

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
JOB COACH FOR ESE STUDENTS

1. PLANNING / PREPARATION

- _____ 1. Develop job training plans for each student.
- _____ 2. Develop, maintain and utilize a community resource file.
- _____ 3. Review program goals and objectives with Job Placement Specialist.

2. PROGRAM MANAGEMENT

- _____ 4. Maintain individual files on each student, including entry and program evaluations, classroom, on-the-job attendance, disciplinary records, and job performance evaluations that are done by employers.
- _____ 5. Maintain records and reports in auditable form under the supervision of the classroom teacher.
- _____ 6. Manage time effectively.
- _____ 7. Assist in maintaining security of records.
- _____ 8. Provide, following appropriate training, student supervision as assigned.

3. ASSESSMENT ASSISTANCE

- _____ 9. Assist in evaluating each student upon entry.
- _____ 10. Monitor progress using instruments provided.
- _____ 11. Assist in evaluating program effectiveness and suggest means of improvement.

4. SERVICE DELIVERY

- _____ 12. Facilitate the delivery of prescribed work experience curriculum to students identified for the program.
- _____ 13. Provide individualized instruction to each student in those areas where weaknesses are diagnosed.
- _____ 14. Place students at work sites appropriate for their training plan and the employer's need.
- _____ 15. Provide extended on-site job coaching for students if needed.
- _____ 16. Prepare and maintain requested / required reports and records.

5. COLLABORATION

- _____ 17. Visit work sites weekly for contact with students and supervisor / employer.
- _____ 18. Work closely with teachers and other professionals.
- _____ 19. Communicate effectively orally and in writing.

6. TRAINING AND DEVELOPMENT

- _____ 20. Participate in training sessions and inservice.
- _____ 21. Assist others in understanding the program.
- _____ 22. Determine career goals, conduct a personal assessment, and develop a systematic plan including goals and time tables.

JOB COACH FOR ESE STUDENTS (Continued)

7. RESPONSIBILITIES AND ETHICS

- _____ 23. Maintain confidentiality of student information.
- _____ 24. Use effective, positive interpersonal skills.
- _____ 25. Demonstrate integrity through ethical behavior.
- _____ 26. Carry out job responsibilities in a timely and consistent manner.
- _____ 27. Recognize and remain sensitive to the individual needs and differences of students.
- _____ 28. Perform other duties as assigned.

8. STUDENT GROWTH / ACHIEVEMENT

INDICATORS

- _____ 29. Ensure that actions contribute to continuous growth and achievement appropriate for student program classification.
- _____ 30. Collect and maintain individual diagnostic information, attendance, discipline records, and employers' job performance evaluation.
- _____ 31. Ensure that student growth / achievement is continuous and appropriate school wide. Indicators may include: results from teacher made tests, state and local criterion and norm-referenced - standardized tests, portfolio assessment, professional team interaction and analysis reports, student discipline records, and others as deemed appropriate by the District and / or required by statutes or adopted curriculum standards.
- _____ 32. _____
- _____ 33. _____

8. PERFORMANCE ASSESSMENT SERVICES

- _____ 34. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 35. The accurate and timely filing of all school reports.
- _____ 36. The completion of required professional development services.
- _____ 37. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- _____ 38. _____
- _____ 39. _____

JOB COACH FOR ESE STUDENTS (Continued)

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

_____ (Date)
_____ (Date)
_____ (Date)

Informal Observations

_____ (Date)
_____ (Date)
_____ (Date)

_____ (Signature of Evaluator / Date)