

Table 1
Mean Ratings of Validation Data on the Role of the
Workplace Learning Teacher Coordinator

Duty Category and Tasks	Level of Importance (Mean)*	Difficulty to Achieve (Mean)*	Relative Frequency (Mean)*
A. DEVELOP WORKPLACE LEARNING PROGRAM			
A1. Perform needs assessment (Student & Industry)	<u>4.47</u>	<u>3.11</u>	<u>2.21</u>
A2. Research work-based learning programs	<u>3.90</u>	<u>2.45</u>	<u>2.35</u>
A3. Consult with other workplace teacher coordinators	<u>4.60</u>	<u>2.15</u>	<u>3.30</u>
A4. Organize advisory/steering committees	<u>4.40</u>	<u>3.15</u>	<u>2.60</u>
A5. Develop program philosophy, mission and objectives	<u>4.35</u>	<u>2.70</u>	<u>2.35</u>
A6. Determine program competencies	<u>4.65</u>	<u>2.85</u>	<u>3.10</u>
A7. Develop an integrated planned course of study	<u>4.15</u>	<u>3.25</u>	<u>2.45</u>
A8. Establish program timelines	<u>3.95</u>	<u>2.95</u>	<u>2.80</u>
A9. Establish guidelines for program evaluation	<u>4.45</u>	<u>2.80</u>	<u>3.05</u>
A10. Develop workplace policies and procedures	<u>4.65</u>	<u>2.90</u>	<u>3.30</u>
A11. Assist in determining program cost (e.g., staffing equipment, etc.)	<u>3.60</u>	<u>2.70</u>	<u>2.15</u>
A12. Establish linkages and articulation with potential partners (e.g., other educational, government, public, private agencies.)	<u>4.50</u>	<u>3.00</u>	<u>3.16</u>
A13. Obtain program approval (e.g., state and local)	<u>4.70</u>	<u>2.74</u>	<u>2.10</u>
A14. Develop student recruitment plan	<u>4.05</u>	<u>2.45</u>	<u>2.85</u>
A15. Create training agreements	<u>4.75</u>	<u>2.45</u>	<u>3.80</u>
A16. Develop workplace mentor training plan	<u>4.30</u>	<u>3.25</u>	<u>3.20</u>
A17. Pilot test workplace training program	<u>4.10</u>	<u>3.20</u>	<u>2.10</u>
A18. Collect formative evaluation data on pilot test program	<u>4.05</u>	<u>3.20</u>	<u>1.95</u>
A19. Modify program based on feedback	<u>4.25</u>	<u>2.90</u>	<u>2.90</u>

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B. PROMOTE WORKPLACE LEARNING PROGRAM			
B1. Develop workplace public relations plan	<u>4.30</u>	<u>3.15</u>	<u>3.45</u>
B2. Develop written promotional material (e.g., program description, articles)	<u>4.80</u>	<u>3.35</u>	<u>3.20</u>
B3. Develop a program brochure	<u>4.75</u>	<u>3.40</u>	<u>3.40</u>
B4. Prepare mailings (e.g., students, business/ industry, parents)	<u>4.50</u>	<u>2.80</u>	<u>3.53</u>
B5. Inform school-college staff about (programs, e.g., counselors, administration other teachers)	<u>4.00</u>	<u>2.90</u>	<u>2.75</u>
B6. Inform community about programs (e.g., parents, employers, School Board, Chamber of Commerce, trade organizations)	<u>4.65</u>	<u>3.35</u>	<u>3.25</u>
B7. Publicize program through multi-media	<u>4.10</u>	<u>3.20</u>	<u>3.00</u>
B8. Develop workplace learning displays	<u>3.78</u>	<u>3.05</u>	<u>2.25</u>
B9. Recruit students for workplace learning program	<u>4.40</u>	<u>2.65</u>	<u>2.95</u>
B10. Recruit workplace learning employers	<u>4.90</u>	<u>3.30</u>	<u>4.20</u>
B11. Organize student recognition activities	<u>4.35</u>	<u>2.75</u>	<u>2.95</u>
B12. Organize employer appreciation activity(ies)	<u>4.45</u>	<u>2.70</u>	<u>3.05</u>

