

# DACUM\* Research Chart for the Work-Based Learning Teacher Coordinator

## DACUM\* Panel

Timothy Carr  
Columbia Montour AVTS  
Bloomsburg, PA

Sue Fox  
Hatboro-Horsham Senior High School  
Horsham, PA

Debby Helwig  
Deer Lakes High School  
Russleton, PA

Jan Klevis  
Lehigh Career & Technical Institute  
Schnecksville, PA

Kim T. Letourneau  
Eastern Area High School  
Easton, PA

Angela Morgan  
Twin Valley School District  
Elverson, PA

Richard Reichart  
Reading High School  
Reading, PA

Joseph P. Selgrade  
North Montco Technical Career Center  
Lansdale, PA

Cheryl Speakman  
State College Area School District  
State College, PA

## DACUM\* Facilitator

Chester P. Wichowski  
Temple University  
Philadelphia, PA

## DACUM\* Assistant Facilitator

Jill S. Tafoya  
Temple University  
Philadelphia, PA



Center for Professional Development in  
Career and Technical Education  
Ritter Hall 372  
1301 Cecil B. Moore Avenue  
Philadelphia, PA 19122-6091

**NOTE:** The following definition of the Work-Based Learning Teacher-Coordinator was used as a guide during the conduct of this DACUM\* activity:

The Work-Based Learning Teacher-Coordinator has been defined as a PA Cooperative Education certified individual who plans, implements, teaches, and coordinates classroom instruction and related supervised experiential learning in business/industry, professional and community settings. This activity is utilized for career exploration and reinforcement, employment preparation, social/economic adjustment, personal development, or skill development, as it relates to students' learning, interests and needs. The work-based learning environment includes but is not limited to the following: Cooperative Education (Capstone and/or Diversified Occupations), Job Shadowing, Internships, Service Learning and Apprenticeships.

**\* DACUM (Developing A CurriculM) is a group interactive process used to conduct an occupational analysis.**

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# DACUM Research Chart for the Work-Based Learning Teacher Coordinator

DUTIES		TASKS			
A	Develop And Maintain Work-Based Learning Programs	A-1 Perform or assist with needs assessment (Student & Industry)	A-2 Research work-based learning programs	A-3 Consult with other work-based teacher –coordinators	A-4 Organize Occupational Advisory Committee
		A-12 Assist in determining program cost	A-13 Establish partnerships and assist in development of articulation agreements with education, government, public and private agencies	A-14 Assist with obtaining state and local program approval	A-15 Develop student recruitment plan
B	Promote Work-Based Learning Programs	B-1 Develop work-based public relations plan	B-2 Develop and distribute promotional materials	B-3 Inform administrators, counselors and teachers about programs	B-4 Informs community about programs (*See below for examples)
C	Provide Individual Student Support Services	C-1 Orient students and parent/guardians to work-based learning programs	C-2 Collect data to assess student needs and abilities	C-3 Assist students in developing career objects	C-4 Match and place student to appropriate work-based activity
		C-13 Serve as student advocate	C-14 Provide career resources and information about post-secondary opportunities	C-15 Assist students, parents/guardians and counselors with career options and course selections	
D	Develop Work-Based Learning Partnerships	D-1 Communicate program expectations and benefits to potential partners	D-2 Distribute informational material to potential partners	D-3 Secure commitment from potential partners	D-4 Develop work-based agreements
E	Facilitate Student Development of Work-Based Skills Conferences	E-1 Assist students in achieving and/or revising career objective	E-2 Teach employability, retention, consumer and entrepreneurial skills	E-3 Coordinate delivery of occupation-specified skills	E-4 Ensure students meet legal requirements for participation in a work-based activity
F	Develop Work-Based Training Sites	F-1 Ensure safety conditions at work-based site	F-2 Assess types and quality of training available	F-3 Share work-based training requirements with mentor	F-4 Arrange for mentor tour of program/school
G	Connect Work-Based Training Sites	G-1 Serve as a liaison between school and work-based site	G-2 Monitor work-based site safety	G-3 Monitor student performance and attendance	G-4 Share work-based activities with school community
		G-11 Facilitate various types of job placements	G-12 Participate in school to career activities	G-13 Complete , evaluate and take action on student follow-up studies	G-14 Complete, evaluate and take action on employer follow-up studies
H	Manage Student Records	H-1 Maintain individual student files	H-2 Obtain required recommendations for students	H-3 Maintain copies of work permits, driver's license, and auto insurance information	H-4 Maintain parent/guardian permission forms
		H-13 Maintain Career Objective form	H-14 Assist with student portfolios and graduation project	H-15 Organize or assist with administration of program completion assessments	
I	Maintain Program Regulatory Compliance	I-1 Comply with state and federal child labor laws	I-2 Comply with state and federal laws	I-3 Verify employer worker compensation coverage is current	I-4 Provide data for completing state reports
J	Continue Professional Development	J-1 Participate in in-service activities, workshops and conferences	J-2 Review professional literature	J-3 Enroll in further education and training	J-4 Study local, state national and international occupational trends

