

Staff Guidelines for Job Coaching/ Developing

1. Be sure a **Request for Services** form has been completed by your district representative. (This will be turned into Christina Sepiol.)
2. Fill out **Request for Job Coaching** or **Request for Job Developing** form.
 - http://www.swcccase.org/DRS/drs_forms.html

Both of these items should be turned into Christina Sepiol with a copy of the IEP. This can be done by either you or your district representative.

3. Make an appointment to turn in the following to Jen Wlodarski at the Cooperative. You will fill out required Cooperative contracts at the same time.

(If you are already employed with the Cooperative or received a payroll check at some point in the year, just make the appointment with Jen. The following are already on file.)

- Copy of Teaching Certificate (if applicable)
 - Fingerprinting Results
 - W-4 Form (can be obtained from Jen or from the above website)
 - Copy of Driver's License and Social Security Card
4. Initiate job coaching/developing services with the student.
 5. Fill out a **Service Completion Report** with **DAILY NOTES** taken in the services provided section.
 6. Turn this into Jen Wlodarski for signature.