

**Akron Public Schools**  
**OFFICE OF CAREER EDUCATION**  
**BULLETIN #7: *Work Study Coordinator Responsibilities***

**HOME VISITS:** All teacher/coordinators are expected to make at least **TWO** home visits during the school year (initial visit at the start of the school year, during extended time and a second visit during the school year). These visits are designed to thoroughly acquaint students and parents with the responsibilities of being in your program, to sign the appropriate forms and to review program rules, policies and procedures. Additionally, you might highlight common reasons for student removal from your program in order to avoid these situations.

### **EMPLOYMENT OF STUDENTS**

Teacher/coordinator locates job stations or approves those located by student. October 15 is target date for full employment.

### **JOB FOLDER FOR EACH STUDENT**

The teacher/coordinator is responsible for completion and securing of the following properly signed forms **which are to be kept on file for [5] years:**

- **Application for program** – to be kept prior to the start of student employment.
- **Pupil/Parent Agreement** – to be completed prior to the start of student employment; one copy kept at school and one copy to parent.
- **Training Agreement** – to be completed prior to the start of student employment; one copy kept at work, one at school.
- **School Cooperative Education Policy** – to be completed prior to the start of student employment.
- **Work Permit** – Original to employer (mailed by Pupil Services); two additional receipts are issued – one for coordinator, one for school office. NOTE: Students under the age of 18 must have a **work permit** issued to the employer by the Board of Education. This is obtained in the Pupil Services Office immediately after securing employment.
- **Training Plan** – one at work; one at school.
- **Safety Record** – document that students have been instructed in and passed basic safety procedures (see Bulletin #4).
- **Incident Report (IR2)** – If a student **claims** on-the-job injury, an incident report **must** be completed **by using the APS EMPLOYEE'S REPORT OF INCIDENT AND INJURY REPORT** found in your school office (see <http://www.akron.k12.oh.us/dept/077/forms.htm>). Be brief, state only **fact**, and forward a copy to your building principal and coordinator. Originals remain in student folders.
- **Employer's Work Evaluation** – Nine-week evaluation form; review form each time with student.
- **Record of Earnings** – Keep a copy of **students'** pay stubs in folder and return at the end of the year.
- Any other personal, private or anecdotal information.

**NOTE: ALL forms are to be signed by appropriate persons; copies to be filed, where required.**

### **COORDINATION TIME**

Average a minimum of two contacts per month; keep a record of visits on Form 11- Job Summary Register (Career Education at 330-761-3134 for the Form). EACH DAY leave with the school principal or his/her designee an itinerary sheet listing business sites, contact names and phone numbers. If you are unable to return to the building because of a visit lasting longer than expected, inform your school contact; otherwise, return to the school to sign out and get any messages.

[\*\*Click here for Incident Report \(IR2\) – Employee Form\*\*](#)