**SCHOOL TO WORK JOB PLACEMENT CHECKLIST**

|  |  |
| --- | --- |
| 1-3 Days | * Meet Student/Contact Teacher

- Assess interests and abilities* Speak with Parent
* Information needed from Home District/Teacher

- Frequency of placement (days/week)- Time of day (AM/PM & specific time in schedule |
| 1-2 Weeks | * Secure Job Site

- Contact placement site supervisor/manager- Volunteer application (if needed)- Medical clearance: student & coach (if needed)- Job site training: student & coach (if needed)- # of days student can be at site- Specific times available* Obtain Additional Job Site(s) if Needed

- See Above |
| 1 Day | * Schedule & Assign Job Coach

- Are multiple coaches needed? |
| 1-3 Days | * Set up transportation with Home District
 |
| 1 Day | * Job coach meets student and contacts businesses
 |