

# DACUM Research Chart for Workplace Learning Teacher Coordinator

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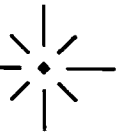
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**NOTE:** The following definition of the Workplace Learning Teacher-Coordinator was used as a guide during the conduct of this DACUM activity:

The Workplace Learning Teacher-Coordinator has been defined as the individual who plans, implements, conducts, teaches, and coordinates classroom instruction and related supervised experiential learning in business/industry, professional, and community settings. This activity is utilized for career reinforcement, employment preparation, social/economic adjustment, personal development, or skill development, as it relates to students' studies and interests.

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# DACUM Research Chart for Workplace Learning Teacher Coordinator

Duties		← Tasks						
A	Develop Workplace Learning Program	A-1 Perform needs assessment (student & industry)	A-2 Research work-based learning programs	A-3 Consult with other workplace teacher coordinators	A-4 Organize advisory/steering committees	A-5 Develop program philosophy, mission, and objectives	A-6 Determine program competencies	A-7 Develop an integrated planned course of study
		A-16 Develop workplace mentor training plan	A-17 Pilot test workplace training program	A-18 Collect formative evaluation data on pilot test program	A-19 Modify program based on feedback			
B	Promote Workplace Learning Program	B-1 Develop workplace public relations plan	B-2 Develop written promotional material (e.g., program description, articles)		B-3 Develop a program brochure	B-4 Prepare mailings (e.g., students, business/industry, parents)		B-5 Inform school-college faculty about programs
C	Provide Individual Student Support Services	C-1 Orient students to workplace learning program	C-2 Analyze student needs and abilities	C-3 Assist students with I.C.P. development	C-4 Match student to appropriate workplace	C-5 Provide information about students to employers	C-6 Conduct workplace student observations	C-7 Provide student remediation services
D	Develop Workplace Learning Partnerships	D-1 Develop guidelines for partnerships	D-2 Distribute promotional material	D-3 Recruit potential partners	D-4 Develop workplace agreements (e.g., compact, contracts)		D-5 Facilitate partnership meetings (e.g., individual, committees, all partners)	
E	Facilitate Student Development of Workplace Skills	E-1 Implement students' I.C.P.	E-2 Teach general related workplace skills	E-3 Teach occupation-specific skills	E-4 Facilitate students meeting workplace legal requirements (e.g., work permits, medical forms)		E-5 Evaluate student progress	E-6 Revise I.C.P. as needed
F	Develop Workplace Training Sites	F-1 Determine workplace safety conditions	F-2 Assess types and quality of training available	F-3 Share information on workplace training requirements	F-4 Arrange for mentors tour of program/school	F-5 Provide school information to employers/mentors	F-6 Provide workplace mentor training	F-7 Implement training agreement & training plan
G	Connect Work-Based Learning to School-Based Learning	G-1 Serve as liaison between school and workplace	G-2 Monitor workplace safety	G-3 Monitor student performance and attendance	G-4 Share workplace activities with class/staff	G-5 Arrange for industry tours	G-6 Facilitate workplace instructor/counselor visits	G-7 Integrate school- and work-based curriculum
		G-15 Provide feedback on student performance to instructors						
H	Manage Student Records	H-1 Maintain individual student files	H-2 Obtain instructor's recommendations	H-3 Maintain copies of work permits/birth certificates/social security numbers		H-4 Maintain parental permission forms	H-5 Maintain student learner contracts	H-6 Maintain medical insurance and parental release forms
I	Maintain Program Regulatory Compliance	I-1 Comply with state and federal child labor laws	I-2 Assure ADA compliance	I-3 Provide data for completing state forms	I-4 Abide by state education laws	I-5 Abide by federal education laws	I-6 Abide by confidentiality laws	I-7 Participate in I.E.P. development
J	Continue Professional Development	J-1 Participate in in-service workshops/conferences	J-2 Review professional literature	J-3 Enroll in further education and training	J-4 Study national/international occupational trends	J-5 Participate in business/industry/government agency externships		J-6 Participate in business/community organizations

