

Table I
Mean Ratings of Validation Data on the Role of the
Work-Based Learning Teacher Coordinator
2007 (N=16)

Duty Category and Tasks	Level of Importance (Mean)*	Difficulty to Achieve (Mean)*	Relative Frequency (Mean)*
A. DEVELOP AND MAINTAIN WORK-BASED LEARNING PROGRAMS			
A1. Perform or assist with needs assessment (Student & Industry)	4.06	3.25	2.56
A2. Research work-based learning programs	3.19	2.44	2.00
A3. Consult with other work-based learning programs	4.69	2.00	2.88
A4. Organize an Occupational Advisory Committee	4.00	2.56	2.19
A5. Align program with school philosophy and mission	4.63	2.50	3.50
A6. Develop program objectives to align with PA Academic Standards and PA recognized industry-based credentials or certifications	4.69	2.88	3.19
A7. Identify program competencies	4.44	2.44	2.44
A8. Develop an integrated planned course of study	3.93	3.00	2.87
A9. Establish program timelines	4.13	2.38	3.00
A10. Establish guidelines for program evaluation	4.13	2.63	3.13
A11. Develop work-based policies and procedures	4.88	2.00	2.88
A12. Assist in determining program cost	2.38	1.53	1.50
A13. Establish partnerships and assist in development of articulation agreements with education, government, public and private agencies	4.25	2.75	2.38
A14. Assist with obtaining state and local program approval	4.07	2.53	1.87
A15. Develop student recruitment plan	4.20	2.47	2.80
A16. Develop required documents and forms	4.75	2.50	3.13
A17. Develop work-based mentor training guidelines	3.88	2.75	2.38
A18. Pilot test work-based training program	3.27	2.20	1.60
A19. Collect formative evaluation data on pilot test program	3.14	1.79	1.57
A20. Modify pilot program based on feedback	3.21	1.79	1.57
A21. Solicit employer, mentor and student feedback for program improvement	4.69	2.56	3.69
A22. Modify program based on feedback	4.75	2.19	3.19

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B. PROMOTE WORK-BASED LEARNING PROGRAMS			
B1. Develop work-based public relations plan	4.06	2.31	2.44
B2. Develop and distribute promotional materials	4.25	1.81	2.88
B3. Inform administrators, counselors and teachers about programs	4.63	2.06	3.00
B4. Inform community about programs (e.g., parent/guardians, employers, School Board, Chamber of Commerce, trade and service organizations, Workforce Investment Boards and post-secondary institutions)	4.56	2.50	3.19
B5. Publicize programs	4.38	2.56	3.00
B6. Recruit students for work-based learning programs	4.80	2.27	3.40
B7. Recruit work-based learning sites	4.81	2.44	3.50
B8. Organize student recognition activities	4.07	2.40	2.53
B9. Organize employer appreciation activity	4.07	2.87	2.27
B10. Organize or assist with school-wide career awareness activities	3.87	2.80	2.87
B11. Organize or assist with exploration of post-secondary opportunities	3.87	2.80	2.80
C. PROVIDE INDIVIDUAL STUDENT SUPPORT SERVICES			
C1. Orient students and parent/guardians to work-based learning programs	4.69	2.31	3.00
C2. Collect data to assess student needs and abilities	4.13	2.25	2.88
C3. Assist students in developing career objective	4.33	2.07	2.93
C4. Match and place student to appropriate work-based activity	4.81	2.81	3.75
C5. Provide appropriate student information to work-based mentors	4.63	2.13	3.75
C6. Perform on-site work-based student observations	4.63	2.36	4.13
C7. Refer students for remedial or specialized services	4.13	2.25	2.25
C8. Obtain feedback from work-based mentor	5.00	2.13	3.94
C9. Share feedback on student performance with student	4.81	1.88	4.06
C10. Monitor compliance with agreement	4.75	2.31	3.94
C11. Monitor student attendance	4.88	2.13	4.06
C12. Conduct conferences with student, parent/guardians, and/or mentors	4.38	2.88	2.56
C13. Serve as student advocates	4.31	2.25	3.44
C14. Provide career resources and information about post-secondary opportunities	4.40	2.07	3.27
C15. Assist students, parents/guardians and counselors with career options and course selections	4.13	2.40	3.33

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D. DEVELOP WORK-BASED LEARNING PARTNERSHIPS			
D1. Communicate program expectations and benefits to potential partners	4.94	1.94	3.94
D2. Distribute informational material to potential partners	4.63	1.63	3.88
D3. Secure commitment from potential partners	4.75	3.00	3.38
D4. Develop work-based agreements	4.75	2.00	3.75
D5. Facilitate and document partnership meetings	4.31	1.81	2.69
D6. Document work-based partner contact	4.44	1.63	3.38
D7. Recognize partnership contributions	4.38	2.31	2.44
D8. Solicit student awards	3.36	2.79	1.71
D9. Develop and maintain database of work-based contacts	4.75	2.00	3.94
E. FACILITATE STUDENT DEVELOPMENT OF WORK-BASED SKILLS			
E1. Assist students in achieving and/or revising career objective	4.13	2.19	2.56
E2. Teach employability, retention, consumer and entrepreneurial skills	4.67	2.27	4.27
E3. Coordinate delivery of occupation-specific skills	4.20	2.47	3.67
E4. Ensure students meet legal requirements for participation in a work-based activity	5.00	2.00	4.75
E5. Evaluate student progress and address deficient areas	4.88	2.25	4.06
E6. Arrange for job-coaching	3.75	2.63	1.38
E7. Provide enrichment experiences	3.69	3.13	1.63
E8. Update work-based curriculum to meet PA Academic Standards, PA recognized industry-based credentials or certifications and address local employment needs	4.38	2.69	3.00
E9. Support student participation in CTSOs to develop leadership skills	4.25	2.50	3.13

