

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 4.211

Work-Based Learning Program

The Work-Based Learning Coordinator shall be responsible for the overall administration of the program, including but not limited to:

1. Employer Engagement – outreach, student placement, and ongoing communication;
2. Supervision and Coaching – supervise students, facilitate learning, link to content, instruction, and workplace standards;
3. Content Instruction – general education and career and technical instruction; and
4. Student Support – college and career assessment, guidance, and planning.

Administration of the program shall be in compliance with guidance produced by the Department of Education and approved by the Superintendent of Schools.

EVALUATION AND ASSESSMENT

The Work-Based Learning Coordinator shall be responsible for overseeing the evaluation of each student's progress as well as the overall success of the placement at the work site.

In addition, he/she shall complete an annual assessment of the school district's work-based learning program.