

Work-Based Learning Coordinator Endorsements

Multioccupations Coordinator and Work Experience Coordinator



Philosophy: ALL students should have access to work-based learning opportunities.

Endorsement Certification	MOC Multioccupations Coordinator	WEC Work Experience Coordinator
Population Served	<p>All Students including students with IEPs, 504 plans, and other accommodations needed. An MOC can provide Specially Designed Instruction if the special education teacher/strategist is involved in the design of the instruction to meet a student's individual needs.</p>	<p>Students with IEPs who need Specially Designed Instruction in the area of Work Experience.</p>
Purpose of the Program	<p>Prepare students for a successful future by providing career exploration and skill building through the support of the work-based learning coordinator.</p>	<p>Prepare students for a successful future by providing career exploration and skill building through the support of the work-based learning coordinator.</p>
Role of the Coordinator	<ul style="list-style-type: none"> • Prepare students with curriculum and instruction prior to placement • Ensure all legal documents are signed and followed • Write the training plan in collaboration with the site manager • Work with the site managers to ensure students are safe while having a quality experience • Visit the site regularly to assist with the student meeting their training plan goals • Document growth in skills • Provide regular communication with support partners (parents, counselors, etc.) • Assist the student and/or site manager to train and develop student skills 	<ul style="list-style-type: none"> • Prepare students with curriculum and instruction prior to placement • Ensure all legal documents are signed and followed • Write the training plan in collaboration with the site manager and in conjunction with the IEP • Work with the site managers to ensure students are safe while having a quality experience • Visit the site regularly to assist with the student meeting their training plan goals • Documentation of learning • Provide connections to future learning and transitions • Oversee and coordinate transportation • Provide direction and support to job coach staff • Ensure that needed accommodations are utilized

	MOC Endorsed Coordinator	WEC Endorsed Coordinator
Recommended Legal Documents	<ul style="list-style-type: none"> • Training Plan • Training Agreement • Confidentiality Agreement • Transportation Liability Contract • Expectations of the Program 	<ul style="list-style-type: none"> • Training Plan • Training Agreement • Confidentiality Agreement • Transportation Liability Contract • Expectations of the Program
Length of Experiences	<p>Ideally one full academic year.</p> <p>Fall Semester:</p> <p>Coursework in classroom beginning experience after important classroom components have been assessed.</p> <p>Spring Semester: Continue experience at internship site.</p>	<p>Depends on the needs of the students and expected outcomes from the program for that student.</p>
Paid or Unpaid Experiences	<p>Both options.</p> <p>Paid – must be at least minimum wage if hourly, stipends cannot be tied to hours</p> <p>Unpaid – must follow the FSLA requirements for non-paid work experiences</p>	<p>Both options.</p> <p>Paid – must be at least minimum wage if hourly, stipends cannot be tied to hours</p> <p>Unpaid – must follow the FSLA requirements for non-paid work experiences</p>