

**5440-60 Cooperative Career and Technical Education Coordinator**

*The holder is authorized to establish and coordinate experiential learning opportunities between industry and other community employers and secondary institutions in order to reinforce a student's program of study, career interests, and goals.*

In order to qualify for this endorsement, the candidate shall demonstrate the following:

Knowledge Standards:

Knowledge of the principles and practices useful for developing and implementing a cooperative vocational experience program, including knowledge of the world of work

Knowledge of state and federal regulations associated with vocational education and labor and industry

Performance Standards:

Ability to plan, implement, and evaluate a successful cooperative vocational experience program including the ability to:

- a) Survey local business and industry and develop a good working relationship between the school and the business community,
- b) Identify safe and appropriate opportunities for student placement in the community,
- c) Coordinate an effective cooperative vocational experience program including conducting orientation, matching of and scheduling of students with appropriate work sites, and maintaining student records related to the cooperative vocational experience,
- d) Form an advisory committee of community members to develop placement opportunities,
- e) Work effectively with employers to develop suitable training programs for students seeking cooperative vocational experience,
- f) Assist both students and the employer during the training experience including providing information from regular observations at the training site and conferences with the student and employer, and
- g) Evaluate the cooperative vocational education program through maintenance of contact with program graduates and the business/industrial community

Additional Requirements:

Two years of recent work experience outside of the field of education