SD Career Readiness Skills for All CTE Clusters

Career Cluster	All
Course Code	n/a
Prerequisite(s)	n/a
Credit	n/a
Program of Study and Sequence	These "soft skills" are vital for all clusters and should be incorporated to all CTE courses.
Student Organization	All
Coordinating Work-Based Learning	Tours, Guest Speakers, Field Trips, Volunteer, Work-based Learning
Industry Certifications	None
Dual Credit or Dual Enrollment	n/a
Teacher Certification	See main course standards.
Resources	

Description:

A career ready person capitalizes on personal strengths, talents, education and experiences to bring value to the workplace and the community through his / her performance, skill, diligence, ethics and responsible behavior.   These career readiness standards are essential skills vital to all careers.   As students progress through their program of study in CTE and academic courses teachers should seek ways to incorporate these standards into all courses to help students develop these soft skills to be college, career, and workforce ready.

The career readiness standards:

- Can be incorporated into all CTE clusters as appropriate (not a separate, standalone course)
- All standards are not required to be implemented by teachers in all courses (available to incorporate as appropriate)

Course Standards

Indicator # CRS 1   Apply appropriate academic and technical skills

Academic skills and technical skills complement one another. A career ready individual applies these skills in a strategic manner to accomplish workplace tasks.

Webb Level	Sub-indicator	Integrated Content
Three Strategic Thinking	CRS 1.1 Academic Attainment • Demonstrate proficiency in academic core standards (math, English/ Language Arts, Science, Social Sciences) • Reads and comprehends written material in a variety of forms and levels of complexity. • Completes secondary courses to meet high school graduation requirements. • Assimilates and applies new learning, knowledge, and skills.	
Three Strategic Thinking	CRS 1.2 Technical Skill Attainment • Identifies the training, education, and certification requirements for entrance and advancement in a chosen occupation • Completes a career and technical education program of study. (concentrator) • Passes certification tests to qualify for licensure and/or industry certifications.	
Three Strategic Thinking	CRS 1.3 Strategic Thinking • Practices reasoning and systems-level thinking to deal with varied concepts and complexity. • Analyzes elements of a problem situation to develop solutions. • Uses acquired academic and technical skills to improve a situation or process.	

	• Seeks to enhance knowledge and skills through ongoing professional development.	
Three Strategic Thinking	CRS 1.4 Safety Procedures • Understands the importance of health, safety, human resource and environmental regulations for the classroom, lab, shop, and workplace. • Applies safety knowledge. • Uses safety equipment properly.	

Notes:

Indicator # CRS 2   Communicate effectively and appropriately

Expressing ideas, providing instruction, informing others, sharing knowledge and providing customer service are critical in a career.

Webb Level	Sub-indicator	Integrated Content
Three Strategic Thinking	CRS 2.1 Speaking and Listening • Asks pertinent questions to acquire or confirm information. • Demonstrates interpretation of verbal and non-verbal messages in a conversation. • Converses with diverse individuals in an all-inclusive manner to foster positive relationships. • Practices active and attentive listening skills.	
	CRS 2.2 Writing	

Three Strategic Thinking	• Produces clear and coherent written communication in which the development, organization and style are appropriate to task, purpose and audience. • Composes focused written documents such as: agendas, audio-visuals, bibliographies, drafts, emails, forms, notes, oral presentations, reports and technical documents. • Constructs a well-reasoned position, based on an openness to new information and ideas, to support a theory or validate a point of view.	
Three Strategic Thinking	CRS 2.3 Presentations • Prepares presentations to provide information for specific purposes and audiences. • Delivers presentations that sustain listeners' attention and interest. • Uses technology appropriately to effectively present information.	
Three Strategic Thinking	CRS 2.4 Professional Etiquette • Uses professional etiquette and observes social protocols when communicating. • Practices appropriate use of social media in personal and professional environments. • Uses proper word choice and tone when communicating to teachers, classmates, superiors, customers/clients and co-workers.	
Three Strategic Thinking	CRS 2.5 Customer Service • Establishes positive relationship with internal and external customers. • Identifies and addresses customers' needs and wants. • Recommends appropriate products and services. • Uses effective follow-up techniques to assure that the needs of customers/clients have been met.	

Notes:

Indicator # CRS 3   Contribute to the growth employee, employer, and community success

Career ready means more than attending to self-interest. It also means the ability to see the bigger picture of playing a role in the success of the employer and community through personal, civic and community actions.

