

Job Site Checklist

Job Site:

9 weeks:

To Do Beginning of the 9 Weeks:

- ____ Emergency Medical Form for each Student
- ____ Vocational Goals for each student
- ____ Specialized Paperwork if needed
- ____ If paying site, discuss with teacher/ parents how money is to be handled
- ____ Discuss potential behavior issues and how to handle re: assigned students with teacher
- ____ Gather any needed adaptations
- ____ Discuss work expectations with student / Discuss Work Agreement with Student
- ____ Have student sign work agreement
- ____ Have employer sign work agreement
- ____ Sign work agreement
- ____ Put work agreements in job site binder with student documentation

Weekly

- ____ Prompt Students 10 minutes before leaving to prepare for work (earlier if necessary) to avoid rushing
- ____ Check to be sure student has work shirt, badge, coat, and any other supplies for job site.
- ____ Complete individual documentation sheet AT EACH JOB SITE

To Do during 9 weeks:

- _____ Individual documentation sheet for each student for each visit to job site during the 9 weeks
- _____ Photos of student completing task in beginning of 9 weeks
- _____ Inform job site of any potential dates when your team may not be in attendance (make a list here)
- _____ Complete ALL Job Site Documentation AT THE JOB SITE PLEASE (it is very difficult to accurately remember how many cues a student was given or what assistance was needed even 5 minutes after the observation)

End of the 9 weeks:

- _____ According to the schedule, give employee review form to employer and schedule a pick up time- PLEASE EXPLAIN THIS FORM AND IT'S PURPOSE!!
- _____ Put all documentation and work agreement for student in their career passports
- _____ Remind students to say Thank you to the employer for the opportunity before leaving the session

Weekly Coaching Details to Remember:

- _____ Have student speak to employers and co-workers whenever possible
- _____ Have student complete the work to the best of their ability whenever possible- Doing the work for the student only teaches the student that someone will be there to do things for them if they do not want to do them.
- _____ Have students work for their entire shift even if they complain of being tired. Stay positive yet, firm about completing the task. Mention any difficulties you have to the student's classroom instructor for troubleshooting assistance.