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**2025-2026 Work-based Learning Coordinator Contract**

*between*

**Central Rivers Area Education Agency**

*and*

**South Tama School District**

Central Rivers Area Education Agency, hereinafter referred to as the AEA, and South Tama, hereinafter referred to as the District, hereby enter into a contract for the services of a Work-based Learning Coordinator, hereinafter referred to as the Coordinator, between August 1, 2025 to June 30, 2026.

The Work-based Learning Coordinator will:

- Oversee the development of an instructional and experiential sequence of vocational and career activities in a quality high school internship.
- Collaborate with school counselors, administrators, local/regional agencies, community partners to develop work-based learning placements for students.
- Create instructional and experiential experiences developed that are designed to increase student independence, to assist students in making feasible career decisions, to develop vocational skills, and to prepare students for success in postsecondary education, training and careers.
- Work with district staff to assess enrollment to ensure that all students have access to the internship program.
- Manage Student Internships and Apprenticeships and placement support, which includes visiting internship sites on a regular basis, completing internship evaluations and assessing progress, while supporting students training plans and coaching needs.
  - Workload estimates include up to 45 internship placements per school year. Additional internship placements beyond the 45 total may be purchased at the rate of \$500/placement.
- Support the internship site manager through coaching conversations and follow-up with the student intern as needed.
- Communicate throughout the experience with all stakeholders, including students, parents or guardians, internship site, managers and district staff.
- Collect data on student interns at the end of the year, including a compilation of their professional portfolio from their experience.

The District will:

- cover the Coordinator under their liability insurance policy
- assist in the evaluation of the Coordinator
- cover the cost of any district-approved membership fees or professional development

In consideration of the assignment of the Coordinator, the District agrees to pay a total of **\$26,949.00** for 39 days of service. The AEA will invoice the District 25% of the contract each quarter, with payments due by September 30, December 31, March 31, and June 30.

This contract may be terminated by either party for the subsequent year through written notice provided to the other party on or before February 1, 2026.

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Central Rivers Area Education Agency Board President

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Date

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School District Board President or Designee

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Date

The school district wishes to use operational sharing for this position. \_\_\_\_\_ Yes \_\_\_\_\_ No