



Township of Union Public Schools

DEPARTMENT OF SPECIAL SERVICES

Kim Conti
Director

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UNION TOWNSHIP PUBLIC SCHOOLS WORK-BASED LEARNING STAFF FORM

The following duties are the responsibility of staff members who participate in Work-Based Learning experiences for students in the Union Township Public Schools:

A. Basic Information

1. Keep records of all students participating in the program, with names and telephone numbers of the primary contact person at the business.
2. Maintain schedule for each student.
3. Check attendance by each student.

B. Health and Safety

1. Provide and/or confirm that students have received an orientation of safety and health measures when the student is on the work site.
2. Provide and/or confirm that students have received instructions on emergency evacuation procedures the student must follow in the event of a fire or other threat.
3. Confirm that the student knows where emergency telephone numbers are posted (e.g., fire, police, hospital, poison control and/or 911).
4. Provide and/or confirm that student has received violence and sexual harassment training, including reporting procedures.
5. Confirm that tools, equipment and personal protective equipment, if applicable, are provided to the students by the business.
6. Confirm method of transportation to the work site being used by each student. If a student is being picked up by guardian, check that the photo identification of the adult matches guardian information in genesis. If the child is being picked up by an adult that is not the guardian, the district must have the guardians' prior written approval with the name of the approved adult and staff must check that the identification of the adult matches the name provided by the guardian. School staff shall not provide transportation to a student in their private vehicle. If there is an emergency contact the building principal. Contact the building principal and 911 if emergency is medical or life threatening.
7. Maintain awareness of student activities, assigned tasks, location, adults near or working with student, ensure safety is maintained and student is aware of workplace requirements and requisite actions for safe completion of tasks.

C. Program Evaluation.

1. Confirm that job duties match student learning goals.
2. Confirm that business is providing appropriate training and supervision.

D. Student Evaluation.

1. Provide periodic feedback to students on appropriate business standards including dress, speech, courtesy, attendance, cell phone usage while on duty, cooperation with team members and supervisors.
2. Complete required evaluation and/or data forms.

I, _____, acknowledge and agree to performing the above duties in connection with my provision of staff services in the Work Based Learning program. In addition, I acknowledge and agree that the District Policies and Procedures govern this program and that I will abide by such policies and procedures.

Signature _____

Date _____

C: Principal, Teacher, Supervisor, File