2016-2017 School Year

WBL Coordinator (Schedule/Time Line)

(In addition to continuing their current WBL daily/weekly/monthly schedule for the current year)

February 2016 (WBL/Co-Op School year begins for the coordinator)

14- Announcement: Students interested in WBL for 2016 pickup applications at: guidance office, other schools, and my room/office (If one school, students can only pick up in my room/office. I want to observe if they can do this without assistance. (It's an evaluation of abilities 1st observation test)

28- Deadline for returning applications and letters of recommendation to WBL coordinator. (Second observation test) for students-ON TIME, COMPLETE, FOLLOW DIRECTIONS-record observations on the student interview form. (We will always take applications throughout the year but most should be at this time)

March 2016

1-7- Verify student records for applications received. CT qualifying course, Attendance, Tardy, Discipline record, on track for graduation, Minimum 3 positive Teacher Recommendations, possible additional recommendation required and Transportation. (WBL manual pg 16 & 31)

8-21- Document (Students or teachers will ask why for rejections) Student interviews: Acceptance or Rejection (WBL manual pg 16) (Third observation test-soft skills)

22-31 Contact Special Ed. Case Manager if they have not contacted you, to schedule IEPs for students with special needs and Begin IEPs-Required attendance by WBL-Coordinator (WBL Manual pg. 15). (If you have multiple schools this may take a month or longer) Discuss acceptance/rejection into WBL. Accommodations for rejection of application: “I DO NOT PUT ANYONE TO WORK”, “I DO NOT GET ANYONE A JOB”, “I DO NOT SEND STUDENTS TO WORK or “arrange employment”!!! (WBL manual pg 31-to the student) Careful how you word your response. People hear what they want to hear. I send students to apply for job openings. The employer decides who they will hire! (Completion of IEPs depending on the number of students).

April 2016

1-Continue IEPs, Completion this month depending on the number and schedules.

1-30- Follow up the Application/Interview for students accepted for fall 2015. Total number of students accepted for fall. Types of career/job placements needed.

Number currently employed “Outcome based Content Objective” – Explain to Administrators, teachers and Sp. Ed.”, Number currently applying/interviewing, Number of students wishing to intern,

May 2016

1-31- Contacting employers/businesses for part-time student workers/interns needed for summer and/or fall. Match openings to student’s career interest. What are the unavailable career pathways, based on student career objective? Work/intern sites available outside student career interest. Discuss with LEA potential intern positions/sites at schools.

1-31- Contact students enrolled for fall to schedule job/intern interviews with employers.
June 2016

**1-30-** “If on extended year”: (Possible Summer School Credit?) Call on employers with **students currently employed**. Explain WBL class, early release, grading, establish contact person, **begin signing Training Agreements, Training Plans, and required documentation etc...** inquire if additional openings are anticipated or currently available. Visit student’s employed at the location.

**1-30-** Contact employers for possible opening (Within) **students career objective if possible**.

**1-30-** Contact employers for current openings **outside** student’s **career objectives**

**1-30-** contact **students who are unemployed**. Provide information needed for locations/times for applications/interviews of current openings **within** their career objective or **outside** their objective.

July 2016

**1-31-** Complete student documents for students currently employed; **On Track for WBL-Work release** by first day of class.

**1-31-** Contact **employers** for possible opening **in students career objective**.

**1-31-** Contact **employers** for current openings **outside student’s career objectives**

**1-31-** contact **students who are unemployed** with information needed for locations/times applications/interviews of current openings

**15-31-** Contact **administration** for possible **CT- WBL/Co-Op** Intern positions in the schools for this year. No transportation, Teaching Career, etc.

**28, 29, 30-** Summer Conference training sessions-Birmingham

August 2016

**If not extended year:** Begin schedule outline for June and July- If documents are incomplete for first day of school. “**The students will remain in a regular schedule until release documents are complete**” (WBL manual page 11)

**1-5-** Student contact: Notify students who are **cleared for WBL Work Release** as of first day of school.

**1-5-** Notify Guidance of students who are **unemployed** as of first day of class and will remain in a regular schedule until employed.

**6-first day of school:** if part-time or full-time coordinator, meet with the students **(non-seminar check in)**

(BIC documentation must average 12 students per period) [On going- recruiting]

**6-** begin/set up monthly **required contacts for August. Contact/Communication/Visit (CCV)**

**6-31-** Continue locating **possible openings** for unemployed students.

**WBL Coordinator is now ready to begin the School Year** “Scheduling & employment took 6 months to get ready”

August 2016 –May-2017 Regularly WBL Coordinator daily schedule.