



## **Dorchester School District Two Co-Op Work-Based Learning Employment Description**

---

**DESCRIPTION:** Student Cooperative Learning (Co-Op) experiences with Dorchester School District Two is a structured learning program for high school level students requiring a written contract and training plan between the high school and sponsored worksite. The program coordinates secondary studies with a job role in a field related to the academic and/or technical education objectives. The written training and evaluation plans guide workplace activities in coordination with classroom instruction.

**REQUIREMENTS:**

- Completed and passed Professional Development Microburst Learning Modules
- Hired by Dorchester District Two
- Signed Training Agreement
- Enrolled in a WBL course (*Only IF course credit is wanted*)
- Meet twice a semester with District Work-Based Learning Coordinator to review student progress
- Internship Job Description Form with student and parent signature and date

**JOB GOALS:**

- To assist school district personnel with general duties including task that align to the standards and skills outlined in the student’s cluster and pathway coursework as indicated on student’s Individual Graduation Plan (IGP).

**REPORTS TO:**

- School Principal or principal designee, CTE Work-Based Learning Teacher, and District CTE designee

**PERIOD OF EMPLOYMENT:**

- 20 Hours per Week (Maximum)/ 40 Hours each pay period (Maximum)
- Students may have compensation included in their Training Agreement, but it is not guaranteed

**RESPONSIBILITIES:**

- Know and follow school and district guidelines for professional dress code and professional conduct.
- General job duties related to student’s career interest and discussed by student, job supervisors, and teacher at pre-employment meeting.
- **Additional responsibilities and goals may be added and attached to this contract based on the needs of the district, department, and schools while keeping all student work aligned to their IGP and career interests.**

**PERFORMANCE EVALUATION TOOL:**

- Students will be graded based on the SC Work-Based Learning Training Agreement/Evaluation Plan provided by supervisor

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_