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C. PROVIDE INDIVIDUAL STUDENT SUPPORT SERVICES			
C1. Orient students to workplace learning program	<u>4.65</u>	<u>2.45</u>	<u>3.58</u>
C2. Analyze student needs and abilities	<u>4.80</u>	<u>2.95</u>	<u>3.95</u>
C3. Assist students with I.C.P. development	<u>4.56</u>	<u>2.89</u>	<u>3.33</u>
C4. Match student to appropriate workplace	<u>4.90</u>	<u>3.15</u>	<u>4.10</u>
C5. Provide information about students to employers	<u>4.40</u>	<u>2.40</u>	<u>3.30</u>
C6. Conduct workplace student observations	<u>4.85</u>	<u>2.55</u>	<u>4.30</u>
C7. Provide student remediation services	<u>4.00</u>	<u>3.05</u>	<u>2.80</u>
C8. Refer students to specialized services	<u>3.95</u>	<u>2.65</u>	<u>2.60</u>
C9. Obtain feedback from workplace mentor	<u>4.90</u>	<u>1.95</u>	<u>4.00</u>
C10. Provide feedback on student performance to student	<u>4.75</u>	<u>1.90</u>	<u>3.98</u>
C11. Monitor employer compliance with agreement	<u>4.70</u>	<u>2.80</u>	<u>3.80</u>
C12. Monitor student attendance	<u>4.75</u>	<u>2.42</u>	<u>4.15</u>
C13. Conduct conferences (e.g., student, parents, and/or mentors)	<u>4.05</u>	<u>2.60</u>	<u>3.00</u>
C14. Serve as student advocate	<u>4.45</u>	<u>2.55</u>	<u>3.50</u>
C15. Provide career resources	<u>4.25</u>	<u>2.70</u>	<u>3.75</u>
C16. Provide information about colleges and scholarships	<u>3.60</u>	<u>2.58</u>	<u>2.78</u>
C17. Assist students and counselors with course options and schedules	<u>3.79</u>	<u>2.93</u>	<u>2.21</u>

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D. DEVELOP WORKPLACE LEARNING PARTNERSHIPS			
D1. Develop guidelines for partnerships	<u>4.30</u>	<u>3.40</u>	<u>2.95</u>
D2. Distribute promotional material	<u>4.15</u>	<u>2.85</u>	<u>3.15</u>
D3. Recruit potential partners	<u>4.60</u>	<u>3.05</u>	<u>2.90</u>
D4. Develop workplace agreement (e.g., compact, agreements, contracts)	<u>4.74</u>	<u>2.80</u>	<u>3.25</u>
D5. Facilitate partnership meetings (e.g., individual, committees, all partners)	<u>4.40</u>	<u>3.00</u>	<u>3.35</u>
D6. Document partnership meeting minutes	<u>3.95</u>	<u>2.10</u>	<u>3.15</u>
D7. Recognize partner's contributions	<u>4.10</u>	<u>2.30</u>	<u>2.85</u>
D8. Solicit student awards from partners	<u>3.50</u>	<u>2.70</u>	<u>2.40</u>
D9. Participate in school to work team training	<u>4.26</u>	<u>3.05</u>	<u>2.95</u>

