

Number	Essential Standard	STW	Where/How explicitly taught and assessed? (Unit, novel, section, program, etc.)	Deliverable/Assessment
Workplace Skills for Career Readiness				
1.1 Personal Qualities & Abilities				
1.1.1	Demonstrate creativity and innovation by employing originality, inventiveness, and resourcefulness in the workplace		* MTCHS Framework	MTCHS Framework Assignments - Self-Motivation / Innovation
1.1.2	Demonstrate critical-thinking and problem-solving by using sound reasoning to analyze problems, evaluating potential solutions, and implementing effective courses of action		Career Exploration - Interest / Aptitude Brain Games & Activities	YouScience Debrief
1.1.3	Demonstrate initiative and self-direction by independently looking for ways to improve the workplace and accomplish tasks		Sophomore Portfolio, YouScience Brain Games, MTCHS Framework	Portfolio, Brain Game grade, MTCHS Framework Assignments - Self Motivation / Innovation, Work Ethic
1.1.4	Demonstrate integrity by complying with laws, procedures, and workplace policies; demonstrating honesty, fairness, and respect.		Class Expectations, Freshman Field Trips	Exit Tickets & Classwork Grade, Field Trip Classwork
1.1.5	Demonstrate work ethic by consistently working to the best of one's ability being diligent, dependable, and accountable for one's actions		My Career Story, Sophomore Portfolio, MTCHS Framework	Slides grades, Portfolio, TCHS Framework Assignments - Self Motivation / Innovation, Integrity, Work Ethic
1.2 Interpersonal Skills				
1.2.1	Demonstrate conflict-resolution by negotiating diplomatic solutions to interpersonal and workplace issues		* MTCHS Framework	MTCHS Framework Assignments - Adaptability / Flexibility
1.2.2	Demonstrate customer service by anticipating and addressing the needs of customers and coworkers; providing thoughtful, courteous, and knowledgeable service		* MTCHS Framework	MTCHS Framework Assignments - Professionalism, Responsibility
1.2.3	Demonstrate listening and speaking by listening attentively and asking questions to clarify meaning; articulating ideas clearly in a manner appropriate for the setting and audience		My Career Story Presentations, Junior/Senior Presentations, Senior Panels	Presentation classwork exit slips
1.2.4	Demonstrate respect for diversity by valuing individual differences and working collaboratively with people of diverse backgrounds, viewpoints, and experiences		Freshman Field Trips, Junior/Senior Presentations, Senior Panels	Classwork Exit Slips / Assignments
1.2.5	Demonstrate teamwork by sharing responsibility for collaborative work and respecting the thoughts, opinions, and contributions of other team members		Career Exploration Activities, Junior/Senior Presentations, Senior Panels	Classwork Exit Slips / Assignments
1.3 Professional Competencies				
1.3.1	Demonstrate big picture thinking by understanding one's role in fulfilling the mission of the workplace and considering the social, economic, and environmental impacts of one's actions		My Career Story, Career Exploration	Career Story Slides, YouScience classwork, Framework Reflection
1.3.2	Demonstrate career and life management by planning, implementing, and managing personal and professional development goals related to education, career, finances, and health		Career Exploration - YouScience Debrief	YouScience Debrief, Framework Reflection
1.3.3	Demonstrate continuous learning and adaptability by accepting constructive feedback and being open to new ideas and ways of doing things; continuously develop professional skills and knowledge to adjust to changing requirements		My Career Story, Sophomore Portfolio	Career Story Slides, Resume, Cover Letter, Framework Reflection
1.3.4	Demonstrate efficiency and productivity by planning, prioritizing, and adapting work goals to manage time and resources effectively		Career Exploration, Sophomore Portfolio	YouScience Brain Games, Application elements,
1.3.5	Demonstrate information literacy by locating information efficiently, evaluating the credibility and relevance of sources and facts, and using information effectively to accomplish workrelated tasks		Career Exploration - YouScience Debrief	YouScience Debrief
1.3.6	Demonstrate information security including basic internet use and email safety by following workplace protocols to maintain the security of information, computers, networks, and facilities		Career Exploration, Sophomore Portfolio	Career Searches, Transcript Request
1.3.7	Demonstrate information technology by maintaining a working knowledge of devices, resources, hardware, software, systems, services, applications, and IT conventions			
1.3.8	Demonstrate job-specific tools and technologies by properly selecting and safely using industry-specific technologies, tools, and machines to complete job tasks effectively			
1.3.9	Demonstrate the application of mathematical skills to complete tasks as necessary			
1.3.10	Demonstrate professionalism by meeting organizational expectations regarding work schedule, behavior, appearance, and communication		* MTCHS Framework	MTCHS Framework Assignments - Professionalism, Responsibility, Integrity
1.3.11	Demonstrate reading and writing skills by reading and interpreting workplace documents and writing effectively		Sophomore Portfolio	Resume, Cover Letter, Application questions, Framework Reflection
1.3.12	Demonstrate workplace safety by maintaining a safe work environment through adherence to safety guidelines and identifying risks to self and others		* MTCHS Framework	MTCHS Framework Assignments - Responsibility, Work Ethic, Professionalism