



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.