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E. FACILITATE STUDENT DEVELOPMENT OF WORKPLACE SKILLS			
E1. Implement students' I.C.P.	<u>4.44</u>	<u>3.22</u>	<u>3.28</u>
E2. Teach general related workplace skills	<u>4.74</u>	<u>2.63</u>	<u>3.89</u>
E3. Teach occupation-specific skills	<u>3.60</u>	<u>2.70</u>	<u>2.75</u>
E4. Facilitate students meeting workplace legal requirements (e.g., work permits, medical forms)	<u>4.75</u>	<u>2.40</u>	<u>3.83</u>
E5. Evaluate student progress	<u>4.90</u>	<u>2.05</u>	<u>4.40</u>
E6. Revise I.C.P. as needed	<u>4.18</u>	<u>2.76</u>	<u>2.88</u>
E7. Facilitate remediation of deficient areas	<u>4.30</u>	<u>2.95</u>	<u>2.80</u>
E8. Arrange for job-coaching	<u>3.89</u>	<u>3.22</u>	<u>1.89</u>
E9. Provide for enrichment experiences (e.g., field trip, guest speakers)	<u>3.74</u>	<u>2.42</u>	<u>2.74</u>
E10. Update workplace curriculum	<u>3.80</u>	<u>2.55</u>	<u>2.73</u>
E11. Support student participation in VSOs to develop leadership skills	<u>4.00</u>	<u>2.58</u>	<u>2.95</u>

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F. DEVELOP WORKPLACE TRAINING SITES			
F1. Determine workplace safety conditions	<u>4.95</u>	<u>2.85</u>	<u>4.10</u>
F2. Assess types and quality of training available	<u>4.65</u>	<u>2.80</u>	<u>3.70</u>
F3. Share information on workplace training requirements	<u>4.40</u>	<u>2.45</u>	<u>3.50</u>
F4. Arrange for mentor tour of program/school	<u>3.85</u>	<u>2.25</u>	<u>2.50</u>
F5. Provide school information to employers/mentors	<u>4.40</u>	<u>2.00</u>	<u>3.15</u>
F6. Provide workplace mentor training	<u>4.50</u>	<u>3.25</u>	<u>2.65</u>
F7. Implement training agreement and training plan	<u>4.85</u>	<u>2.45</u>	<u>3.90</u>
F8. Evaluate workplace training stations	<u>4.80</u>	<u>2.55</u>	<u>3.75</u>
F9. Maintain employer database	<u>4.40</u>	<u>2.40</u>	<u>3.65</u>

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G. CONNECT WORK-BASED LEARNING TO SCHOOL-BASED LEARNING			
G1. Serve as a liaison between school and workplace	<u>4.68</u>	<u>2.84</u>	<u>4.47</u>
G2. Monitor workplace safety	<u>4.79</u>	<u>2.74</u>	<u>4.37</u>
G3. Monitor student performance and attendance	<u>4.63</u>	<u>2.37</u>	<u>4.47</u>
G4. Share workplace activities with class/staff	<u>4.16</u>	<u>2.26</u>	<u>3.58</u>
G5. Arrange for industry tours	<u>3.89</u>	<u>2.47</u>	<u>2.47</u>
G6. Facilitate workplace instructor/counselor visits	<u>3.95</u>	<u>2.84</u>	<u>2.95</u>
G7. Integrate school- and work-based curriculum	<u>4.32</u>	<u>3.63</u>	<u>3.21</u>
G8. Participate in career cluster meetings (advisory committee)	<u>4.11</u>	<u>2.58</u>	<u>2.53</u>
G9. Facilitate secondary and post-secondary articulation agreements	<u>4.00</u>	<u>3.61</u>	<u>2.44</u>
G10. Schedule job interviews	<u>4.68</u>	<u>3.37</u>	<u>4.21</u>
G11. Facilitate various types of job placements	<u>4.63</u>	<u>2.63</u>	<u>4.21</u>
G12. Facilitate special in-school company projects	<u>3.58</u>	<u>3.05</u>	<u>3.32</u>
G13. Complete student follow-up studies	<u>4.22</u>	<u>3.28</u>	<u>2.78</u>
G14. Conduct employer follow-up studies	<u>4.11</u>	<u>3.21</u>	<u>2.63</u>
G15. Provide feedback on student performance to instructors	<u>4.68</u>	<u>1.84</u>	<u>3.95</u>

