Kansas CTE

Career and Community Connections (2011): Grades 9, 10, 11, 12

Adopted 2011

Essential Knowledge and Skills

0.1 Apply reading and writing, math, and science skills in personal, professional, entrepreneurial and community situations.

1. Use information to locate, comprehend, make inferences, and draw conclusions. 0.1.1
2. Adjust original rational number estimate of a real-world problem based on additional information (a frame of reference). 0.1.2
3. Generate and/or solve multi-step real-world problems with real numbers and mathematical concepts. 0.1.3
4. Research, apply, and evaluate information to accomplish tasks. 0.1.4
5. Apply fundamental knowledge of economics to enhance learner achievement. 0.1.5

0.2 Demonstrate appropriate communication skills that contribute to positive relationships.

1. Use appropriate communication strategies for the most effective outcome. 0.2.1
2. Demonstrate the use of verbal, listening, and writing skills to communicate clearly. 0.2.2

0.3 Apply thinking and problem-solving processes to address personal, professional and community issues.

1. Identify common tasks that require employers to use problem-solving skills. 0.3.1
2. Use problem-solving and critical thinking skills to improve a situation or process. 0.3.2
3. Create ideas, proposals, and solutions to a problem. 0.3.3

0.4 Use technology to access, manage, integrate, and create information.

1. Use information technology tools to manage and perform work (school) responsibilities. 0.4.1

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2. Identify and use a variety of web-based tools for real world, global applications involving communication to collect and disseminate information. 0.4.2
3. Use technology to locate, analyze, manipulate, and interpret information in a knowledge economy. 0.4.3

0.5 Evaluate potential hazardous situations to defuse them and determine intervention strategies.

1. Manage the physical and social environment to reduce conflict and promote safety in settings (i.e. family, work, community, and cyberspace). 0.5.1

0.6 Demonstrate leadership, citizenship, and teamwork skills required for success in the family, workplace, and community.

1. Demonstrate quality work and effective communication by acknowledging diversity and cultural differences. 0.6.1
2. Determine the most appropriate response to workplace (school) situations based on legal and ethical considerations. 0.6.2

0.7 Analyze strategies to manage the multiple individual, family, career, and/or community roles and responsibilities.

1. Organize a career portfolio (electronic or physical) to document knowledge, skills, and experience in a career field. 0.7.1
2. Recognize that individual career path has an impact on the national and global community. 0.7.2

Technical Skills

7.0 Synthesize knowledge, skills, and practices required for careers in human services.

7.1 Enhance self-development throughout the life span.

1. Analyze goals that support individuals and family members in carrying out community and civic responsibilities. 7.1.1
2. Determine management strategies for individuals to meet the demands of family, work, and community. 7.1.2
3. Analyze personal, social, intellectual, economic, technical, educational, and recreational issues of individual and family under changing conditions. 7.1.3

7.2 Analyze the reciprocal impact of individual and family participation in community activities.

1. Determine skills that provide beneficial services to the community. 7.2.1
2. Examine formal and informal community resources and support systems available to individuals and families. 7.2.2
3. Summarize the appropriate support needed to address selected human services issues. 7.2.3

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7.3 Demonstrate respect for diversity and the functional needs for individuals and families.

1. Examine the impact of the global society on the need to appreciate diversity and address disabilities. 7.3.1
2. Describe the impact of cultural diversity and disability on individuals and families. 7.3.2
3. Determine the roles of decision making and problem solving in reducing and managing conflict. 7.3.3
4. Demonstrate respect for diversity with sensitivity to anti-bias, gender, equity, age, culture, disability and ethnicity. 7.3.4

7.4 Analyze career paths within human services professions.

1. Analyze opportunities for employment and community endeavors. 7.4.1
2. Summarize education and training requirements and opportunities for career paths in human services professions. 7.4.2
3. Analyze professional organizations in community and human services careers. 7.4.3
4. Summarize licensing laws and regulations that affect service providers and their participants. 7.4.4
5. Compare professional, ethical, legal, and safety issues that confront human services employers. 7.4.5

7.5 Demonstrate professional behaviors, skills, and knowledge in providing human services.

1. Apply job acquisition skills to gain work-based learning opportunities in human services careers. 7.5.1
2. Demonstrate appropriate appearance practices for business. 7.5.2
3. Apply rules, regulations, and work site polices that affect employer, employee, participant, and family rights and responsibilities. 7.5.3
4. Determine situations which require crisis intervention and professional assistance. 7.5.4
5. Maintain accurate documentation to be submitted in a timely manner to appropriate sources. 7.5.5
6. Demonstrate use of technology in human services. 7.5.6
7. Develop a portfolio utilizing a variety of presentation media. 7.5.7