

Roles and Responsibilities of Job Coaches

Review the list of responsibilities with your supervising teacher or partner job coach. Put a check in the box(s) where appropriate.

Job Coach Role/Responsibility	Yes	No	Weekly	Only When Asked by Supervising Teacher or Administrator
Provide input to daily/weekly lesson plans for work-based learning sites				
Assist in the development of the students' CBVI schedules				
Work with teachers on data collection needed				
Conduct training site analysis, such as an ecological inventory, task analysis,				
Meet with teachers to analyze the work site data to make instruction, support, and/or employment decisions				
Meet with business managers and co-workers to establish the student's role as a trainee at the business site				
I attend "New Employee" training at the business to determine the training provided to a "typical" new employee.				
Assist the inclusion of students on the training site by obtaining store name tags, uniforms, attend new employee trainings, store meetings, parties, etc.				
Obtain feedback from co-workers and managers regarding student progress				
Monitor and correct students' behaviors				
Plan with student's high school teachers to align CBVI instruction with class expectations and the IEP				
Plan with other job coaches for continuous program improvement				
Provide work-based skill training to students				
Work to develop natural supports within the business and fade support from ISD staff				
Assist students with eating, dressing, personal care, and toileting, if needed				
Adapt instructional materials				
Assist with selection of technology, if needed				
Supervise co-worker and peer supports				
Locate, arrange, or make instructional materials				
Provide input into IEPs				
Attend IEP meetings, if requested				
Maintain student files or records				
Supervise transportation activities of students as they go to and from the training site or job				
Provide specific health needs as designated and trained by nurse or other professionals				
Have a CBVI Information Notebook with the medical, contact, site assignment, and IEP information for each CBVI student				
Have attended training for basic first aid and CPR, as well as medication administration, if needed				