

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 that 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 that will enable students to accomplish meaningful learning objectives.
- Prepare individual training plans that outline the objectives that students are to accomplish at the observation sites/work stations.
- For Exploratory Work Experience Education, develop plans that 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:

- (a) Possess a valid California credential, have two years of occupational experience outside the field of education, and have knowledge of the educational purposes, standards, laws, and rules and regulations applicable to Work Experience Education.
- (b) For the purpose of this section, credential means a Preliminary, Professional Clear, Life Credential, or any non-intern teaching credential issued under prior statutes that authorizes a person to teach in California K-12 schools.