Great Oaks Project SEARCH
Essential Skills Profile

This profile provides an outline of the skills required for successful completion of this career program. Additional information is located on the Great Oaks website at http://hs.greatoaks.com/essential-skills-high-school-programs/ and selecting the corresponding career program.

Credits for Graduation Completed

Students must have completed all requirements for graduation based on affiliated school graduation requirements. Background checks and vaccination requirements may be necessary depending on the Project SEARCH site.

Recommended Essential Skills to Successfully Complete the Project SEARCH Program			
Rating Key:	**Low = Slightly Essential**	**Medium = Essential**	**High = Very Essential**

Key Vocational Factors		**Rating**
Visual Acuity	Ability to learn how to detect differences/details visually	Medium
Communication	Ability to learn how to verbally explain/express tasks/duties/work in an intelligible manner so others can understand	High
Written/Typed Communication	Ability to communicate in written/typed format and record information accurately	Medium
Mobility/Endurance	Ability to safely navigate work environments (potentially using public transportation, independently cross streets, follow location signage), develop a competitive work pace and demonstrate competitive-levels of stamina	High
Eye-Hand Coordination/ Dexterity	Ability to learn how to safely use hand and power tools to complete tasks	Medium
Self-advocacy	Ability to request assistance, express needs and respond to questions as needed to build independence	High
Employment Documentation	Ability to learn how to complete pre-employment forms and applications (paper and electronic versions)	Medium
Interacting with Others	Ability to work in teams, maintain professional and appropriate workplace communication/behaviors/relationships with others and positively respond to feedback/direction	High
Workplace Safety	Ability to follow safety procedures (i.e. PPE/awareness of surroundings/recognize personal space), recognize potential hazards and remain in specified work areas	High
Self-care	Ability to demonstrate appropriate self-care and hygiene	High

Worker Trait Skills	**Rating**
Ability to get along with others	High
Ability to learn independent work skills, with fading supervision	High
Ability to complete tasks, even those of minimal interest	Medium
Ability to work toward accuracy, recheck and correct work to industry standards	High
Ability to learn how to follow:	
Multi-step oral instructions	Medium
Written instructions/technical vocabulary	Low
Diagram instructions	Low
Visual models or demonstrated instructions	Medium
Ability to safely use hand and power tools	Medium
Ability to use numerical data (count, measure, compute, etc.) in applied setting	Medium
Ability to discriminate between objects of similar:	
Size	Medium
Shape	Medium
Color	Medium
Spatial Relationship	Medium
Dexterity-Fine and gross finger/motor	Medium
Ability to organize work process/follow defined procedures	High
Able to sequence events or follow a sequence as necessary	High
Active Listening: Give full attention to what other people are saying, taking time to understand the points being made, asking appropriate questions and not interrupting	High
Ability to learn how to self-monitor in school and community settings (safety)	High
Ability to develop problem-solving skills	High
Must have a desire to work	High

Math and Computational Skills	
Whole numbers, fractions, decimals	Measurement (temperature, volume, weights, lengths)
Basic mathematical operations/functions	Financial Literacy (budgeting, making change, coin/paper money identification)
Time (elapsed time, use of analog/digital clock)	

Additional Recommended Abilities

Manual Dexterity	The ability to move your hand(s) to grasp, manipulate, or assemble objects
Information Ordering	The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences
Spatial Orientation	The ability to know your location in relation to the environment or to know where other objects are in relation to you
Problem Solving	Identifying problems and reviewing related information to develop and evaluate options and implement solutions

Knowledge Recommended for Project SEARCH

Customer/Coworker	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
Clerical	Knowledge of administrative and clerical procedures and systems such as sending a professional email, word processing, managing files and records, recording information, designing forms and other office procedures and terminology
Mechanical	Knowledge of machines and tools, including their designs, uses, repair, maintenance and safety
Communication	Knowledge of the basic structure and content used in communication including the meaning of words, general rules of composition and grammar in relationship to employment

Project SEARCH Activities

Team Building/Communication	Workplace Safety	Financial Literacy
Technology	Self-advocacy	Maintaining Employment
Health and wellness	Preparing for Employment	Social Skills

Technology

Microsoft Office Suite	Internet Use and Safety	Mobile Applications
OhioMeansJobs Career Backpack Site	Online Employment Postings	Site-specific Software Applications

Certifications Students Can Earn

Credential	Ohio Graduation Points
CPR/First Aid	1

Career Pathways

Competitive Employment	Adult Training Program