkbox"/>	<input type="checkbox"/>
6	Are you able to work up to an 8-hour day, 2 to 4 days a week if necessary?	<input type="checkbox"/>	<input type="checkbox"/>
7	Do you have a valid California Driver's License and the use of an automobile?	<input type="checkbox"/>	<input type="checkbox"/>
8	Are you able to drive to each local district in the Los Angeles Unified School District?	<input type="checkbox"/>	<input type="checkbox"/>
9	Are you a parent or guardian of a student who has a current Los Angeles Unified School District <i>Individualized Education Program</i> (IEP)?	<input type="checkbox"/>	<input type="checkbox"/>

**Please clearly print your answers to the following questions:**

Your Child's Name: \_\_\_\_\_ Your Child's School: \_\_\_\_\_

Do you need any special accommodations? If yes, please specify. \_\_\_\_\_

Why are you interested in participating as a parent team member on the District Validation Reviews?  
\_\_\_\_\_

I certify that the information provided above is true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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).

**State law requires fingerprint clearance for employment. Per District procedure, the \$56.00 fingerprinting fee will be deducted from the employee's first and second payroll warrants.**