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H. MANAGE STUDENT RECORDS			
H1. Maintain individual students files	<u>4.70</u>	<u>2.20</u>	<u>4.30</u>
H2. Obtain instructor's recommendations	<u>4.58</u>	<u>1.95</u>	<u>3.95</u>
H3. Maintain copies of work permits/birth certificates/social security numbers	<u>4.58</u>	<u>2.00</u>	<u>3.70</u>
H4. Maintain parental permission forms	<u>4.79</u>	<u>1.80</u>	<u>3.75</u>
H5. Maintain student learner contracts	<u>4.75</u>	<u>2.40</u>	<u>3.90</u>
H6. Maintain medical insurance and parental release forms	<u>4.30</u>	<u>2.10</u>	<u>3.55</u>
H7. Issue student parking permits	<u>2.82</u>	<u>1.40</u>	<u>1.85</u>
H8. Maintain training plans	<u>4.80</u>	<u>2.50</u>	<u>4.15</u>
H9. Maintain training agreements	<u>4.85</u>	<u>2.30</u>	<u>4.20</u>
H10. Facilitate student evaluations	<u>4.90</u>	<u>2.40</u>	<u>4.30</u>
H11. File student time/activity sheets	<u>4.70</u>	<u>2.25</u>	<u>4.20</u>
H12. Maintain student competency achievement records	<u>4.70</u>	<u>2.50</u>	<u>3.90</u>
H13. Maintain I.C.P. records	<u>4.44</u>	<u>2.61</u>	<u>3.50</u>
H14. Assist with student portfolios	<u>4.15</u>	<u>2.75</u>	<u>3.10</u>

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I. MAINTAIN PROGRAM REGULATORY COMPLIANCE			
I1. Comply with state and federal child labor laws	<u>4.95</u>	<u>2.60</u>	<u>4.05</u>
I2. Assure ADA compliance	<u>4.70</u>	<u>2.95</u>	<u>4.00</u>
I3. Provide data for completing state forms	<u>4.20</u>	<u>2.70</u>	<u>3.35</u>
I4. Abide by state education laws	<u>4.68</u>	<u>2.35</u>	<u>3.60</u>
I5. Abide by federal education laws	<u>4.65</u>	<u>2.50</u>	<u>3.75</u>
I6. Abide by confidentiality laws	<u>4.85</u>	<u>2.20</u>	<u>4.10</u>
I7. Participate in I.E.P. development	<u>4.11</u>	<u>2.63</u>	<u>2.66</u>
I8. Assist with program audits	<u>4.00</u>	<u>2.67</u>	<u>2.22</u>
I9. Provide written program/status reports	<u>4.21</u>	<u>2.68</u>	<u>3.05</u>
I10. Document advisory committee meeting minutes	<u>4.15</u>	<u>1.95</u>	<u>2.20</u>

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J. CONTINUE PROFESSIONAL DEVELOPMENT			
J1. Participate in in-service workshops/conferences	<u>4.45</u>	<u>2.55</u>	<u>3.45</u>
J2. Review professional literature	<u>4.15</u>	<u>2.10</u>	<u>3.60</u>
J3. Enroll in further education and training	<u>3.80</u>	<u>3.00</u>	<u>3.20</u>
J4. Study national/international occupational trends	<u>3.85</u>	<u>3.15</u>	<u>2.90</u>
J5. Participate in business/industry/government agency externships	<u>4.00</u>	<u>2.89</u>	<u>2.65</u>
J6. Participate in business/community organizations	<u>4.63</u>	<u>2.50</u>	<u>3.45</u>
J7. Participate in professional organizations	<u>4.40</u>	<u>2.70</u>	<u>3.55</u>
J8. Study innovative workplace learning programs	<u>3.95</u>	<u>2.85</u>	<u>3.25</u>
J9. Network with colleagues	<u>4.75</u>	<u>2.15</u>	<u>3.80</u>
J10. Solicit employer/mentor feedback for self-improvement	<u>4.15</u>	<u>2.00</u>	<u>3.15</u>

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