\*B-4 e.g., parent/guardians, employers, School Board, Chamber of Commerce, trade and service organizations, Workforce Investment Board and post-secondary institutions

<b>A-5</b> Align program with school philosophy and mission	<b>A-6</b> Develop program objectives to align with PA Academic Standards and PA recognized industry-based credentials or certifications		<b>A-7</b> Identify program competences	<b>A-8</b> Develop an integrated planned course of study	<b>A-9</b> Establish program timelines	<b>A-10</b> Establish guidelines for program evaluation	<b>A-11</b> Develop work-based policies and procedures
<b>A-16</b> Develop required documents and forms	<b>A-17</b> Develop work-based mentor training guidelines	<b>A-18</b> Pilot test work-based training program	<b>A-19</b> Collect formative evaluation data on pilot test	<b>A-20</b> Modify pilot program based on feedback	<b>A-21</b> Solicit employer, mentor and student feedback for program improvement	<b>A-22</b> Modify program based on feedback	
<b>B-5</b> Publicize programs	<b>B-6</b> Recruit students for work-based learning sites	<b>B-7</b> Recruit work-based learning sites	<b>B-8</b> Organize student recognition activities	<b>B-9</b> Organize employer appreciation activity	<b>B-10</b> Organize or assist with school-wide career awareness activities	<b>B-11</b> Organize or assist with exploration of post-secondary opportunities	
<b>C-5</b> Provide appropriate student information to work-based mentors	<b>C-6</b> Perform on-site work-based student observations	<b>C-7</b> Refer students for remedial or specialized services	<b>C-8</b> Obtain feedback from work-based mentor	<b>C-9</b> Share feedback on student performance with student	<b>C-10</b> Monitor compliance with agreement	<b>C-11</b> Monitor student attendance	<b>C-12</b> Conduct conferences with student, parent/guardians, and/or mentors
<b>D-5</b> Facilitated and document partnership meetings	<b>D-6</b> Document work-based partner contact	<b>D-7</b> Recognize partnership contributions	<b>D-8</b> Solicit student awards	<b>D-9</b> Develop and maintain database of work-based contacts			
<b>E-5</b> Evaluate student progress and address deficient areas	<b>E-6</b> Arrange for job-coaching	<b>E-7</b> Provide enrichment experiences	<b>E-8</b> Update work-based curriculum to meet PA Academic Standards, PA recognized industry-based credentials or certifications and address local employment needs		<b>E-9</b> Support student participation in CTSOs to develop leadership skills		
<b>F-5</b> Provide school information to employers/mentors	<b>F-6</b> Provide program guidelines to work-based	<b>F-7</b> Implement and monitor training agreement and training plan	<b>F-8</b> Monitor work-based training sites				
<b>G-5</b> Arrange work-based site tours for students	<b>G-6</b> Arrange work-based site visits for administrators, counselors and teachers	<b>G-7</b> Integrate school and work-based curriculum to meet PA Academic Standards and PA recognized industry-based credentials for certifications		<b>G-8</b> Participate in Occupational Advisory Committees	<b>G-9</b> Advise students of secondary and post-secondary articulation agreements and dual enrollment options		<b>G-10</b> Arrange job interviews
<b>G-15</b> Provide feedback on student performance to instructors and administrators		<b>G-16</b> Provide appropriate information regarding student performance to mentors/employers					
<b>H-5</b> Maintain student contracts as per school policy	<b>H-6</b> Maintain medical insurance and parent/guardian release forms	<b>H-7</b> Coordinate issuance of student parking permits	<b>H-8</b> Maintain training plans	<b>H-9</b> Maintain training agreements	<b>H-10</b> Facilitate student evaluations	<b>H-11</b> Maintain student time sheets and activity records	<b>H-12</b> Maintain student competency achievement records
<b>I-5</b> Abide by state and federal education laws	<b>I-6</b> Abide by confidentiality laws	<b>I-7</b> Participate in I.E.P. development	<b>I-8</b> Assist with program audits	<b>I-9</b> Provide written program status reports	<b>I-10</b> Document Occupational Advisory Committee meeting minutes		
<b>J-5</b> Participate in business and community organizations	<b>J-6</b> Participate in professional organizations	<b>J-7</b> Investigate innovative work-based learning programs	<b>J-8</b> Network with colleagues	<b>J-9</b> Solicit employer, mentor and student feedback for self-improvement		<b>J-10</b> Comply with PA requirements to maintain valid certification	