Webb Level	Sub-indicator	Integrated Content
Three Strategic Thinking	CRS 3.1 Personal Responsibility • Takes responsibility for individual and shared group work tasks. • Models behaviors that demonstrate reliability, dependability and commitment to the organization. • Pursues results with personal energy and drive to completion.	
Three Strategic Thinking	CRS 3.2 Meets Expectations • Arrives on time to work, class, appointments or meetings, adequately prepared and appropriately dressed. • Complies with policies, norms/culture, procedures and protocols. • Exhibits professional etiquette in all interactions.	
	CRS 3.3 Civic Responsibility and Service • Participates in leadership and teamwork opportunities available through professional organizations and community groups/boards/committees. • Engages in local government. • Demonstrates a respect for laws and regulations and those who enforce them.	

Notes:

Indicator # CRS 4   Make sense of problems and perseveres in solving them

Recognizing and solving problems is a daily requirement of nearly every American worker and entrepreneur. From small technical issues, to group dynamics, to design of overall systems, opportunities abound for the career ready individual to solve problems in the workplace.

Webb Level	Sub-indicator	Integrated Content
Four Extended Thinking	CRS 4.1 Perceptiveness • Accurately defines a problem or issue. • Recognizes factors, constraints, goals and relationships in a problem situation. • Identifies irregularities in processes and environments and seeks to understand their cause.	
Four Extended Thinking	CRS 4.2 Problem Solving • Presents multiple solutions to the problem based on evidence and insights. • Evaluates solutions and determines the potential value toward solving the problem. • Employs critical thinking skills independently and in teams to solve problems and make decisions.	
Three Strategic Thinking	CRS 4.3 Perseverance/ Work Ethic • Establishes and executes plans to completion even when faced with setbacks. • Requires minimal supervision to successfully complete tasks on schedule. • Prioritizes tasks to ensure progress toward stated objectives. • Presents a professional attitude and mindset in the classroom and workplace. • Adapts to change and demonstrates agility.	

Notes:

Indicator # CRS 5   Use critical thinking

Nearly all careers now require interaction with complex systems of technical components, complex dynamics of people or both. Many decisions are not simple and straightforward; rather, they require the ability to intelligently reason through and make complex decisions.

Webb Level	Sub-indicator	Integrated Content
Three Strategic Thinking	**CRS 5.1 Critical Thinking** • Demonstrates the ability to reason critically and systematically. • Uses reason and logic to evaluate situations from multiple perspectives. • Critiques possible solutions using valid research, historical context and balanced judgment. • Recognizes and makes use of systems and relationships including interdependent cause-and-effect analysis and feedback.	
Four Extended Thinking	**CRS 5.2 Decision Making** • Conducts research, gathers input and analyzes information necessary for decision-making. • Develops and prioritizes possible solutions with supporting rationale. • Determines a course of action with the greatest perceived potential for success while considering its impact on others.	
Three Strategic Thinking	**CRS 5.3 Adaptability** • Demonstrates a willingness to learn new knowledge and skills. • Considers multiple and diverse points of view. • Manages multiple tasks and priorities. • Exhibits the ability to focus, prioritize, organize and handle ambiguity.	

Notes:

Indicator # CRS 6   Demonstrate innovation and creativity

The 21st century workplace requires innovation through creative thinking. Successful individuals will be expected to generate and share new ideas.

Webb Level	Sub-indicator	Integrated Content
Three Strategic Thinking	CRS 6.1 Creativity • Uses information, knowledge and experience to generate original ideas and challenge assumptions. • Initiates brainstorming to generate ideas to solve problems or maximize opportunities. • Appreciates new and creative ideas of others. • Knows when to curb the creative process and begin implementation.	
Three Strategic Thinking	CRS 6.2 Innovation • Searches for new ways to improve the efficiency of existing processes. • Determines the feasibility of improvements for ideas and concepts. • Accepts and incorporates constructive criticism into proposals for innovation. • Takes informed risks to introduce innovation while understanding the limits of authority.	

Notes:

Indicator # CRS 7   Model ethical leadership and effective management

The ability to influence others relies on leadership. Today's workplace provides greater transparency and accountability where the ability to ethically lead and manage is essential.

