

Work-Based Learning (WBL) Coordinator & Career Counselor - Roles, Responsibilities & Compliance Boundaries

<u>Area</u>	<u>Work-Based Learning (WBL) Coordinator</u>	<u>Career Counselor / School Counselor</u>
Primary Purpose	Oversees approved work-based learning experiences that connect instruction to real workplaces	Supports career planning, exploration, and postsecondary readiness
NYSED Requirement	Required for all registered WBL programs	Not sufficient alone for registered WBL programs
Governing Authority	Must comply with New York State Education Department WBL regulations	Governed by NYSED counseling and guidance standards
Required Certification	NYS certified teacher with WBL Extension (#8981 or #8982)	NYS School Counselor certification
Can Oversee Registered WBL Programs (CEIP, CO-OP, GEWEP)	<input checked="" type="checkbox"/> Yes – required by regulation	<input checked="" type="checkbox"/> No , unless counselor also holds WBL extension
Can Oversee Unregistered Career Activities (job shadowing, guest speakers, career days)	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Awards Academic Credit	<input checked="" type="checkbox"/> Yes (for registered WBL programs)	<input checked="" type="checkbox"/> No
Labor Law Compliance	<input checked="" type="checkbox"/> Ensures compliance with NYSDOL & child labor laws	<input checked="" type="checkbox"/> Not responsible
Employer Agreements & Training Plans	<input checked="" type="checkbox"/> Develops, approves, and monitors	<input checked="" type="checkbox"/> May support but not approve

Worksite Safety Oversight	✓ Required responsibility	✗ Not responsible
On-Site or Virtual Supervision of Students	✓ Required	✗ Not required or permitted alone
Student Hour Tracking & Verification	✓ Required for credit & CDOS	✗ May review but not certify
Employer Evaluations	✓ Collects and documents	✗ May reference
Instructional Connection to Curriculum	✓ Required (related instruction)	✗ Not instructional lead
Career Interest Inventories	✗ Not primary role	✓ Core responsibility
Individual Career Planning (CDOS Plans)	✓ Supports alignment	✓ Leads development
Postsecondary Advising (college, workforce, military)	✗ Not primary role	✓ Core responsibility
Portrait of a Graduate Alignment	Implements real-world evidence of skills	Supports reflection and planning
IEP / 504 Collaboration	✓ Supports workplace accommodations	✓ Coordinates planning & services
Legal Liability Coverage	✓ Explicitly covered through WBL structure	✗ Not covered for worksite oversight
Best-Practice Role	Program compliance & execution lead	Career development & transition lead