A-8 Establish program timelines	A-9 Establish guidelines for program evaluation	A-10 Develop workplace policies and procedures	A-11 Assist in determining program cost (e.g., staffing, equipment)	A-12 Establish linkages and articulation with potential partners (e.g., other educational, government, public, private agencies)	A-13 Obtain program approval (e.g., state and local)	A-14 Develop student recruitment plan	A-15 Create training agreements	
(e.g., counselors, administrators, other teachers)	B-6 Inform community about programs (e.g., parents, employers, school board, Chamber of Commerce, trade organizations)	B-7 Publicize program through multi-media	B-8 Develop workplace learning displays	B-9 Recruit students for workplace learning program	B-10 Recruit workplace learning employers	B-11 Organize student recognition activities	B-12 Organize employer appreciation activities	
C-8 Refer students to specialized services	C-9 Obtain feedback from workplace mentors	C-10 Provide feedback on student performance to student	C-11 Monitor employer compliance with agreement	C-12 Monitor student attendance	C-13 Conduct conferences (e.g., student, parents, and/or mentors)	C-14 Serve as student advocate	C-15 Provide career resources	C-16 Provide information about colleges and scholarships
D-6 Document partnership meeting minutes	D-7 Recognize partner's contributions	D-8 Solicit student awards from partners	D-9 Participate in school to work team training			C-17 Assist students and counselors with course options and schedules		
E-7 Facilitate remediation of deficient areas	E-8 Arrange for job-coaching	E-9 Provide for enrichment experiences (e.g., field trip, guest speakers)		E-10 Update workplace curriculum	E-11 Support student participation in VSOs to develop leadership skills			
F-8 Evaluate workplace training stations	F-9 Maintain employer database							
G-8 Participate in career cluster meetings (advisory committee)		G-9 Facilitate secondary & post-secondary articulation agreements		G-10 Schedule job interviews	G-11 Facilitate various types of job placements	G-12 Facilitate special in-school company projects	G-13 Complete student follow-up studies	G-14 Conduct employer follow-up studies
H-7 Issue student parking permits	H-8 Maintain training plans	H-9 Maintain training agreements	H-10 Facilitate student evaluations	H-11 File student time/activity sheets	H-12 Maintain student competency achievement records	H-13 Maintain I.C.P. records	H-14 Assist with student portfolios	
I-8 Assist with program audits	I-9 Provide written program/status reports	I-10 Document advisory committee meeting minutes						
J-7 Participate in professional organizations	J-8 Study innovative workplace learning programs	J-9 Network with colleagues	J-10 Solicit employer/mentor feedback for self-improvement		NOTE: This chart was validated with a statewide follow-up survey of 24 Workplace Learning Teacher Coordinators, September, 1997; return rate = 83%			

## General Knowledge and Skills

Federal and state labor laws  
Current market trends  
Human relation skills  
Communication skills  
Stress management skills  
Problem-solving skills  
Occupational awareness  
Computer literate  
Information management skills  
Organizational skills  
Systems analysis skills  
Counseling skills  
Research and development skills  
Marketing skills  
Teaching skills  
Evaluation skills  
Time management skills  
Driving skills  
Observation skills  
Documentation skills  
Analytical skills  
Coordination skills  
Motivation skills  
Supervisory skills  
Social skills  
Leadership skills  
Interpersonal skills  
Safety regulations  
Curriculum development  
Post-high school career opportunities  
Post-high school educational opportunities  
Audio-visual skills  
Employers/community organizations  
Community resources  
Contract law  
Labor unions  
Current events

## Future Trends and Concerns

Local economic conditions  
Funding  
Driving age  
Drugs/alcohol  
Employer participation  
Technological changes  
Internet  
Child labor laws  
Minimum wage laws  
Global market trends

## Tools, Equipment, Supplies, and Materials

Computer  
Fax machine  
Car  
Copier  
Telephone  
Calculator  
Filing cabinets  
Desk/chair  
Camera  
VCR/TV  
Basic teaching supplies  
Office area  
Career reference materials  
Phone book  
Curriculum materials  
Basic office supplies  
Book shelves  
Classroom

## Worker Behaviors

Persuasive  
Creative  
Self-motivated  
Persistent  
Tactful  
Honest  
Flexible  
Loyal  
Courageous  
Self-confident  
Positive attitude  
Supportive  
Open-minded  
Self-reliant  
Punctual  
Dependable  
Reliable  
Industrious  
Sense of humor  
Sociable  
Discreet  
Professional appearance  
Able to accept rejection  
Able to accept criticism  
Non-partisan  
Able to change  
Lifetime learner  
Resourceful

## Acronyms

I.C.P. Individual Career Plan  
P.D.E. Pennsylvania Department of Education  
I.E.P. Individualized Education Plan  
A.D.A. American Disability Act  
V.S.O. Vocational Student Organizations