



New Coach Checklist

A Order	B Item	C What is it	D Check when done
1	Understanding why kids with ADHD struggle with homework (tutor version)	If you even skim this eBook, you will get an understanding for what HomeworkCoach is about, and if you want to be a coach	<input type="checkbox"/>
2	Read before first call to parent	First impressions are key. Here are our tips before calling your first client	<input type="checkbox"/>
3	Onboarding docs	Contractor agreement and Direct Deposit form	<input type="checkbox"/>
4	Online orientation course	45-minute online course, reviews our approach to Executive Function skills, with a short quiz to check for understanding	<input type="checkbox"/>
5	Notes for new coaches	More detailed than the online course, read and bookmark for future reference	<input type="checkbox"/>
6	Download First Lesson Plan	Here's our suggestion for structuring your first session	<input type="checkbox"/>
Optional	Working with young children	Read if your student is K-3	<input type="checkbox"/>
7	Download lesson sheet	It's very important that you get a timesheet signed after each session, even though we do not usually need to see it.	<input type="checkbox"/>
8	Set up your Reporting Hours account	This is where you will report hours. You can also download an app for your Apple iPhone or Android phone	<input type="checkbox"/>
Optional	Example of a Progress Report	You do not need to produce progress reports, but this one is worth reading to see how an experienced coach works	<input type="checkbox"/>
9	Review the Coaches website	Over time, please review all the advice and notifications on the website we've set up for our coaches.	<input type="checkbox"/>