**GENERAL KNOWLEDGE**

Federal and state labor laws  
 Federal and state child labor laws  
 Contract law  
 Labor unions  
 Safety regulations  
 Occupational awareness  
 Curriculum development  
 Business, industry and  
 community organizations  
 Community resources  
 Current events  
 Current market trends  
 Local economic development  
 Workforce Investment Board  
 Post-secondary career and  
 educational opportunities  
 Pre-employment screening

**SKILLS SETS**

Human relations  
 Communications  
 Stress management  
 Problem-solving  
 Computer literacy  
 Information management  
 Organization  
 Counseling  
 Research and development  
 Marketing  
 Teaching  
 Evaluation  
 Time management  
 Driving  
 Observation  
 Documentation  
 Analytical  
 Coordination  
 Motivation  
 Management  
 Supervisory  
 Networking  
 Leadership  
 Interpersonal multi-media

**WORKING BEHAVIORS**

Persuasive  
 Creative  
 Self-motivated  
 Persistent  
 Tactful  
 Honest  
 Flexible  
 Loyal  
 Self-confident  
 Positive attitude  
 Supportive  
 Open-minded  
 Self-reliant  
 Punctual  
 Dependable  
 Reliable  
 Industrious  
 Sense of humor  
 Sociable  
 Discreet  
 Professional appearance  
 Non-partisan  
 Life-long learner  
 Resourceful  
 Proactive  
 Humble  
 Team player  
 Risk taker  
 Problem solver  
 Ethical  
 Accept criticism  
 Accept rejection  
 Competent

**TOOLS, EQUIPMENT, SUPPLIES & MATERIALS**

Transportation  
 Computer  
 Internet access  
 Fax machine  
 Telephone  
 Cellular Telephone  
 Voice mail or answering machine  
 Copier  
 Camera  
 Multi-media equipment  
 Office area  
 Basic office supplies  
 Business cards  
 Desk and chair  
 Filing cabinets  
 Calculator  
 Phone book  
 Book shelves  
 Classroom  
 Basic teaching supplies  
 Curriculum materials  
 Bulletin board  
 Career reference materials  
 Time clock

**TRENDS AND CONCERNS**

Local economic conditions  
 Funding  
 Substance abuse  
 Pre-employment and random  
 substance testing  
 Employer participation  
 Technology changes  
 Internet use and abuse  
 Work ethics  
 Child labor laws  
 Minimum wage laws  
 Global market trends  
 Barriers to employer participation  
 English language learners  
 Gender bias  
 At-risk students  
 Diversity  
 Personal security  
 School safety

**Acronyms**

I.E.P. Individual Education Plan  
 C.T.S.O. Career and Technical Student Organization