

Earn Credit For A Part-Time Job

Concrete High School

Cooperative Worksite Learning

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- Students at Concrete High have the opportunity to earn credits for paid work hours at licensed businesses with current minor work permits.
Student-Employees learn on the job.



- Worksite learning connects knowledge obtained in the classroom to those needed in the business community.
- Worksite learners wear two hats. In addition to their Concrete High School academic commitments they are also responsible employees. Balancing homework & work hours develops time management skills.
- Each student must receive New Employee Orientation that includes worksite safety, worker's policies, procedures and expectations.

What You Need to Know

- Student Employee Evaluations: Employers complete a brief job performance check sheet evaluation every 90 paid work hours (2-4 times per semester)
- Student Employee Learning Plan: Students will create specific goals with input from their employer. Semester goals will be included on a learning plan & evaluated every 90 paid work hours.
- Worksite Visits: The work site teacher discusses progress with the work site supervisor every 90 paid work hours.
- Proof of paid hours must be provided each pay period. Pay stubs or company statements must include student name, hourly wage, dates and hours worked.

Benefits of Worksite Learning

- Employers train students in valuable business skills including customer service, sales, safety & corporate culture.
- The Concrete High School Coordinator works with employers to support their

training efforts with individualized learning plans that reinforce business goals.

- This paid work experience can earn a student .5 semester credit for 180 paid hours or 1.0 semester credit for 360 paid hours per semester.

Orientation for Worksite Supervisors

Employer Cooperative Support:

- Provide employment and adhere to State and Federal regulations regarding work by minors.
- Provide a new employee safety orientation and job specific training.
- Complete brief student employee evaluations for the school coordinator (2-4 per semester).
- Discuss student employee contributions areas needing improvement with school coordinator (twice per semester)
- Provide a safe working environment and report any student accidents or injuries to the school coordinator.
- Report any change in the employee's work situation to school coordinator.
- Provide a safe work environment including protection from sexual harassment.
- Conform to Federal laws prohibiting discrimination on the basis of race, color, national origin, sex, or disability.

Teaming up with local businesses to develop productive employees.

Student, Parent, Employer & School Partnership

Concrete High School
Mrs. Zeiser
Cooperative Worksite Learning Coordinator
(360) 853-4000 ext. 4028
Fax: (360) 853-4066
dzeiser@concrete.k12.wa.us