Webb Level	Sub-indicator	Integrated Content
Three	CRS 7.1 Leadership	

Strategic Thinking	• Employs organizational development skills to foster positive working relationships and accomplish goals. • Enlists the support of others to accomplish a goal. • Models the positive attributes of effective leaders (e.g. self awareness, self-regulation, motivation, empathy and social skills).	
Three Strategic Thinking	CRS 7.2 Ethics • Considers the ethical implications of decisions and actions and their impact on personal reputation and credibility. • Recognizes personal and long-term workplace consequences of unethical or illegal behaviors. • Practices ethical behavior at all times and complies with code of conduct.	
Three Strategic Thinking	CRS 7.3 Management • Differentiates between leadership and management. • Determines the objectives, parameters and deadlines involved in managing a project prior to beginning work. • Develops personal management skills to function effectively and efficiently.	

Notes:

Indicator # CRS 8   Works productively in teams and demonstrate cultural competency

Teams of individuals with diverse cultural backgrounds have become the new norm of operation in the global workplace. The career ready individual is prepared to collaborate with colleagues representing various backgrounds..

Webb Level	Sub-indicator	Integrated Content
Three Strategic Thinking	CRS 8.1 Teamwork • Builds consensus within a team to accomplish results. • Contributes to team-oriented projects and assignments. • Engages team members and utilizes individual talents and skills.	

| Three Strategic Thinking | CRS 8.2 Conflict Resolution
• Anticipates potential sources of conflict and employs conflict resolution skills to facilitate solutions.
• Disagrees with a team member without causing personal offense.
• Negotiates with conflicting parties to agree on a reasonable and mutually acceptable solution. | |
| Three Strategic Thinking | CRS 8.3 Social and Cultural Competence
• Gives and earns respect by interacting positively with people of different backgrounds, experiences and beliefs.
• Uses awareness of all cultures and languages to effectively communicate with co-workers, classmates, and customers/clients. | |

Notes:

Indicator # CRS 9   Utilizes technology

The career ready individual has an understanding of how to use technology and apply it successfully in the workplace. Advances in technology require individuals to quickly learn and use many tools and applications.

Webb Level	Sub-indicator	Integrated Content
Three Strategic Thinking	CRS 9.1 Data Gathering, Access, and Management • Uses various methods to search for valid, relevant data to complete workplace tasks. • Evaluates Internet resources for reliability and validity. • Develops and uses a consistent approach for managing data.	
Three Strategic Thinking	CRS 9.2 Tools and Applications • Uses the appropriate technology tools for conveying information, solving problems and expediting processes. • Demonstrates the technology skills needed for a chosen cluster.	

	• Identifies the value of technology tools and applications.	
Three Strategic Thinking	CRS 9.3 Technology Ethics • Understands the ethical uses of information and technology related to privacy, intellectual property, and workplace issues. • Uses computer and internet protocols that ensure cyber security and confidentiality of private information.	

Notes:

Indicator # CRS 10   Manage personal career development

Managing a personal career includes exploration, preparation and participation. Each person is responsible for creating and maintaining their own college and career plan. Career management includes understanding and meeting the expectations for behavior and skills in the workplace.

Webb Level	Sub-indicator	Integrated Content
Three Strategic Thinking	CRS 10.1 Planning • Identifies opportunities in one or more career pathways that aligns with personal interests and aptitudes. • Develops career goals and objectives. • Develops a personal education and career plan to meet goals and objectives.	
Three Strategic Thinking	CRS 10.2 Employment/ Education Seeking • Uses multiple resources, including personal and professional networks, to locate job and/or educational opportunities. • Researches information about a prospective employers to successfully complete an application. • Uses professional digital media to create a personal brand. • Markets self effectively to potential employers and institutions.	
	CRS 10.3 Resumes, Portfolios, and Interviews	

Three Strategic Thinking	• Prepares a professional résumé appropriate for each situation. • Produces a record of education and work experiences, licenses, certifications and projects/products to include in a portfolio. • Presents a professional image appropriate for the job interview. • Communicates experiences, knowledge and skills identified in the résumé and portfolio when interviewing.
Three Strategic Thinking	CRS 10.4 Professional Development • Identifies opportunities for career advancement. • Uses resources to develop goals that address training, education and self-improvement issues.
Three Strategic Thinking	CRS 10.5 Entrepreneurship • Understands the knowledge and skills required of an entrepreneur. • Describes the opportunities for entrepreneurship in a given cluster. • Weighs the opportunities, benefits and risks of entrepreneurship versus employment.

Notes: