

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

Application Process

STUDENT

Co-Op Paperwork available from the Vocational Office.

- Completes Student portion of Co-Op paperwork and obtains 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, students will complete "Reflection" thru Google classroom and submit employer assessment to hirehawk@sersd.org
- Student must maintain good behavior, attendance, academic standing, and 30 hours of employment per cycle

EMPLOYER

- Reviews copies of co-op regulations and applicable material
- Submits an updated Workers Compensation Certificate which can be emailed to: hirehawk@sersd.org
- Complete CORI form in presence of authorized school staff.
- Complete an employer's assessment of students at the end of each work cycle and email it to hirehawk@sersd.org
- 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 validates CORI signature.
- Completes a site check with employer prior to placement and follow up visit
- **Teacher:** Converts employer assessment and reflection to set up grades & enters into SchoolBrains
- Notifies Vocational Administrator if the student is NOT completing assessments and reflections

PRINCIPAL

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