



# Teacher of Record Summary of Role for Work-based Learning Course

## Teacher of Record steps for assisting students with WBL Course requirements, and ensuring proper WBL credit in PowerSchool.

1. **ALIGNMENT:** Teacher speaks with their student(s) about Work-based Learning opportunities and how they align with academic and career interests, including becoming a CTE Completer.
2. **AVAILABILITY:** Teacher assists student in visit to guidance department to determine if a WBL Course fits their academic and scheduling requirements for the upcoming semester / summer.
3. **UNDERSTANDING:** Teacher ensures student has read & initialed each page of the [CCSD Student WBL Handbook](#) and has discussed the opportunity at home. (Teacher should instruct student to start a file for all paperwork required for the WBL Course.)
4. **COMMUNICATE INTENT:** Teacher ensures student has completed [WBL Student Intent to Participate Online Form](#). Submission of this form officially begins the CCSD WBL Partnership Coordinator's process of identifying a business partner willing to host the requested Work-based Learning experience.
5. **RECOMMENDATION:** Teacher of Record completes [Educator Recommendation Form](#).
6. **WBL COURSE APPROVAL:** WBL Course for high school credit is approved by guidance and student is connected with approved Business Partner(s) to discuss potential WBL experience.
7. **GETTING HIRED:** Student interviews with approved Business Partner(s) with the goal of being offered a position via [Business Partner Intent Form](#) (*Remind student to send a thank you note!*)
8. **FORMS COMPLETE:** Student submits complete WBL Course Application Package to Teacher of Record along with WBL Student Handbook & Business Partner Intent Form. [Additional Information Here](#)
9. **ORIENTATION:** WBL course orientation meeting is scheduled **at the school** for student, Teacher of Record, student's direct supervisor at host business, and WBL Partnership Coordinator to finalize all applicable paperwork, including the WBL Training Agreement and work schedule.
10. **WBL COURSE START:** Teacher of Record ensures student reported to first day of WBL Course.
11. **COMMUNICATING PROGRESS:** Student sends timesheets, weekly journals, and other written assignments to Teacher of Record to compile in preparation for assignment of grade. (*For summer WBL, information is compiled by WBL Partnerships Coordinator and graded by Teacher of Record when school resumes in the fall*)
12. **SITE VISITS:** Teacher of Record (or WBL Partnership Coordinator during summer) will make at least one unannounced visit to the work-site during the course. Pictures are taken of the students in action.
13. **COMPLETION:** After the final scheduled day of the WBL Course, all paperwork is turned in and a grade is assigned by Teacher of Record for guidance to enter in PowerSchool, along with proper WBL experience data entry.
14. **CELEBRATION:** At the end of the semester/summer, all students that participated in WBL experiences for credit are invited to a reception. Business partners, parents, teachers, and other stakeholders are invited to celebrate the success of each student!

Please contact [Chad Vail, WBL Partnership Coordinator](#) with any questions about the Teacher of Record role.