

The **SERSD COOP Team** will be networking to find jobs with prospective employers. Students should see their COOP Advisor if they need assistance with employment.

# COOPERATIVE EDUCATION PROGRAM

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## Application Process

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### STUDENT

#### Co-Op Paperwork available from High School Office.

- Completes Student portion of Co-Op paperwork and obtain administrative signatures for OSHA, Workplace Readiness, attendance, conduct and grades.
- (Juniors when applicable) Obtain a work permit from their sending town's Superintendent office
- Once employed, student will complete "Reflection" thru Schoology and submit employer assessment to their vocational teacher on day one of the academic cycle.
- Student must maintain good behavior, attendance, academic standing, and 30hours of employment per cycle
- Student must have parent/guardian sign COVID Awareness Letter
- Join COVID-19 Classroom and Complete Training

### EMPLOYER

- Reviews copies of co-op regulations and applicable material
- Submits an updated Workers Compensation Certificate which can be emailed to: hireahawk@sersd.org
- Complete CORI form in presence of authorized school staff.
- Completes "Co Op Employment During Covid-19" Document
- Complete an employer's assessment of student at the end of each work cycle.
- Notifies the school immediately if there is an issue with the student.

### CO-OP LIAISON & VOCATIONAL TEACHER

- Discusses opportunity with students.
- Completes teacher portion of the vocational packet, completes site visit and validate CORI signature. *Completes COVID-19 Safety Assessment*
- Completes a site check with employer prior to placement and again at least once a month (or more frequently for new co-op placements).
- **Teacher:** Converts employer assessment to shop grade; reflection to related grade & enters into SchoolBrains according to rubric
- Notifies Vocational Administrator if the student is NOT completing assessments and reflections.
- Follows up with employer periodically for follow-up site visits and to ensure student is working out

### PRINCIPAL

- Checks/verify that all items are complete (Student Application, Employer Application, verify signatures, confirms insurance forms are current and CORI has been approved, as well as insure the site visit is complete and in order.
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