



# CAREER LITERACY STANDARDS

## Grades K-2

Students become familiar with careers through learning that connects classroom instruction to future work. Career awareness strategies expose students to a variety of career fields to stimulate interest in future work. Career-connected learning strategies may include:

- Classroom career speakers
- Workplace visits and interviews
- Introduction to Arizona career fields and pathways

Career Literacy Standards were approved by The Arizona Career and Technical Education Quality Commission in 2019.

### STANDARD 1.0 CRITICAL THINKING AND PROBLEM-SOLVING

- 1.1 Recognize and solve problems using the best available resources
- 1.2 Identify and follow steps of the decision-making process to solve problems and make choices
- 1.3 Evaluate if a decision is good or bad, appropriate or inappropriate
- 1.4 Use digital web-based resources, gather data to make informed choices and solve problems
- 1.5 Apply critical thinking and problem-solving skills

### STANDARD 2.0 COLLABORATION, TEAMWORK, AND LEADERSHIP

- 2.1 Develop collaboration skills to interact cooperatively with others
- 2.2 Demonstrate skills in working together, compromising, expressing opinions, and responding to criticism
- 2.3 Apply collaborative skills to group activities

### STANDARD 3.0 CROSS-CULTURAL UNDERSTANDING AND INTERPERSONAL COMMUNICATION

- 3.1 Utilize illustration to effectively communicate ideas
- 3.2 Explain effective communication skills for presenting to an audience
- 3.3 Demonstrate how to communicate with respect for the beliefs and feelings of others
- 3.4 Exhibit grade-level oral and written communication skills that include being courteous, showing respect and empathy for others, accepting and following directions, performing as a team member, and showing respect for cultural diversity, individuals in nontraditional jobs, and individuals with disabilities
- 3.5 Identify personal wants, needs, and feelings and demonstrate how to communicate them appropriately

### STANDARD 4.0 COMMUNICATION AND MEDIA FLUENCY

- 4.1 Identify ways to be safe online
- 4.2 Discuss examples of things that are safe to share online
- 4.3 Use digital media as a communication tool in classroom activities

### STANDARD 5.0 ACCOUNTABILITY, PRODUCTIVITY, AND ETHICS

- 5.1 Describe personal responsibility and goals while identifying situations at home, school, and in the community where these are important
- 5.2 Describe the importance of goals
- 5.3 Set personal goals and progress of assigned responsibilities on a classroom project or extracurricular activity (e.g., star chart)
- 5.4 Give examples of rules at home, in school, and in the community and explain how rules protect individuals and groups

## K-2 Career Literacy Strategies by Standard

### STANDARD 1.0 CRITICAL THINKING AND PROBLEM-SOLVING

The ability to recognize a problem and apply critical thinking and problem-solving skills to solve the problem is a lifelong skill that develops over time.

#### Questions

*How do I solve problems? How can I make good choices and decisions? Is this a big problem or a small problem?*

#### Strategies

- Read and discuss character decisions.
- Perform science experiments.
- Appraise personal likes and dislikes and identify careers that might be suited to personal likes.
- Identify qualifications needed to pursue traditional and nontraditional careers and occupations.
- Identify career interests, abilities, and skills.

### STANDARD 2.0 COLLABORATION, TEAMWORK, AND LEADERSHIP

Collaboration and teamwork enable individuals or groups to achieve common goals with greater efficiency and success.

#### Questions

*Why do I need to work with others? How do we work with others? Can you think of a way to work with others? What would you do if you and your partner disagree? How does working together help the group? How does working together help you?*

#### Strategies

- Create social contracts.
- Display and discuss classroom and playground rules.
- Participate in organized sports or clubs.
- Describe responsibility and responsible behavior.

### STANDARD 3.0 CROSS-CULTURAL UNDERSTANDING AND INTERPERSONAL COMMUNICATION

The ability to recognize a problem and apply critical thinking and problem-solving skills to solve the problem is a lifelong skill that develops over time.

#### Questions

*What communication skills do I need to learn to work with others at home, in school, and in the community? How do I recognize someone has hurt me? What does it mean to listen with an open mind? How do you get to know someone who is different from you? How do you let others know when you need something? What is something special about your family?*

#### Strategies

- Research different cultures.
- Present at a show and tell.
- Interview someone in the class and introduce them to everyone.
- Demonstrate respect for the feelings and beliefs of others in personal friendships, schoolmates, adults, and the work environment.
- Demonstrate skills in responding to criticism from peers and teachers.
- Describe how one's behavior influences the feelings and actions of others.

## K-2 Career Literacy Strategies by Standard

### STANDARD 4.0 COMMUNICATION AND MEDIA FLUENCY

Digital media are modern tools used for local and global communication.

#### Questions

*Where are safe places on the Internet? How do you know if a website or app is safe? How do you use digital communication? What is digital communication? How do groups/organizations use digital communication?*

#### Strategies

- Locate career information using a variety of resources.
- Practice digital communication.
- Understand Internet safety.

