

Occupational - Preparation 4 (2006): Grades 9, 10, 11, 12

Adopted 2006

The learner will exhibit the self-determination skills needed to participate in transition planning and successful adjustment to adult life.

- 1.01** Identifies and accesses services of various adult service provider agencies based on individual needs.
- 1.02** Exhibits self-determination in a variety of employment situations.
- 1.03** Demonstrates the ability to apply basic legal and disability right legislation to various life and employment situations:
 - Americans with Disabilities Act (ADA)
 - Equal Employment and Opportunity Commission (EEOC)
 - Fair Labor Standards Act (FLSA)
 - Section 504 of the Vocational Rehabilitation Act of 1973
 - Individuals with Disabilities Education Act (IDEA)
 - Carl Perkins Act
 - person-centered planning
 - Family Rights Privacy Act
 - status as an adult at age 18
 - OSHA

The learner will actively participate in career development activities (e.g. awareness, exploration, and planning) to determine a career goal.

- 2.01** Participates successfully in multiple school-based activities to complete the 300-hour requirement in the Occupational Course of Study by graduation:
 - school factory
 - school-based enterprises
 - hands-on vocational training in Career-Technical Education courses
 - job fairs
 - small business operation
 - Vocational Rehabilitation work adjustment
- 2.02** Participates successfully in multiple paid and non-paid work-based (i.e. community-based) activities in order to complete the 240-hour requirement for the Occupational Course of Study by graduation:
 - community-based training (e.g. enclaves, mobile work crews)
 - situational assessment
 - internships
 - job shadowing
 - apprenticeships
 - co-op programs
 - part-time employment
 - legitimate volunteer experiences
 - community service
- 2.03** Describes chosen career pathway, reason for choice, job specifics, job requirements, and potential for advancement.

The learner will exhibit job-seeking skills necessary to secure employment in chosen career pathway.

- 3.01** Completes job applications from list of potential jobs based on career choices.
- 3.02** Interviews for post-secondary jobs in chosen career pathway.
- 3.03** Composes a follow-up letter for each interview.

3.04 Completes Job Placement Portfolio.

The learner will exhibit the work behaviors, habits, and skills in the area of personal management needed to obtain, maintain, and advance in chosen career pathway.

- 4.01 Utilizes appropriate forms of transportation in an effective manner for the purpose of employment and community integration.
 - 4.02 Exhibits various personal management work behaviors, skills, and habits in employment settings:
 - physical navigation of employment sites (e.g. entrance, exit, stairs, elevator, hallways, escalators)acceptance of feedback from a supervisorrequests for assistanceresolution of conflictsdemonstration of respectacceptance of new tasksdelayed gratificationrefraining from maladaptive behavior (e.g. physical aggression, excessive teasing, verbal aggression, non-compliance, inappropriate verbalizations, inappropriate displays of affection, stealing, sexual misconduct, harassment)good attendancepunctualitybreak time behaviorcompletion of work within designated time scheduleinitiativeflexibilityadaptation to change
 - 4.03 Applies knowledge of payroll and fringe benefits to real employment situations.
 - 4.04 Identifies the need for continuous life-long training, the types of skills requiring refinement and locates various sources for obtaining future training.
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The learner will exhibit the work behaviors, habits, and skills in the area of job performance needed to obtain, maintain, and advance in career pathway.

- 5.01 Demonstrates the ability to work at competitive standards for quality and production in chosen career pathway.
 - 5.02 Demonstrates basic technology skills applicable to chosen career pathway by using:
 - calculatoradding machinecomputer internet searchese-mailsTV/VCRtelephonevoice maildata entrycash registerfax machinescopiersscanning devices
 - 5.03 Demonstrates the ability to solve problems applicable to chosen career pathway
 - 5.04 Demonstrates the ability to follow all rules, procedures, and regulations applicable to chosen career pathway.
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The learner will exhibit the interpersonal relationship skills needed for success in the workplace.

- 6.01 Demonstrates sensitivity to cultural diversity in the workplace.
- 6.02 Develops natural supports in the workplace.
- 6.03 Demonstrates appropriate employee-supervisor interactions.
- 6.04 Demonstrates basic customer service skills in chosen career pathway:
 - performance consistent with company's customer service policy

helpful and friendly interactionscustomer complaints
requests for information

6.05 Exhibits teamwork in the workplace.

6.06 Demonstrates the ability to handle workplace conflict.

6.07 Demonstrates the ability to effectively participate within the parameters and abide by the guidelines of formal and informal organizational systems in an employment setting:chain of commandcorporate culture
departments (e.g. personnel, finance, purchasing, maintenance, etc.)
formal and informal lines of communicationformal and informal leadershipcommitteestask forcesquality circles
teamworkdemocratic votingconsensus decision-making

The learner will complete 360 hours of successful competitive employment by graduation.

7.01 Obtains and maintains a competitive employment position in an integrated community setting at or above minimum wage (with or without the use of supported employment) in chosen career pathway.

7.02 Synthesizes and applies all skill areas learned in previous Occupational Preparation courses to obtain and maintain competitive employment:self-awarenessself-determinationcareer planning
transition planningassistive communicationlaw and disability rightslabor unions and professional organizations
adult service providersjob seeking
applications/interviewswork ethictransportation and mobilitywork behaviors, habits, and skills in the area of personal managementpayroll and fringe benefitssafetywork behaviors, habits and skills in the area of job performancequality and quantity standardstechnologyworkplace social amenities, social routines, conversation, and languagenon-verbal workplace communicationconflict situationsco-worker interactions and relationshipssupervisor interactions and relationshipsnatural supportscustomer serviceformal and informal organizational systems