

(SAMPLE)
WORK-BASED LEARNING DUTIES and RESPONSIBILITIES For COORDINATOR
(may be used for justification of extended contract)

1. Conduct and/or update the Business/Community Survey to ascertain number and type of employment opportunities available and/or anticipated Work-Based Learning (WBL) placements.
2. Process individual application forms for each student planning to enroll in the Work-Based Learning programs. Develop tentative training agreements and training plans. Process appropriate documents.
3. Contact new students' parents/guardians; explain the WBL program; and discuss responsibilities of school, student, parent, and training placement. Establish purpose of training agreement and training plan.
4. Plan employability skills training, leadership development, and skill enhancement as an integral part of instruction.
5. Place students in WBL sites for paid work experience to develop their career objective.
6. Conduct monthly visits to the work site to determine student progress and changes needed in Work-Based Learning programs.
7. Visit new and expanding industries and businesses to identify new skills, equipment, and materials that may be incorporated into the curriculum. Solicit materials from related industries and other agencies to be used in classroom and laboratory activities.
8. Review and revise advisory committee membership list to ensure active participation and support from persons involved in the career areas.
9. Meet with advisory committee to develop the program of work for the coming year.
10. Adapt classroom instruction to conform to the course of study and changes in business and industry. (Conduct safety checks of all equipment/hazardous materials/facilities as appropriate.
11. Facilitate the repair of equipment and classroom maintenance to ensure students' safety and maximum use of the equipment. Prepare Career and Technical Education Implementation Plan for students with disabilities who have previously been identified for the program.
12. Inventory and assess equipment, facilities, materials, and supplies and initiate orders as necessary before beginning of school year.
13. Ensure that the classroom is clean and orderly. Arrange for safe storage of hazardous materials and equipment.
14. Work with counselor for the purpose of interpreting test results of pre-registered students to determine learning needs of students and appropriate placement of students.
15. Participate in appropriate in-service programs, technical conferences, and workshops/seminars to improve teaching techniques and enhance professional development.
16. Prepare appropriate public relations materials when meeting with business, industry, and community organizations.
17. Update all files, enrollment forms, student records, etc.
18. Develop and update community resource lists of business and industry personnel who can provide assistance with Work-Based Learning programs.

(SAMPLE)
Work-Based Learning Evaluation Report

Student _____ Supervisor/Mentor _____
 Job Title _____ Agency _____

Directions: Evaluate the personal qualities below for your student. Rate the student's performance by using the numerical key below to mark the appropriate space. List the specific job tasks that are performed by the student each grading period. Your report will be used in determining a grade and for counseling the trainee. Careful attention should be given so as to present a true picture of your trainee's work and progress each grading period.

Personal Qualities/Job Tasks Key: Excellent (9-10) Good (6-8) Fair (3-5) Poor (1-2) Unacceptable (0)

Rating of Trainee for Year _____ - _____						
Nebraska Career Readiness Standards	Grading Period					
	1	2	3	4	5	6
Applies appropriate academic and technical skills						
Communicates effectively and appropriately						
Contributes to employer and community success						
Makes sense of problems and perseveres in solving them						
Uses critical thinking						
Demonstrate innovation and creativity						
Models ethical leadership and effective management						
Works productively in teams and demonstrates cultural competency						
Utilizes technology						
Manages personal career development						
Attends to personal and financial well-being						
Progressive Job Tasks <i>(List specific job tasks performed from Training Plan.)</i>	Grading Period					
	1	2	3	4	5	6
TOTAL (Personal Qualities + Job Tasks)						
Average: Total ÷ Total Possible Points						

Evaluator's Signature: _____ Date: _____