### STANDARD 5.0 ACCOUNTABILITY, PRODUCTIVITY, AND ETHICS

The nature of the modern workplace has shifted, demanding greater individual accountability, productivity, and collaboration.

#### Questions

*What work behaviors do I need to learn and develop at home, school, and in the community? Why do I need to be accountable? What is productivity? What are performance goals? Why are rules important at home, in school, and in the community?*

#### Strategies

- Perform jobs in the classroom.
- Participate in fundraisers and drives.
- Participate in organized sports or clubs.
- Identify reasons why people work and discuss how work can help a person achieve personal goals.
- Identify various life roles and civic and work-related activities in the school, home, and community.
- Explain why knowledge and skills acquired in the elementary grades lay the foundation for future academic and career success.
- Describe the importance of personal skills and attitudes to job success.
- Demonstrate employability skills and work habits such as work ethic, dependability, promptness, and getting along with others.
- Describe how one's behavior influences the feelings and actions of others in personal relationships and work environment.
- Explain why goals are valuable.
- Identify the resources available to achieve goals.
- Demonstrate positive work attitudes such as showing initiative, self-confidence, patience, dependability, honesty, and integrity, controlling emotions, demonstrating a willingness to learn, and exhibiting pride in work.
- Dress for success. Demonstrate what different professions wear on the job.
- Describe the relationship between positive work attitudes and success. This includes demonstrating initiative, self-confidence, patience, dependability, honesty, and integrity, controlling emotions, demonstrating a willingness to learn, getting along with others, exhibiting pride in work.



# CAREER LITERACY STANDARDS

## Grades 3-5

Career awareness includes an understanding of the world or work and the knowledge and skills needed for traditional and nontraditional jobs and careers. These standards continue to build upon the K-2 framework. Students become familiar with careers through learning that connects classroom instruction to future work. Career awareness strategies expose students to a variety of career fields to stimulate interest in future work.

Standards approved by The Arizona Career and Technical Education Quality Commission in 2019.

### STANDARD 1.0 CRITICAL THINKING AND PROBLEM-SOLVING

- 1.1 Recognize and solve problems using the best available resources
- 1.2 Identify and follow steps of the decision-making process to solve problems and make choices
- 1.3 Evaluate if a decision is good or bad, appropriate or inappropriate
- 1.4 Use digital web-based resources, gather data to make informed choices and solve problems
- 1.5 Apply critical thinking and problem-solving skills

### STANDARD 2.0 CREATIVITY AND INNOVATION

- 2.1 Use brainstorming techniques individually and in groups to enhance creativity on assigned tasks

### STANDARD 3.0 COLLABORATION, TEAMWORK, AND LEADERSHIP

- 3.1 Develop collaboration skills to interact cooperatively with others
- 3.2 Demonstrate and explain how collaborative skills support working effectively with others
- 3.3 Demonstrate skills in working together, compromising, expressing opinions, and responding to criticism
- 3.4 Apply collaborative skills to group activities

### STANDARD 4.0 CROSS-CULTURAL UNDERSTANDING AND INTERPERSONAL COMMUNICATION

- 4.1 Develop effective written and/or oral communication skills for face-to-face and online communications
- 4.2 Explain effective communication skills for presenting to an audience
- 4.3 Demonstrate how to communicate with respect for the beliefs and feelings of others
- 4.4 Exhibit grade-level oral and written communication skills that include being courteous, showing respect and empathy for others, cooperating with and assisting others, accepting, and following directions, performing as a team member, and showing respect for cultural diversity, individuals in nontraditional jobs, and individuals with disabilities
- 4.5 Identify personal wants, needs, and feelings, and demonstrate how to communicate them appropriately

### STANDARD 5.0 COMMUNICATION AND MEDIA FLUENCY

- 5.1 Identify modern digital media tools that are used for local and global communication
- 5.2 Discuss examples of digital media communication and how it is used daily in different settings
- 5.3 Identify ways to stay safe online
- 5.4 Use digital media as a communication tool in classroom activities

### STANDARD 6.0 ACCOUNTABILITY, PRODUCTIVITY, AND ETHICS

- 6.1 Describe and identify situations where accountability and productivity are important
- 6.2 Describe the importance of goals
- 6.3 Set and track personal goals related to responsibilities on a classroom project or extracurricular activity
- 6.4 Give examples of rules at home, school, and in the community, and explain how rules can protect people

## STANDARD 7.0 FUNDAMENTAL PRINCIPLES OF MONEY

- 7.1 Identify types of currency (e.g., paper money, coins, etc.)
- 7.2 Describe the function and purpose of money
- 7.3 Identify sources of income
- 7.4 Describe common financial needs
- 7.5 Explain how income affects lifestyle and spending choices
- 7.6 Set financial goals

## Grades 2-4 Career Literacy Strategies by Standard

### STANDARD 1.0 CRITICAL THINKING AND PROBLEM-SOLVING

The ability to recognize a problem and apply critical thinking and problem-solving skills to solve problems is a lifelong skill that develops over time.

