

Employability Education

3- Career Development

SELF-AWARENESS **S-AW**

Explore own attributes in terms of strengths and weaknesses related to work experiences, understand how to create healthy lifestyles and define success at school, home, and community.

- 1 Examine, based on present levels, strengths and weaknesses as it relates to work experiences. **S-AW.1**
- 2 Identify the importance of maintaining a healthy lifestyle. **S-AW.2**
- 3 Determine one's own personality traits and identify how these affect work experiences. **S-AW.3**
- 4 Define success in relation to work, school, and independent living. **S-AW.4**
- 5 Define personal identity and what steps should be taken to become a resilient person. **S-AW.5**
- 6 Complete an independent living needs assessment and provide a written reflection on the results. **S-AW.6**
- 7 Update the assistive technology needs assessment and provide a written reflection on changes. **S-AW.7**

SELF-ADVOCACY **S-AD**

Understand responsibilities to make appropriate decisions and choices that will affect education, employment, and independent living.

- 1 Explain the concepts of informed decision making and making individual choices based on one's own preferences. **S-AD.1**
- 2 Demonstrate an understanding of work values in a school-based enterprise and how those personal work traits will lead to a successful career. **S-AD.2**
- 3 Identify adult service agencies and their services. **S-AD.3**
- 4 Develop an oral or written report on the impact of work as it relates to you personally. **S-AD.4**

COMMUNICATION/ SOCIAL SKILLS **C**

Demonstrate the ability to use appropriate communication skills, how to handle criticism, and how to develop appropriate interpersonal skills to effectively communicate with both peers and adults.

- 1 Demonstrate working as a member of a team. **C.1**

- 2 Demonstrate appropriate communication and social routines in a variety of workplace situations: oral speaking, written communication, and internet etiquette. **C.2**
- 3 Demonstrate the key components of successful job interviewing. **C.3**

PORTFOLIO INFORMATION **PI**

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Create a personal student portfolio using technology. Continue the development of a resume.

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Demonstrate an appropriate application of technology skills to include online safety. **PI.1**

- 1 **Demonstrate an appropriate application of technology skills to include online safety.** **PI.1**

Continue to use information gathered from assessments and transition checklists to develop personal student portfolio; make periodic portfolio entries as needed. **PI.2**

- 2 **Continue to use information gathered from assessments and transition checklists to develop personal student portfolio; make periodic portfolio entries as needed.** **PI.2**

Develop a cover letter, resume, and references. **PI.3**

- 3 **Develop a cover letter, resume, and references.** **PI.3**

SELF- DETERMINATION **SD**

Demonstrate making decisions that reflect wise choices, setting goals, determining the steps to achieve those goals, and effective problem-solving.

- 1 Demonstrate how to make appropriate decision making in workplace situations through experiences or role-playing. **SD.1**
- 2 Develop a post-secondary plan by setting goals and writing reflections on work-based experiences. **SD.2**
- 3 Participate in a service learning project and/or another community engagement activity. **SD.3**
- 4 Demonstrate ability to participate in the student-led IEP process by creating a multimedia presentation to use at the IEP meeting. **SD.4**
- 5 Update the self-determination self-assessments and provide a written or oral report on changes over the four years in high school. **SD.5**

CAREER CLUSTERS CC

Create a plan of study to make successful secondary and post-secondary options to include how to network and identify appropriate job opportunities within community as it relates to specific career clusters.

- 1 Research a chosen career cluster and appropriate jobs/roles. CC.1
 - 2 Develop a plan of networking to locate resources and potential job opportunities in the community. CC.2
 - 3 Conduct a job search based on career interests and abilities using the appropriate resources and/or agencies. CC.3
 - 4 Complete an employment needs survey to look at strengths/weaknesses as it relates to career choices and provide a written/oral report on the results. CC.4
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EMPLOYMENT/JOB SHADOWING E-J

Participate in specific jobs by becoming involved in school-based enterprises and job shadowing within the school and/or community setting.

- 1 Develop a list of all available resources needed to investigate various jobs aligned to the student's interests. E-J.1
 - 2 Define various technology resources that may be needed to accommodate one's own disability in the workplace. E-J.2
 - 3 Demonstrate successful workplace behaviors in a variety of work experience settings: school-based enterprises, and job shadowing. E-J.3
 - 4 Provide a written log of all completed hours of work. E-J.4
 - 5 Update a post-school outcomes questionnaire and provide a written or oral report on changes. E-J.5
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SOFT SKILLS SS

Use soft skills such as critical thinking, problem- solving, time management, judgment and decision-making, personal appearance and care, social perceptiveness, and leadership qualities.

- 1 Demonstrate the major concepts and components of soft skills: constructive criticism, personal qualities, desirable traits, personal appearance and personal care. SS.1
 - 2 Demonstrate successful work habits: punctuality, preparedness, professional growth, networking, safety, leadership, and teamwork skills. SS.2
 - 3 Reflect on changes that occur and self- monitor behavior when dealing with change in personal, school and work environments. SS.3
 - 4 Exhibit good personal hygiene on a consistent basis. SS.4
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SALARY & PERSONAL FINANCES SPF

Develop and manage a monthly budget and understand parts of a paycheck and how to determine deductions.

- 1 Create and manage a personal budget to include all living expenses. SPF.1
- 2 Demonstrate the ability to calculate wages, fringe benefits, and deductions on personal paycheck. SPF.2

3 Develop a medical/health plan for post- secondary independent living. SPF. 3