

## **PINE GROVE AREA SCHOOL DISTRICT JOB DESCRIPTION**

**Title:** Cooperative Education Teacher (Starting 2026-2027 School Year)

**Reports to:** High School Principal

**Job Goal:** This position is responsible for overseeing and coordinating work-based learning experiences for students. This includes finding and maintaining partnerships with employers, ensuring students' safety and well-being at work, and providing support and guidance to students and employers. In essence, the Co-op Teacher plays a vital role in connecting students with real-world work experiences, preparing them for future careers, and building strong community partnerships. The Co-op Teacher will also instruct courses based on their area of certification. The Co-Op Teacher will serve as advisor for FCCLA (Family, Career, and Community Leaders of America) a national Career and Technical Student Organization.

**Compensation:** As established by the District's Collective Bargaining Agreement

**Evaluation:** As determined by the High School Principal

### **Performance Responsibilities:**

#### **1.0 Partnership Development:**

- 1.1 Building and maintaining relationships with local employers to create, secure, and maintain co-op placements for students.
- 1.2 Maintain communication with business and industry to insure appropriate student training and placement.
- 1.3 Plan and conduct regular meetings with business and industry. Create and conduct needs assessment survey.
- 1.4 Develop and maintain a database of co-op positions and relevant employers.
- 1.5 Conduct site visits to evaluate employer placements and ensure they align with educational goals.

#### **2.0 Student Placement and Support:**

- 2.1 Develop and implement the opportunity for work-based experiences for all students.
- 2.2 Determine students' interests, capabilities, and eligibility for work-based experiences.
- 2.3 Facilitating the placement of students in relevant co-op positions, providing support and guidance to students while at work, and monitoring their progress.
- 2.4 Coordinate transition activities as students begin work-based experiences.
- 2.5 Ensure that training and career plans and other documentation (job applications, co-op documents) are properly maintained.
- 2.6 Monitor student attendance, academic progress, job performance and overall program success.
- 2.7 Maintain all necessary records (hours, earnings, follow-up, etc).

### **3.0 Workplace Safety and Compliance:**

- 3.1** Ensuring students' safety and well-being at work, including background checks, insurance, and compliance with applicable regulations.
- 3.2** Perform periodic visits to work-based sites to monitor student progress.

### **4.0 Communication and Coordination:**

- 4.1** Communicating with students, employers, and school staff to ensure smooth co-op operations and address any issues that may arise.
- 4.2** Attend various school and community agency meetings (Career Link, Manufacturers' and Employers Association, Schuylkill Chamber of Commerce, etc.).

### **5.0 Curriculum Integration:**

- 5.1** Integrating co-op experiences with classroom learning, aligning work-based learning with academic goals, and developing individualized learning plans.
- 5.2** Coordinate instruction related to placement. (Co-op seminar, resumes, interviewing, job search).
- 5.3** Provide an orientation about placement program.
- 5.4** Teach courses in your area of certification for half of the school day.

### **6.0 Evaluation and Feedback:**

- 6.1** Evaluating student performance in co-op placements and providing feedback to students and employers.
- 6.2** Complete employer and student satisfaction surveys relative to services provided.
- 6.3** Collect and analyze data to evaluate the effectiveness of the program.

### **7.0 Compliance with Regulations:**

- 7.1** Adhering to Pennsylvania's cooperative education regulations, including those related to certification, student safety, and employer compliance.
- 7.2** Evaluate work-based training sites for compliance with State and Federal Labor Law guidelines.

### **Qualifications:**

1. CSPG 37 Cooperative Education Certification (7-12) Required
2. Career and Technical Instructional Certification Preferred
3. All required clearances
4. Strong communication, interpersonal, and organizational skills
5. Ability to build and maintain partnerships with employers
6. Knowledge of Pennsylvania's cooperative education regulations and guidelines
7. Ability to organize and manage cooperative education programs effectively
8. Experience in curriculum development and instruction