#### Questions

*How do I solve problems? What are the steps in the decision-making process? How can I make good choices and decisions? How do I know which resources are the best?*

#### Strategies

- Model evaluation techniques.
- Read books and discuss character decisions.
- Perform science experiments.
- Appraise personal likes and dislikes and identify careers that might be suited to personal likes.
- Identify qualifications needed to pursue traditional and nontraditional careers and occupations.
- Identify career interests, abilities, and skills.

### STANDARD 2.0 CREATIVITY AND INNOVATION

Brainstorming activities enhance creative and innovative thinking in individual and group goal-setting and problem-solving.

#### Questions

*What is brainstorming? How do we think of ideas? Am I creative?*

#### Strategies

- Discuss inventions.
- Evaluate problems and brainstorm ideas to fix problems.

### STANDARD 3.0 COLLABORATION, TEAMWORK, AND LEADERSHIP

Collaboration and teamwork enable individuals or groups to achieve common goals with greater efficiency.

#### Questions

*Why do I need to work with others? How do we work with others? Can you think of a way to work with others? How should we work with others? What would you do if your partner and you don't agree? How does working together help the group? How does working together help you?*

#### Strategies

- Create social contracts.
- Display and discuss classroom and playground rules.
- Participate in organized sports or clubs.
- Describe responsibility and responsible behavior.
- Describe examples of jobs where people work alone vs. together.

## Grades 2-4 Career Literacy Strategies by Standard

### **STANDARD 4.0 CROSS-CULTURAL UNDERSTANDING AND INTERPERSONAL COMMUNICATION**

Effective communication skills convey intended meaning to others and assist in preventing misunderstandings. Communication with people from different cultural backgrounds is enhanced by the understanding of different cultural perspectives.

#### **Questions**

*What communication skills do I need to learn to work with others at home, in school, and in the community? How do I recognize someone has hurt me? What does it mean to listen with an open mind? How do you get to know someone different than you? How do you let others know when you need something?*

#### **Strategies**

- Explore different cultures.
- Create and deliver a presentation for the class.
- Identify future aspirations and discuss how they fit their wants and needs.

### **STANDARD 5.0 COMMUNICATION AND MEDIA FLUENCY**

Digital media are modern tools used for local and global communication. There are ethical and unethical uses of communication and media.

#### **Questions**

*How can I use digital media ethically to communicate effectively at home, in the classroom, and in the community? How do you use digital communication? What is digital communication? How do individuals use digital communication? How do groups and/or organizations use digital communication? What is appropriate to share on the internet?*

#### **Strategies**

- Locate career information using a variety of resources.
- Practice digital communication and netiquette.
- Understand and practice Internet safety.
- Craft formal emails.
- Discuss cyber bullying

### **STANDARD 6.0 ACCOUNTABILITY, PRODUCTIVITY, AND ETHICS**

The nature of the modern workplace has shifted, demanding greater individual accountability, productivity, and collaboration. Ethical behaviors support human rights and dignity in all aspects of life.

#### **Questions**

*What work behaviors do I need to learn and develop at home, school, and in the community? Why do I need to be accountable? What is productivity? What are performance goals? Why are rules important at home, in school, and in the community?*

#### **Strategies**

- Perform jobs in the classroom.
- Participate in fundraisers and drives.
- Participate in organized sports or clubs.
- Identify reasons why people work and discuss how work can help a person achieve personal goals.
- Identify various life roles and civic and work-related activities in the school, home, and community.
- Explain why knowledge and skills acquired in the elementary grades lay the foundation for future academic and career success.
- Describe the importance of personal skills and attitudes to job success.
- Demonstrate employability skills and work habits such as work ethic, dependability, promptness, and getting along with others.
- Describe how one's behavior influences the feelings and actions of others in personal relationships and work environment.
- Explain why goals are valuable.

- Identify the resources available to achieve goals.
- Demonstrate positive work attitudes such as showing initiative, self-confidence, patience, dependability, honesty, and integrity, controlling emotions, demonstrating a willingness to learn, and exhibiting pride in work.
- Dress for success. Demonstrate what different professions wear on the job.
- Describe the relationship between positive work attitudes and success. This includes demonstrating initiative, self-confidence, patience, dependability, honesty, and integrity, controlling emotions, demonstrating a willingness to learn, getting along with others, and exhibiting pride in work.
- Set short-term and long-term goals.
- Write a letter to your future self.
- Discuss chores or classroom jobs.

## **STANDARD 7.0 FUNDAMENTAL PRINCIPLES OF MONEY**

Financial literacy is an essential personal and professional skill.

### **Questions**

*Why do people work? What are the different types of money? How do people use money? How do people earn money? What are items that people spend money on? What is the difference between wants and needs? How do you save money?*

### **Strategies**

- Perform currency conversions.
- Create a classroom currency or school-wide currency.
- Study money management skills.
- Check with local banks for financial literacy curriculum.