

COOPERATIVE EDUCATION - CTE STUDENTS: WAY OF WORK

I. Steps to Applying to Co-Operative Education

How to apply: Students applying to Co-Operative Education must submit the following documents in a timely manner to Co-Op Coordinators upon request. After all required documents are collected, students will receive notification as to when the job will begin and receive onboarding orientation.

Documentation:

1. Student Identification and or State Identification
2. Social Security Card (Official)
3. Birth Certificate (Official)
4. Copy of PPS Work Permit
5. Signed Parent Letter
6. Completed Co-Op Application
7. Vaccination Documentation, if Applicable

Essential Functions/Position Summary

Job Goals: Cooperative education opportunities are essential to each student's total school experience through assessing individual needs and advocating for necessary supports that enhance student development, learning, and success that guides them along their own personal pathway. Co-Op Coordinators will support student success by assisting and empowering all students to master academic content, develop behaviors and habits consistent with college and career, and explore ambitions and dreams regarding life after high school. Specific professional responsibilities outlined in the student's job descriptions are directed toward the accomplishment of the program goals as defined below. These goals are not listed in any priority order. Priorities vary from grade to grade and from student to student. The goals provide a measure of accountability and effectiveness intended to benefit students first and foremost.

- Foster relationships between the student, employer, assigned CTE program school, home school (if applicable), and community which create a safe learning environment offering diverse educational opportunities.
- Develop work ethic: students will commit to regular attendance and have a willingness to learn new skills.
- Develop a positive self-concept and the motivation necessary to prepare for learning and transitioning those skills into the workforce.
- Take full advantage of the educational opportunities available in their school and community in preparation for further education and successful employment.
- Work with employers and community resources to develop a comprehensive student/employer training agreement and career plan which targets high school completion and post-secondary opportunities.
- Develop and/or enhance knowledge and competencies in current technology.

II. Vision

Our goal is to empower all CTE students to transition into post-secondary confidently and successfully and career opportunities and become positive, contributing members of society.

III. Mission

CTE prepares students for career pathways in the global marketplace by offering experiential learning, post-secondary credits, and industry certifications. Students will gain technical and high-level academic skills, equipping them to be lifelong learners.

IV. Position Summary:

Co-Op Student responsibilities: The student is responsible for providing all required documentation to Co-Op Coordinators as deemed necessary and appropriate. This position also assumes responsibility to assess and provide updates to career goals and plans as deemed necessary.

Qualifications of Students applying for Co-Op positions:

- 1) Any student 16 years or older who has completed a year and a half in a CTE program of study
- 2) Completion of program specific safety certification
- 3) Completion of at least one Industry Certification
- 4) Participation in at least one Job Exploration Field Trip
- 5) CTE Teacher input
- 6) CTE Executive Director Approval
- 7) Home school Principal acknowledgement
- 8) Home School Counselor acknowledgement
- 9) Career School Counselor acknowledgement
- 10) Review of attendance from previous semester and ongoing
- 11) Be on track to graduate

Essential Job Functions:

- Discovers and develops skills in the workplace.
- Confers with employers whenever necessary.
- Confers with CTE Coordinators weekly.
- Turns in paystubs biweekly.
- Attend applicable trainings and employee meetings as deemed by employer.
- Attends all necessary and required field trips that optimize work experiences.
- Meets with counselors, coordinators, both individually or in-groups to develop education and occupation plans to identify career objectives.
- Searches and disseminates information regarding post-secondary institutions and career opportunities.

V. Standard Operating Procedures (Student Employees)

- Inform Coordinators weekly about day-to-day task that were performed at the worksite via employee journal.
- Provide and upload paystubs bi-weekly to Coordinators and Eduready 360
- Meet with Co-Op CTE Coordinator monthly “Check-In”
- Exit interview with CTE Coordinator
- Turn in all required medical documentation to the CTE Coordinator as deemed necessary upon hire and during the duration of the assigned workplace.
- At the end of the Co-Op experience, complete an end of the work experience survey which serves as a tool for CTE Co-Op work experience to assess their effectiveness, strategies for improving their practice, and needs for upcoming Co-Op experiences.

VI. Other Staffing Information

Evaluation:

Co-Op students are graded on the following criteria: CTE program teacher’s grade and in tandem with your grade earned from the Co-Op experience. These two percentages will be combined to give you an overall grade per semester. **All students that participate in the Co-Op experience must complete at least (15 hrs.) per week.**

For more detailed information regarding the hours required, see your CTE Program Coordinator.

Call Off Procedures:

Co-Op students participating in Cooperative education must follow the procedures if a call off is necessary.

You are not entitled to vacation and sick time because you will be considered a part time employee. Therefore, **you should email and/or text the CTE Coordinators via Microsoft Teams (See Coordinators email below)** in their specific buildings according to pre-arranged and mutually agreed upon ways of communication. Please note that should you not report to school, you will not be able to report to work. In addition, should your attendance become an issue and you fall below the required attendance of 90%; you will be placed on a attendance contract and be given three opportunities to increase your attendance. Should you continue to have chronic absenteeism issues that are not medically excused, you will be removed from the Co-Op experience at the end of the quarter.

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