

# Roles and Responsibilities of the Work Experience Coordinator (WEC) for COOP

- Communicate with VR Counselor (VRC) as the designated point-person in the building.
- Participate in Individualized Plan for Employment (IPE) meetings, as appropriate.
- Ensure students receiving credit through the COOP program are enrolled in related vocational and academic instruction in the classroom, unless the IEP indicates full time work experience.
- Provide or coordinate the related classroom instruction in the regular school program.
- Ensure credit is awarded in accordance with off-campus program credit requirements for COOP listed in the “Graduation Handbook for Missouri High Schools”.
- Designate the required amount of supervision time based upon the individual needs of the student.
- Increase awareness and communication between the school, parents and potential employer regarding work-based learning partnerships.
- Work with faculty to promote the COOP program for students.
- Identify students that would benefit from VR services and make appropriate referrals.
- Set up schedule for VRC to meet with potential COOP students.
- Provide needed documentation to VRC such as academic/achievement testing, school medical records, transcripts, copy of IEP and diagnostic/evaluation summary, and parent/guardian signatures, as appropriate.
- Communicate with parents and family members regarding student progress in COOP program.
- Develop and/or provide student contract (as determined necessary by the LEA) to parents/guardian regarding student roles and responsibilities in the COOP program to include release time from school if appropriate, how credit is awarded, and what happens if student loses or quits COOP job.
- Facilitate and monitor student progress with other teachers, employers at the job site, and VRC.
- Contact work supervisors weekly or as determined appropriate, either by email, phone or personal visit, to discuss student’s progress.

- Market COOP program to local employers, identify and secure community based job-sites and/or work based learning opportunities, and coordinate appropriate job placements for students with the VRC.
- Ensure appropriate school personnel have a copy of the DESE Inter-Agency Transition Agreement.
- Develop COOP file for each student to include:
  - Employer contact information
  - Employment record (beginning dates, hours worked)
  - Student pay stubs
  - Student contract, as appropriate
  - VR eligibility letter
  - Student schedule
  - Copy of VR IPE that reflects COOP services
  - Copy of IEP that reflects COOP services