



## Great Oaks CareerX 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 be on target to graduate based on affiliate school graduation requirements.

### Essential Skills Needed to Successfully Complete the CareerX Program

<b>Rating Key:</b>	<b>Low = Slightly Essential</b>	<b>Medium = Essential</b>	<b>High = Very Essential</b>
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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, develop a competitive work pace and demonstrate competitive-levels of work endurance	High
Eye-Hand Coordination and 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	
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	Medium

Worker Trait Skills		Rating
Ability to get along with others		High
Ability to learn independent work skills, with fading supervision		Medium
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		High

Written instructions/technical vocabulary	<b>Low</b>
Diagram instructions	<b>Low</b>
Visual models or demonstrated instructions	<b>Medium</b>
Ability to safely use hand and power tools	<b>Medium</b>
Ability to use numerical data (count, measure, compute, etc.) in applied setting	<b>Low</b>
Ability to discriminate between objects of similar:	
Size	<b>Medium</b>
Shape	<b>Low</b>
Color	<b>Low</b>
Spatial Relationship	<b>Low</b>
Dexterity-Fine and gross finger/motor	<b>Medium</b>
Ability to organize work process/follow defined procedures	<b>High</b>
Able to sequence events or follow a sequence as necessary	<b>High</b>
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	<b>High</b>
Ability to learn how to self-monitor in school and community settings (safety)	<b>High</b>
Ability to develop problem-solving skills	<b>Medium</b>
Must have a desire to work	<b>High</b>

<b>Math and Computational Skills</b>	
Whole numbers, fractions, decimals	Measurement (temperature, volume, weights)
Basic mathematical operations/functions	Measurement to 1/16 inch
Time (elapsed time, use of analog/digital clock)	Financial Literacy (budgeting, making change, coin/paper money identification)

### **Additional Abilities/Skills Required in CareerX**

<b>Manual Dexterity</b>	The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
<b>Information Ordering</b>	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).
<b>Oral Comprehension</b>	The ability to listen to and understand information and ideas presented through spoken words and sentences.
<b>Spatial Orientation</b>	The ability to know your location in relation to the environment or to know where other objects are in relation to you.
<b>Problem Solving</b>	Identifying problems and reviewing related information to develop and evaluate options and implement solutions.

**Knowledge Required in CareerX**

<b>Customer and Personal Service</b>	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
<b>Clerical</b>	Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, recording information, designing forms and other office procedures and terminology
<b>Mechanical</b>	Knowledge of machines and tools, including their designs, uses, repair, maintenance and safety
<b>English Language</b>	Knowledge of the basic structure and content of the English language including the meaning of words, general rules of composition and grammar in relationship to employment

**CareerX Activities**

Community Based Instruction	Preparing a Resume
Customer Service	Practical Assessment Exploration System
Appropriate Workplace Behavior	Career Exploration
Independent Living Skills	Creating and Maintaining a Budget
Organizational Skills	Time Management Skills
Self-Advocacy	Health and Wellness
CPR/First Aid Training	Employability Skills
Cooperative Learning	Workplace Communication Skills

**Technology**

Microsoft Office Suite	Internet Use and Safety
Ohio Means Jobs	Online Employment Postings
Mobile Applications	E-Commerce

**Available Certifications**

Public School Works Safety Training	CPR/First Aid Certification (1 Point)
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**Career Pathways**

Project SEARCH	Employment
Great Oaks Career Technical Program	College