

2008-2009

Job Description for OJT

The cooperative education teacher reports directly to the principal of the school and receives programmatic directions from the Instructional Supervisor / Educational Specialist.

A. Facilitate classroom learning activities.

1. Attain competencies / skills outlined in the Intended Outcomes and explained in the Student Performance Standards.
2. Assist students in the development of training plans that correlate with their on-the-job activities.
3. Oversee the completion of the **JOB TRAINING ATTENDANCE RECORD**, and verify that the student has worked a minimum of 15 hours per week.
4. Compile required documents for Student Confidential Folders.
5. Maintain records and reports related to academic credit awarded to students, time cards, attendance, and wage information, etc.
6. Determine individual student performance.
7. Invite guest speakers.
8. Engage students in CTSO leadership activities.
9. Make fundraising an integral part of CTSO training.
10. Assist students in preparing for CTSO competitive events.
11. Provide materials to study for district, state and national competition, where applicable.
12. Prepare students for job-site interviews (mock interviews).

B. Coordinate on-the-job training activities.

1. Locate appropriate training agencies.
2. Assist students in obtaining employment.
3. Observe safety conditions in training agencies.
4. Evaluate prospective training agencies and their ability to employ the student for 15 hours per week.
5. Verify compliance of child labor laws by training agencies.
6. Secure signatures on required documents (Training Agreement, Training Plan, Job Training Attendance Card, and Employee Evaluation).
7. Obtain suggestions from training agencies for class/lab activities.
8. Determine achievement of program/career objectives by students.
9. Correlate student performance standards with training agency activities.
10. Evaluate student progress and on-the-job performance at least once each grading period.

11. Assist in relocating students to new training agencies.
12. Identify and recommend members to serve on advisory committees.
13. Attend district and/or state workshops, meetings, and seminars.
14. Provide information about the program, students, and training procedures to the work-site supervisors.
15. Evaluate the student's skills and abilities as outlined in the training plan.
16. Provide communication between the school and the community.
17. Assist in solving problems that arise from irregular situations.
18. Monitor student-learner on-the-job-training activities.
19. ~~Complete 5- or 10-day pre-planning activities during the month of August.~~
20. Prepare monthly mileage reports.

C. Counsel students and parents.

1. Use sound judgment at all times when meeting with parents and students.
2. Plan the conference to include and agenda.
3. Hold pre-enrollment conference.
4. Hold conferences during students' enrollment in program.
5. Be organized.
6. Be on time.
7. Be firm and positive.
8. Ensure an uninterrupted meeting area.

D. Solve problems.

1. Determine the problem.
2. Summarize the facts.
3. Determine the cause(s).
4. Plan alternatives.
5. Find a solution.