

Employability Education 4-Advanced 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, at home, and in the community.

- 1 Examine, based on present levels, strengths and weaknesses as they relate to work and independent living experiences. S-AW.1
- 2 Demonstrate the ability to maintain 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 Update the independent living needs assessment and provide a written reflection on changes. 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 Contact and apply for adult services through outside agencies if appropriate. S-AD.3

COMMUNICATION/ SOCIAL SKILLS C

Demonstrate the ability to use appropriate communication skills,

- 1 Demonstrate working as a team in a variety of work settings to accomplish an assigned task. C.1
 - 2 Demonstrate appropriate communication and social routines in a variety of workplace situations: oral speaking, written communication, internet etiquette. C.2
 - 3 Demonstrate the key components of successful job interviewing. C.3
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PORTFOLIO INFORMATION **PI**

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

- 1 Demonstrate an appropriate application of technology skills to include online safety. **PI.1**
 - 2 Continue to use information gathered from assessments and transition checklists to develop personal student portfolio; make periodic portfolio entries as needed. **PI.2**
 - 3 Develop a final resume with references, letters of recommendation, and an accompanying cover letter. **PI.3**
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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 and presenting a multimedia presentation and reflecting on this experience. **SD.4**
 - 5 Write a reflection on leading an IEP meeting. **SD.5**
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CAREER CLUSTERS **CC**

Implements 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 Finalize a chosen career cluster, appropriate jobs and associated roles. **CC.1**
 - 2 Conduct a job search based on career interests and abilities using the appropriate resources and/or agencies. **CC.2**
 - 3 Write a plan for networking to locate resources/agencies and potential education, training and/ or job opportunities in the community. **CC.3**
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EMPLOYMENT/INTERNSHIP **EI** **Participate in specific jobs by becoming involved in school-based enterprises and/or community-based employment.**

- 1 Review and revise a list of all available resources needed to investigate various jobs aligned to student's interests. **EI.1**
- 2 Demonstrate successful workplace behaviors in a variety of work experience settings: school-based enterprises, job shadowing, internships and apprenticeships. **EI.2**
- 3 Demonstrate the physical demands and environmental tolerance needed for identified career choices. **EI.3**
- 4 Identify technological supports needed to accommodate one's own disability in the workplace. **EI.4**

- 5 Provide a written log of 360 hours of work experiences. **EI.5**
 - 6 Update employment needs survey to look at strengths/weaknesses as it relates to career choices and provide a written/oral report on changes. **EI.6**
 - 7 Update a post-school outcomes questionnaire and provide a written or oral report on changes. **EI.7**
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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**
 - 5 Provide a written and/or oral presentation on employability skills (work habits, soft skills) gained in high school. **SS.5**
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SALARY & PERSONAL FINANCES **SPF**

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

- 1 Revise and manage a personal budget to include 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**
- 4 Demonstrate the ability to manage money by accounting for personal expenses from net income. **SPF.4**