

WORK EXPERIENCE EDUCATION - JOB DESCRIPTION

Title of Position:

Work Experience Education teacher/coordinator

Duties and Responsibilities

It shall be the responsibility of the Work Experience Education teacher/coordinator to:

- Be knowledgeable of and comply with the appropriate sections of the California Education Code; the California Code of Regulations, Title 5; the *Secondary District Plan for Work Experience Education (WEE)*; the *Work Permit Handbook, 1997*; state and federal labor laws, and other related codes and documents.
- Approve students for enrollment in the Work Experience Education program.
- Identify the types of Work Experience Education in which students are enrolled.
- Develop written agreements which identify the responsibilities of the students, employers, parents or guardians (for minors only) and the secondary school/district.
- Identify, select, and/or approve observation sites/work stations which will enable students to accomplish meaningful learning objectives.
- Prepare individual training plans which outline the objectives that students are to accomplish at the observation sites/work stations.
- For Exploratory Work Experience Education, develop plans which specify and limit the number of hours at observation sites.
- Prepare related classroom instruction or guidance for each semester and for each type of Work Experience Education.
- Conduct related classroom instruction a minimum equivalent of one instructional period each week offered intermittently throughout the semester.
- Make a minimum of two on-site contacts each semester with work station supervisors and a minimum of one on-site contact during summer school sessions.
- Issue or verify work permits for students enrolled in Work Experience Education.
- Maintain records as indicated in the *Secondary District Plan for Work Experience Education (WEE)*, Assurance 15.

Qualifications

A Work Experience Education teacher/coordinator shall:

- possess a valid California secondary-level credential and,
- have two years of occupational experience outside the field of education and,
- have knowledge of the educational purposes, standards, laws, rules and regulations applicable to Work Experience Education.