



COFFEE EMPLOYABILITY SKILLS FRAMEWORK

FOR GRADES K-5

Employability Skills: A Crucial Component of College and Career Readiness

Individuals require many skills to be college and career ready, including academic knowledge, technical expertise, and a set of general abilities called “employability skills”.



- Respects adults and authority figures
- Compliments others' work
- Interacts positively with classmates and works cooperatively with others
- Sets goals
- Is organized
- Tells the truth
- Has good character and manners
- Greets people with a smile and eye contact
- Greets people with a handshake when appropriate
- Helps make the school and community stronger
- Does his/her best work
- Stays on task
- Completes assignments on time
- Communicates appropriately to a variety of audiences
- Comes to school and arrives on time
- Learns from mistakes and accepts constructive criticism
- Follows directions and rules
- Accepts responsibility for actions
- Works independently
- Understands mistakes are not wrong or bad
- Respects the ideas of others
- Respects and accepts others
- Shares ideas
- Asks appropriate questions
- Listens attentively
- Uses technology to communicate
- Understands the concept of compromise

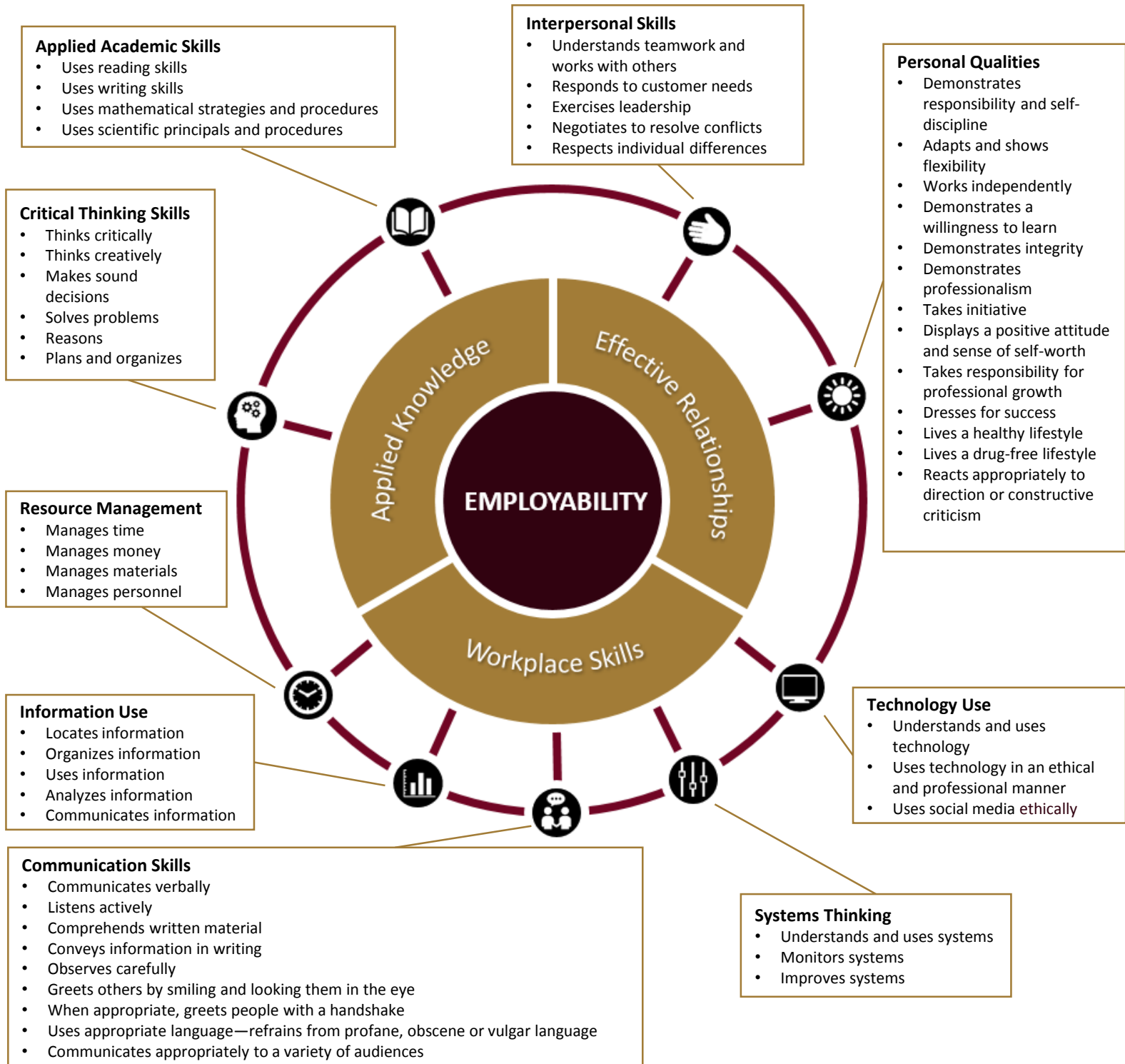


COFFEE EMPLOYABILITY SKILLS FRAMEWORK

FOR GRADES 6-12

Employability Skills: A Crucial Component of College and Career Readiness

Individuals require many skills to be college and career ready, including academic knowledge, technical expertise, and a set of general, cross-cutting abilities called “employability skills”.



A Common Framework for Employability Skills

The Employability Skills Framework advances a unifying set of skills that cuts across the workforce development and education sectors based on an inventory of existing employability skills standards and assessments. This framework is based on the model developed by the Support for States Employability Standards in Career and Technical Education and Adult Education Project:

<http://cted.gov/employabilityskills>.



COFFEE EMPLOYABILITY SKILLS FRAMEWORK

K-12 Career Development Plan

Grade Level	Career Content Knowledge
K - 2nd Grade	Community Professionals, Career Day, Career Lessons, Guest Speakers, Field Trips, Career/Job Vocabulary, Manners/Social/Character Skills
3rd Grade	Career Fair, Career Lessons, Guest Speakers, Field Trips, Career/Job Vocabulary, Job Skills, Teamwork
4th Grade	Career Fair, Career Lessons, Guest Speakers, Field Trips, Career/Job Vocabulary, Job Skills, Teamwork
5th Grade	Career Fair, Career Lessons, Career Portfolio, Guest Speakers, Field Trips, Career/Job Vocabulary, Job Skills, Job Shadowing
6th Grade	Career Day, Career Profile, Career Interest Inventory, Post Secondary Life, Guest Speakers, Employability Skills, Habitudes, Career Advisement Day
7th Grade	Career Day, Career Interest Inventory, Career Cluster Exploration, Guest Speakers, Employability Skills, Individual Graduation Plan, Snapshot, Habitudes, Career Advisement Day
8th Grade	Career Day, Career Pathways Exploration, Guest Speakers, Employability Skills, Transition to 9th Grade, Snapshot, Habitudes, Career Advisement Day
9th Grade	Freshman Seminar, YouScience, Career Pathway Planning, Career Fair, Business/Community Guest Speakers, Onsite Job Visits, Job Shadowing, College Visits, Employability Skills
10th Grade	Career Pathways, Post-secondary exploration, Work Based Learning, Employability Skills
11th Grade	College/University Visits, Essay Writing, College Application Timelines, Financial Literacy, Employability Skills, Internships, Dual Enrollment (college core and/or vocational focused), military visits
12th Grade	College Applications, College Commitments, Post-secondary/Career Transitions, Employability Skills, Internships, Dual Enrollment (college core and/or vocational focused), military visits