K-2 CAREER LITERACY STANDARDS

Students become familiar with careers through learning that connects classroom instruction to future work. Career awareness strategies show students various types of careers and stimulate interest in future work.

• Career-connections learning strategies
• Classroom career speakers
• Introduction to Arizona career fields and pathways

Note: Arizona's Professional Skills are taught as an integral part of the Career Literacy Program.

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

Arizona's Career Literacy Standards for Grades K-2	Questions	Strategies and Resources
1.0 CRITICAL THINKING AND PROBLEM-SOLVING SKILLS		
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.	• How do I solve problems? • How can I make good choices or decisions? • Is it a big problem? Or a small problem?	• Read books and discuss character decisions • Science experiment • Social and emotional learning
1.1 Recognize and solve problems using 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 to different situations.		
2.0 COLLABORATION, TEAMWORK, AND LEADERSHIP		
Collaboration and teamwork enable individuals or groups to achieve common goals with greater efficiency.	• Why do I need to work with others? • How do we work with others? • Can you think of a way to work with others?	• Social contracts • Class rules • Playground rules • Sports
2.1 Develop collaboration skills to interact cooperatively with others.		
2.2 Demonstrate skills in working together, compromise, expressing opinions and responding to criticism.		
2.3 Apply collaborative skills to group activities.		

		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?	Art projects Examples of jobs where you need to work in groups or alone

3.0	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.*		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 to you? How do you let others know when you need something? How do you get to know someone different than you? What is something special about your family?	Show and tell Research different cultures Interview someone in class and introduce them to everyone
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 good 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 physically and mentally challenged individuals.		
3.5	Identify personal wants, needs, and feelings, and demonstrate how to communicate them appropriately.		

4.0	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.*		Where are safe places on the internet? How do you know if it's a safe site? 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?	Be internet Awesome
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.		

5.0	**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.		• What work behaviors do I need to learn and develop at home, school, and in 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 community?	• Classroom jobs • Fundraisers / Drives • Sports
5.1	Describe personal responsibility and goals. Identify situations at home, in school, and in community where these are important.		
5.2	Describe the importance of goals.		
5.3	Set personal goals and track progress for 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 community, and explain how they protect individuals and groups.		

Strategies

- 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.
- 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.
- Locate career information using a variety of resources.
- Explain why knowledge and skills acquired in the elementary grades lay the foundation for future academic and career success.
- Identify career interests, abilities, and skills.
- 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.
- 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 responsibility and responsible behavior.
- 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, 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.
- Describe how one's behavior influences the feelings and actions of others.