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F. DEVELOP WORK-BASED TRAINING SITES			
F1. Ensure safety conditions at work-based site	5.00	2.31	4.50
F2. Assess types and quality of training available	4.56	2.63	3.69
F3. Share work-based training requirements with mentor	4.81	2.19	3.88
F4. Arrange for mentor tour of program/school	3.81	3.25	2.38
F5. Provide school information to employers/mentors	4.31	1.63	3.19
F6. Provide program guidelines to work-based mentor	4.63	1.69	3.75
F7. Implement and monitor training agreement and training plan	4.94	1.81	4.69
F8. Monitor work-based training sites	4.81	1.56	4.75
G. CONNECT WORK-BASED LEARNING TO SCHOOL-BASED LEARNING			
G1. Serve as a liaison between school and work-based site	4.93	1.25	4.44
G2. Monitor work-based site safety	4.86	2.38	4.31
G3. Monitor student performance and attendance	4.93	2.00	4.50
G4. Share work-based activities with school community	4.43	2.88	3.25
G5. Arrange work-based site tours for students	4.36	2.81	2.94
G6. Arrange work-based site visits for administrators, counselors and teachers	4.07	2.94	2.19
G7. Integrate school and work-based curriculum to meet PA Academic Standards and PA recognized industry-based credentials or certifications	4.46	2.67	3.33
G8. Participate in Occupational Advisory Committees	4.07	2.38	2.75
G9. Advise students of secondary and post-secondary articulation agreements and dual enrollment options	4.23	2.07	2.20
G10. Arrange job interviews	4.50	1.75	3.63
G11. Facilitate various types of job placements	4.64	2.31	3.50
G12. Participate in school to career activities	4.45	2.00	3.31
G13. Complete, evaluate and take action on student follow-up studies	3.79	3.44	2.44
G14. Complete, evaluate and take action on employer follow-up studies	3.93	3.38	2.56
G15. Provide feedback on student performance to instructors and administrators	4.79	2.31	3.63
G16. Provide appropriate information regarding student performance to mentors/employers	4.64	2.19	3.38

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H. MANAGE STUDENT RECORDS			
H1. Maintain individual student files	4.94	1.56	4.81
H2. Obtain required recommendations for students as per school policy	4.79	1.57	4.64
H3. Maintain copies of work permits, driver's license and auto insurance information	4.38	1.94	4.13
H4. Maintain parent/guardian permission forms	4.94	1.19	4.81
H5. Maintain student contracts as per school policy	4.80	1.07	4.67
H6. Maintain medical insurance and parent/guardian release forms	4.67	1.27	4.20
H7. Coordinate issuance of student parking permits	3.20	1.20	2.87
H8. Maintain training plans	4.88	1.63	4.50
H9. Maintain training agreements	4.88	1.50	4.69
H10. Facilitate student evaluations	4.94	1.31	4.69
H11. Maintain student time sheets an activity records	4.75	1.94	4.56
H12. Maintain student competency achievement records	4.67	1.73	3.80
H13. Maintain Career Objective form	4.25	1.19	3.69
H14. Assist with student portfolios and graduation project	3.38	2.00	2.50
H15. Organize or assist with administration of program completion assessments	3.56	1.63	2.69

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I. MAINTAIN PROGRAM REGULATORY COMPLIANCE			
I1. Comply with state and federal child labor laws	4.94	1.56	4.81
I2. Comply with state and federal labor laws	4.94	1.56	4.81
I3. Verify employer worker compensation coverage is current	4.94	1.88	4.19
I4. Provide data for completing state reports	4.27	2.13	2.87
I5. Abide by state and federal education laws	4.94	1.06	4.25
I6. Abide by confidentiality laws	4.88	1.13	4.13
I7. Participate in I.E.P. development	4.13	2.25	2.63
I8. Assist with program audits	3.38	2.31	2.13
I9. Provide written program status reports	4.00	2.19	3.19
I10. Document Occupational Advisory committee meeting minutes	4.14	1.71	2.93
J. CONTINUE PROFESSIONAL DEVELOPMENT			
J1. Participate in in-service activities, workshops and conferences	4.69	0.88	3.81
J2. Review professional literature	4.50	1.44	3.69
J3. Enroll in further education and training	4.00	1.69	3.00
J4. Study local, state, national and international occupational trends	4.06	1.69	2.88
J5. Participate in business and community organizations	4.19	1.88	3.38
J6. Participate in professional organizations	4.69	1.38	3.75
J7. Investigate innovative work-based learning programs	3.81	2.19	2.50
J8. Network with colleagues	4.63	1.69	3.88
J9. Solicit employer, mentor and student feedback for self-improvement	4.31	2.06	2.81
J10. Comply with PA requirements to maintain valid certification	4.69	0.94	3.88

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