

Number	Essential Standard	S4S 1-2	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	M	Google Keep - S2 (develop your own system)	Google Keep Spot Check Grade
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	M	Framework Self-Evaluation & Mentorship Check-in; Smart Goal/Challenge Time	Check-in / Framework Grade
1.1.3	Demonstrate initiative and self-direction by independently looking for ways to improve the workplace and accomplish tasks	M	Framework Self-Evaluation & Mentorship Check-in; Smart Goal/Challenge Time	Check-in / Framework Grade
1.1.4	Demonstrate integrity by complying with laws, procedures, and workplace policies; demonstrating honesty, fairness, and respect.		Framework Self-Evaluation & Mentorship Check-in	Check-in / Framework Grade
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	M	Framework Self-Evaluation & Mentorship Check-in; Smart Goal/Challenge Time	Check-in / Framework Grade
1.2 Interpersonal Skills				
1.2.1	Demonstrate conflict-resolution by negotiating diplomatic solutions to interpersonal and workplace issues	M	Framework Self-Evaluation & Mentorship Check-in;	Check-in / Framework Grade
1.2.2	Demonstrate customer service by anticipating and addressing the needs of customers and coworkers; providing thoughtful, courteous, and knowledgeable service		1 Peer Help lesson	Check-in / Framework Grade
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	M	Q1 Intro Lessons	Class Expectations, Laptop Care/Cords, Handbook Signing, Class Routines, Folder Set-Up, Setting Default Apps, Installing Printers, Peer Help
1.2.4	Demonstrate respect for diversity by valuing individual differences and working collaboratively with people of diverse backgrounds, viewpoints, and experiences	M	Framework Self-Evaluation & Mentorship Check-in; Smart Goal Challenge Time	Check-in / Framework Grade
1.2.5	Demonstrate teamwork by sharing responsibility for collaborative work and respecting the thoughts, opinions, and contributions of other team members	M	Peer Help lesson; Framework Self-Evaluation & Mentorship Check-in; S4S Work Status Modes	Check-in / Framework Grade
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		Quarterly Whole-Class Incentives	Tickets
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	M	Google Keep, Smart Goal/Challenge Time	Google Keep Spot Check Grade, Check-in / Framework Grade
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	M	Framework Self-Evaluation & Mentorship Check-in; Smart Goal/Challenge Time	Check-in / Framework Grade
1.3.4	Demonstrate efficiency and productivity by planning, prioritizing, and adapting work goals to manage time and resources effectively	M	Google Keep	Google Keep Spot Check Grades
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			
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	M	Digital Safety Lesson	Digital Safety A & B Wrap-Ups
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 industryspecific 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	M	Framework Self-Evaluation & Mentorship Check-in; Email Netiquette	Check-in / Framework Grade, Email Netiquette assginment
1.3.11	Demonstrate reading and writing skills by reading and interpreting workplace documents and writing effectively	M	Moodle Lessons	FFS Link Upload, Handbook Signing, Folder Set-Up, Setting Default Apps, Installing Printers
1.3.12	Demonstrate workplace safety by maintaining a safe work environment through adherence to safety guidelines and identifying risks to self and others	M	Intro Lessons: Laptop Care / Cords, Tech Expectations, MTCHS IDs	Check-in / Framework Grade, Badge Checks