

Career & Work Readiness: Advanced Gr. 9-12

CAREER EXPLORATION AND PLANNING C&W.1

- 1 Takes responsibility for arriving on time (e.g. school, work, appointments, social activities) C&W.1.ADV1**

- 2 Identifies skills, education, and training needed for careers of interest using a variety of resources C&W.1.ADV2**

- 3 Completes interest inventories to create a career profile C&W.1.ADV3**

- 4 Analyzes careers of interest for wages, employment possibilities, values, etc. C&W.1.ADV4**

- 5 Compares careers of interest to one's work habits, values, and behaviors C&W.1.ADV5**

- 6 Identifies work tasks of the occupations that are appealing and consistent with the completed interest inventories C&W.1.ADV6**

- 7 Summarizes career options that fit best with one's education, aptitudes, skills, and interests C&W.1.ADV7**

- 8 Participates in activities related to career interests, i.e. job-shadowing, part-time job, or work experience to assist with determining interests and compatibility C&W.1.ADV8**

- 9 Understands how labor demands affect future salary & career growth opportunities C&W.1.ADV9**

- 10 Creates a course of study that develops the skills/knowledge base that leads to targeted career goal (IEP: III Transition Services) C&W.1.ADV10**

- 11 Examines career stereotypes C&W.1.ADV11**

- 12 Identifies viable post-secondary options/resources (e.g. college, apprenticeship programs, vocational rehab) C&W.1.ADV12**

- 13 Makes community connections for post-secondary supports and services C&W.1.ADV13**

14 Completes pertinent post-secondary assessments (e.g. PSAT, SAT, ACT, COMPASS, OVR requirements) C&W.1.ADV14

15 Develops a transition plan that includes steps leading to graduation and post-secondary goals, e.g. needed accommodations and supports (i.e. interpreters, notetakers, tutors, peer supports, counseling), as well as financial arrangements C&W.1.ADV15

JOB SEEKING SKILLS C&W.2

1 Demonstrates age-appropriate composure and appearance when applying and/or interviewing for a job C&W.2.ADV1

2 Demonstrates understanding of how social media can help or hinder the job search C&W.2.ADV2

3 Understands how to complete an application or submit resume online, when required C&W.2.ADV3

4 Completes job applications, resumes, and cover letters C&W.2.ADV4

5 Completes application for post-secondary institution, as needed C&W.2.ADV5

6 Completes school related forms, obtaining any unknown information, e.g. mother's maiden name C&W.2.ADV6

7 Practices and demonstrates effective communication skills for interviewing and asking for assistance/accommodations C&W.2.ADV7

8 Understands ADA and other legal issues related to career of choice and to post-secondary training options and/or institutions C&W.2.ADV8

9 Explains concepts of bias and/or discrimination as well as strategies for when and how to disclose the need for accommodations C&W.2.ADV9

10 Knows how to access and utilize the full range of accommodations (e.g. interpreter services) available in post-secondary and work settings C&W.2.ADV10

WORKPLACE SKILLS C&W.3

1 Successfully manages multiple tasks and completes them within allotted time C&W.3.ADV1

2 Collaborates with others in the workplace C&W.3.ADV2

3 Collaborates with others on joint projects and shares leadership roles as appropriate C&W.3.ADV3

4 Identifies own work habits and skills and their potential impact on academic and careers success C&W.3.ADV4

5 Accepts recognition for work performed and gives credit to others for their contributions C&W.3.ADV5

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- 6** Completes work in a timely manner and meets deadlines as assigned C&W.3.ADV6
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- 7** Expresses point of view in a positive manner and broadens one's perspectives by respectfully accepting or considering opposing views C&W.3.ADV7
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- 8** Switches between tasks as requested to complete goals of a project/team and returns to previous task to complete it C&W.3.ADV8
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- 9** Expresses frustration or disagreements in a productive/respectful manner C&W.3.ADV9
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- 10** Asks questions to obtain clarification of assignments and work requirements C&W.3.ADV10
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- 11** Obtains & maintains resources needed to prepare for & succeed in post-secondary settings (e.g. college training programs, work) C&W.3.ADV11
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- 12** Understands relationship between high school work and post-secondary training C&W.3.ADV12
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- 13** Demonstrates ability to identify problems and possible solutions and devises plan to resolve a problem C&W.3.ADV13
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- 14** Asks questions/seek additional help when needed and/or when demands become increasingly difficult C&W.3.ADV14
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- 15** Makes adjustments in school performance to increase likelihood of reaching a career goal (e.g. stronger study skills, higher academic achievement, meeting timelines, etc.) C&W.3.ADV15
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- 16** Understands the importance of work and the individual's role in the workplace C&W.3.ADV16
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- 17** Identifies the social and communication norms in a specific workplace C&W.3.ADV17
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- 18** Explains the rights of teen workers C&W.3.ADV18
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**FINANCIAL
LITERACY** C&W.4

- 1** Describes and practices basic banking skills, e.g. depositing money, applying for savings and checking accounts, and loans C&W.4.ADV1
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- 2** Explains bank statements, fees, and procedures C&W.4.ADV2
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- 3** Understands what credit is and the rights and responsibilities of credit card users C&W.4.ADV3
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- 4** Defines and describes relationships between cash, checks, debit cards, credit cards, and world currencies C&W.4.ADV4

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- 5 Develops a monthly budget using typical income and expenditures and world currencies** C&W. 4 .ADV5
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- 6 Develops a budget for work that includes the following costs: transportation, insurance, uniforms, tools, etc.** C&W. 4 .ADV6
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- 7 Understands the taxes taken out of paychecks and their use** C&W. 4 .ADV7
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- 8 Understands basics of annual tax returns** C&W. 4 .ADV8
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- 9 Understands how taxes impact personal finances based on changes in jobs and/or in life** C&W. 4 .ADV9
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- 10 Understands key privacy issues as they relate to information sources, insurance, employment direct mail, credit reporting, telecommunications, electronic monitoring, and social security numbers** C&W. 4 .ADV10
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- 11 Understands the concept of charitable giving** C&W. 4 .ADV11