

Staff Orientation Checklist

Before Workshop Teacher Should:

1. Register account www.Development.StepupAT.org
2. Complete Teacher Module 1

Section 1: Meeting Information

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

	Yes	No	N/A
1. I introduced the Step Up AT program by reflecting on what I have learned so far and why it is important to our school/region/district.			
2. I explained where AT is found in the IFSP/IEP and how AT can support IFSP/IEP goals.			
3. I provided an overview of assistive technology, gave access to AT devices, and explained how to contact the closest AT center as a resource.			
4. I demonstrated how to find Step Up AT resources on the website, through the learning modules, and in the video library.			
5. I explained the 8 AT teaching practices that are central to Step Up AT with demonstrations and examples.			
6. I described the SETT process for considering AT and provided guidance in using the AT Implementation Plan using a scenario.			
7. I provided an overview of the Practice-Based Coaching process for learning how to use AT in the classroom.			
8. For those who will be coached, I distributed copies of the Teacher/Coach commitment form, Preferred Strategies form, and Teacher Strengths and Needs Assessment form.			
9. For those who will be coached, I demonstrated how to record an observation via the Torsh app (if applicable).			
10. I established communication preferences (mode and frequency) for participants to build accountability and support.			