



## Operational Sharing for Work-Based Learning Coordinators

### Purpose

Define school district use of operational sharing for work-based learning coordinators under chapter 97.

### Work-Based Learning Coordinator

Defined in 257.11: “Work-based learning coordinator” means an appropriately trained individual responsible for facilitating authentic, engaging work-based learning experiences for learners and educators in partnership with employers and others to enhance learning by connecting the content and skills that are necessary for future careers.

Expanded definition in the [Iowa Work-Based Learning Guide](#) (page 9). Title of the educational expert overseeing and coordinating work-based learning experiences with the industry partner. Work-based learning coordinators combine and coordinate efforts of many individuals to ensure that work-based learning experiences effectively and efficiently help students develop knowledge, skills, attitudes and work habits so they can move successfully into the world of work. Work-based learning coordinators are responsible for visiting industry partner sites to develop collaborative relationships and increase the number of experiences for students. Work-based learning coordinators overseeing high school internship programs have additional responsibilities outlined in the [Iowa Internship Toolkit](#).

### Checklist to Qualify for Operational Sharing for Work-Based Learning Coordinators

As noted in the expanded definition, work-based learning coordinators may have a variety of roles and responsibilities across the state. The specific role a work-based learning coordinator holds in any district is a district determination. Since some work-based learning coordinators fulfill the function as part of a 1.0 teaching contract, it is necessary to differentiate between positions that will or will not qualify for the operational sharing that can be generated for employing a work-based learning coordinator.

For a district to be eligible to generate supplementary weighting for operational function sharing of a work-based learning coordinator, the following must apply:

1. The contract must specify a minimum of .2 FTE as a work-based learning coordinator in each shared district for a minimum .4 FTE (.2 FTE + .2 FTE) (Iowa Code § 257.11(5)).
2. A work-based learning coordinator may also be a teacher, but the position is not statutorily required to hold teacher licensure.
3. Staff that have duties as both a work-based learning coordinator and another role (i.e. teacher, counselor) will need to have the percentage of time related to both positions clearly stated on their employment contract. The contract should match the coding in Fall BEDS Staff.

## Contract: Minimum .2 FTE Function of Work-Based Learning Coordinator for Operational Sharing

Responsibilities of the Work-Based Learning Coordinator that qualify for the .2 FTE function portion of the position.

- Preparing, connecting and/or supporting work-based learning experiences for students at the worksite including training plans, tracking competency completion, evaluations with employers, etc.
- Identifying and/or building work-based learning experiences with industry partners.
- Collaborating with the Iowa Intermediary Network to expand opportunities for students.

## Account Coding for Public School Districts

Work-based learning coordinators have varied roles and responsibilities from district to district.

If the position is also fulfilling a teacher function:

- Use the appropriate 1XXX Function and Object 12X.

If the position is not also instructing students:

- Use Function 2120 Guidance Services if using header or Function 2126 Guidance Services Placement if using detail. Use Object 12x if the work-based learning coordinator has an educational background, otherwise use Object 13x.

[Questions related to account coding](#) can be directed to:

- Kathy Bowers ([kathy.bowers@iowa.gov](mailto:kathy.bowers@iowa.gov) or 515-210-9674)
- Jina Brincks ([jina.brincks@iowa.gov](mailto:jina.brincks@iowa.gov) or 515-313-5942)
- Song Luong ([song.luong1@iowa.gov](mailto:song.luong1@iowa.gov) or 515-205-0259).

## Coding Work-Based Learning Coordinators in Fall BEDS Staff

For a work-based learning coordinator to be eligible for operational function sharing, they must be coded in Fall BEDS staff in the following manner:

- Position: 633 Director/Coordinator/Department Head
- Assignment: 50040 Work-based Learning Coordinator

Questions related to Fall BEDS staff can be directed to Shelly Neese ([shelly.neese@iowa.gov](mailto:shelly.neese@iowa.gov) or 515-336-3859).

## Appropriate training for work-based learning coordinators

The Department recognizes work-based learning coordinators may have slightly different responsibilities based on local school district decisions which will determine the appropriate training for the work-based learning coordinator.

1. Work-based learning coordinator overseeing high school internships and apprenticeships.
  - a. A licensed career field endorsement is required for the work-based learning coordinator to oversee placements in the corresponding career field.

- b. A multioccupations (MOC) endorsement is required if the work-based learning coordinator is overseeing experiences in all career fields or ones outside of their endorsed area.
2. Work-based learning coordinator overseeing high school internships, apprenticeships, along with additional experiences such as job shadows, interactive career events, etc.
  - a. If the work-based learning coordinator is overseeing high school internships and apprenticeships, follow the training outlined in item one above.
  - b. Additional training may be pursued to best prepare for the work-based learning experiences outside of high school internships such as a summer professional development workshop led by the Iowa Intermediary Network's Technical Assistance Center.
3. Work-based learning coordinator establishing school and industry partnerships for student work-based learning experiences.
  - a. Training for the experiences outlined by the school district's list of responsibilities will be dependent on the responsibilities provided by the entity supporting best practices. Those training experiences could include:
    - i. Attending a summer professional development workshop led by the Iowa Intermediary Network's Technical Assistance Center.
    - ii. Attending a Scrum Training through the AEA Learning Online.

Additional professional learning and collaboration may be sought through:

- [Iowa Work-Based Learning Conference](#)
- [Iowa Association of Career and Technical Education \(IACTE\)/ACTE](#)

For questions about work-based learning coordinator responsibilities and training opportunities, please contact Kristy Volesky, by email [kristy.volesky@iowa.gov](mailto:kristy.volesky@iowa.gov) or by phone 515-971-0669.