

Pre-Coaching Workshop Procedural Checklist

Before Workshop Teacher Should: 1. Register on StepUpAT.org 2. Sign Consents/Surveys 3. Watch Module 1

Date: _____ Teacher ID(s)/participating adults: _____ Coach: _____

Section 2: Workshop Indicators	Yes	No	N/A
1. I started with a positive social greeting.			
2. I collected copy of the current individualized education program (IEP) goals. (N/A, if teacher does not have)			
3. I shared information about myself.			
4. I provided an overview of what to expect as a participant in the Step Up AT project this year.			
5. I provided an overview of the resources available through the Step Up AT Project.			
6. I helped the teacher(s) to register for and access the StepUpAT.org website. *For those that did not do so prior to the workshop.			
7. I demonstrated the AT devices in the Step Up AT Lending Library and discussed how to request a loan.			
8. I reviewed and gave examples for the 8 teaching practices to be used in the Step Up AT project.			
9. I provided an overview of the SETT Framework and how to use it to consider the AT needs of my students.			

Section 2: Workshop Indicators	Yes	No	N/A
10. I provided an overview of Practice-Based Coaching (PBC) and discussed how to use the ATIP to inform the creation of the Action Plan.			
11. I collected a signed and dated Teacher/Coach Commitment Letter.			
12. I reviewed coaching timeline, provided a copy of the Preferred Coaching Strategies Checklist , and asked teacher(s) to complete the form prior to the first observation.			
13. I explained the Teacher Strengths and Needs Assessment (T/SNA) and provided the teacher with a copy, asking her/him to complete it prior to the beginning of the first coaching cycle.			
14. I demonstrated the technology to be used for focused observations and debrief sessions (Kubi ®, BITE, TORSH ®)			
15. We identified the date and time for the next session.			
16. I told the teacher(s) I would send a follow-up email, and I encouraged the teacher(s) to respond to the email with questions.			
17. I thanked the teacher(s) for participating and ended with a positive comment.			