

# Role and Function of a Work-Based Learning Coordinator

A Work-Based Learning Coordinator combines and coordinates efforts of many individuals, assuring that work-based learning experiences effectively and efficiently help students develop knowledge, skills, attitudes, and work habits so they can move successfully into the world of work. Work-Based Learning Coordinators will have successfully completed the [Work-based Learning Supplemental Endorsement](#). The functions and responsibilities of the WBL Coordinator include program planning, development, and evaluation; related-class instruction; on-the-job instruction and coordination; guidance and advice; program administration and management; and community and public relations:

## ***Program Planning, Development, and Evaluation***

- Review the components and requirements of a work-based learning program.
- Effectively use community resources.
- Develop objectives and responsibilities for the program.
- Include student self-knowledge exploration and planning.
- Design the program to include continued improvement and re-evaluation.
- Work closely with school counselor(s), career field teachers, SPED and VR teachers and staff in the planning, development and evaluation of the program to ensure that decisions are made with equity and inclusion in mind.

## ***Related-Class Instruction***

- Review and evaluate curriculum.
- Develop curriculum for both general-related and specific-related instruction; link efforts with other career and technical education staff to provide specific-related instruction.
- Develop outcome-based, measurable student objectives.
- Correlate classroom and on-the-job training.
- Individualize instruction, as appropriate.
- Evaluate instruction and curriculum, using input from students, employers/worksite supervisors, and advisory council members.

## ***On-the-Job Instruction and Coordination***

- Evaluate, select, and establish worksites.
- Inform worksite supervisors and parents of their role and responsibilities.
- Create, monitor, and adjust training plans in collaboration with the worksite supervisor and student.
- Help worksite supervisors develop teaching techniques for working with students.
- Monitor student progress through regular on-site visits and on-going communication.
- Review state and federal labor and safety and health laws with the employer/worksite supervisor and student.
- Seek student evaluation of the worksite.

## **Guidance and Advising**

- Advise potential program enrollees, working with school counselor(s), career field teachers, and SPED and VR teachers and staff.
- Provide reference material for career information.
- Help students develop good work habits.
- Provide participating students with information about relevant [Career and Technical Student Organization](#) (CTSO) opportunities.
- Develop and coordinate work experiences that encourage nontraditional occupational opportunities.
- Recognize when students need counseling from other staff members and agencies.
- Help students determine ways to best describe their marketable skills.
- Assist graduating students with the various aspects of the job search.
- Write letters of recommendation for students.

## **Program Administration, Management, and Evaluation**

- Establish and use an advisory council/advisory board.
- Develop and file written training plans and agreements.
- Know and assure compliance with relevant state and federal labor laws.
- Effectively manage resources including facilities, equipment, and supplies.
- Ensure student-learner safety and health protection.
- Prepare, administer, and analyze student and employer follow-up surveys.
- Seek evaluation from advisory council members.
- Prepare and analyze year-end reports.

## **Community and Public Relations**

- Use community resources to enrich work-based learning.
- Contact and use news media to publicize work-based learning student programs, events, projects, materials, proceedings of advisory council meetings, and related items.
- Create promotional materials for potential training stations and students.
- Visit previous and potential training stations to promote work-based learning.
- Use the resources of other agencies such as the local and regional chambers of commerce, Nebraska VR, Nebraska Department of Labor, Nebraska Department of Economic Development, etc.
- Develop and maintain a community personnel resource file.
- Represent work-based learning as a guest speaker at community and service clubs and organizations.
- Publicize meetings and activities of student organizations.
- Maintain good communication and public relations.
- Seek evaluation from the public.