

WORK EXPERIENCE TEACHER

The duties of the Work Experience Teacher shall include but not be limited to the following:

1. Plan and direct all phases of the district's student work experience education program at the building level including related instruction.
2. Assist in the development, writing and implementing of various student work experience education programs as required by the California State Department of Education and the district.
3. Assist in the preparation of reports required by the state or the district in areas related to the work experience education program.
4. Serve as liaison agent between the school and the community employers.
5. Provide adequate and continuous guidance service to students enrolled in the work experience education program.
6. Maintain records for students enrolled in the work experience education program.
7. Keep current on all general, state and local laws that pertain to student employment.
8. Provide continuous job site supervision and evaluation of work experience education students as required by the state and by the district.
9. Assist in the evaluation of the work experience education program as required by the state and the district.
10. Implement all phases of the work experience education programs at the building level including but not limited to:
 - a. Establishing uniform enrollment procedures.
 - b. Establishing procedures for evaluating student progress on the job.
 - c. Setting up and maintaining a uniform system of record keeping.
 - d. Providing adequate guidance service to students enrolled in the program.
 - e. Assisting in the development of career education programs.
 - f. Establishing related instruction program.
11. Assist in promoting and publicizing the work experience program.
12. Assist in the development of long range planning of the district work experience program.
13. Carry out other tasks and responsibilities in the work experience education area as assigned by the building principal.