



2024-2025 Multi-Occupations Coordinator (MOC) Contract

between

Central Rivers Area Education Agency

and

South Tama Community School District

Central Rivers Area Education Agency, hereinafter referred to as the AEA, and South Tama Community School District, hereinafter referred to as the District, hereby enter into a contract for the services of a Multi-Occupations Coordinator (MOC), hereinafter referred to as the Coordinator, between July 1, 2024 to June 30, 2025.

The Multi-Occupations Coordinator (MOC) 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 7 students per trimester or 10 students per semester for each .2 FTE (40 days) assigned.
- 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 on both 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
- reimburse the agency for mileage at the agency's mileage rate, if/when services are provided on-site

In consideration of the assignment of the Coordinator, the District agrees to pay .2 of the salary and benefits of the assigned staff (estimated to be **\$23,611**) for **40 days** of service. A final total will be shared by June 1. The AEA will invoice the District for 50% due on December 31, 2024, and 50% due on June 30, 2025 (the second invoice shall include any miscellaneous expenses including mileage throughout the term).

This contract may be terminated by either party for the subsequent year through written notice provided to the other party on or before March 31, 2025.

Central Rivers Area Education Agency Board President

Date

South Tama School District Board President

Date