

VOCATIONAL SKILLS (VO)-LEVEL 1

VO 1.1 Students will finish a given task or direction with given support.

VO 1.1.1 Respond as directed to a short one-word command.			
VO 1.1.2 Respond as directed to a one-step direction.			
VO 1.1.3 Use an aid such as a timer, bell, or whistle as cues to stay on task.			
Comments:			
Additional Steps Needed:			

VO 1.2 Students will maintain the job with full time job coaching.

VO 1.2.1 Accept teacher directed employment.			
VO 1.2.2 Be on time to work.			
VO 1.2.3 Be punctual when going back to job site from breaks and lunch.			
VO 1.2.4 Complete a time card.			
VO 1.2.5 Compare hours worked to hours paid from paycheck (if paid).			
VO 1.2.6 Respond respectfully to inquiries and requests from a boss, co-workers, and public.			
VO 1.2.7 Demonstrate appropriate on-the-job behaviors (voice level, staying on-task, aware of personal space, eating/drinking in only approved areas, no employee theft, etc.).			
Comments:			
Additional Steps Needed:			

VO 1.3 Students will work inside the school community with full time job coaching and indicate preference.

VO 1.3.1 Accept teacher directed employment (potential areas: cafeteria, office, janitorial, teacher aide, groundskeeper, library aide, etc.)			
VO 1.3.2 Explore a minimum of 2 new job skills per semester (i.e. hole punching, stapling, stuffing envelopes, wiping tables, sweeping floors, shelving books, planting flowers, grooming plants, cleaning windows, dusting, recycling, etc.).			
VO 1.3.3 Demonstrate appropriate on-the-job behaviors (voice level, staying on-task, aware of personal space, eating/drinking in only approved areas, employee theft, etc.).			
VO 1.3.4 Complete a time card.			
Comments:			
Additional Steps Needed:			

VOCATIONAL SKILLS (VO)-LEVEL 2

VO 2.1 Students will finish a given task or direction with support as needed.

VO 2.1.1 Complete a teacher given multi-step (3-4) task which is more than one component within one task. (For example vacuuming takes several steps- find the vacuum, unwind the chord, vacuum, put vacuum away).			
VO 2.1.2 Complete a job that requires of series of multi-step tasks (3-4). (For example a janitorial job would require vacuuming, making coffee, and wiping tables).			
VO 2.1.3 Respond to an aid such as a timer, bell, or pictures as cues to stay on task.			
VO 2.1.4 Record when task is finished on a timesheet or task sheet.			
Comments:			
Additional Steps Needed:			

VO 2.2 Students will explore career interests and aptitudes with support as needed.

VO 2.2.1 Complete an interest inventory, such as internet based, paper/pencil test, or completed as a part of <i>special</i> education curriculum.			
VO 2.2.2 Complete work conditions inventory and other work assessments as appropriate.			
VO 2.2.3 Participate in one group or individual informational interview or tour.			
VO 2.2.4 Describe job demands and their perspective of positive and negative components.			
Comments:			
Additional Steps Needed:			

VO 2.3 Students will search for employment with assistance as needed.

VO 2.3.1 Identify preferred career area to generate job possibilities.			
VO 2.3.2 List jobs in the chosen career area and determine which ones are available in their community.			
VO 2.3.3 List family, staff, and family friends (network) for assistance in identifying potential employers.			
VO 2.3.4 Identify and list a minimum of 3 places to access employment openings.			
VO 2.3.5 Complete basic application for jobs of interest.			
VO 2.3.6 Complete basic resume for jobs of interest.			
Comments:			
Additional Steps Needed:			

VO 2.4 Students will work in the school or community with support as needed.

VO 2.4.1 Participate in a formal interview.			
VO 2.4.2 Gather documents required for I-9 and W-4 forms for employment (i.e. driver's license, birth certificate, yearbook picture, social security card, and school ID).			
VO 2.4.3 Arrive to work site on time.			
4.4 Be punctual when going back to job site from breaks and lunch.			
VO 2.4.5 Complete a time card.			
VO 2.4.6 Respond respectfully to inquiries and requests from a boss, co-workers, and public.			
VO 2.4.7 Demonstrate appropriate on-the-job behaviors (voice level, staying on-task, aware of personal space, eating/drinking in only approved areas, no employee theft, etc.).			
VO 2.4.8 Notify employer when going to be absent from work for any reason.			
Comments:			
Additional Steps Needed:			

VOCATIONAL SKILLS (VO)-LEVEL 3

VO 3.1 Students will independently finish a given task or direction.

VO 3.1.1 Complete a teacher given multi-step (up to 6 steps). Student may complete these with or without a visual cue.

VO 3.1.2 Complete a job that requires of **series** of multi-step tasks (5-6) that has more than one component within one task. (For example if the direction is to 'clean the cafeteria'. Student will gather supplies or equipment, pick up trash, wipe down the tables and chairs, stack the chairs, dust mop the floor, and put supplies away.) Student may complete these with or without a visual cue.

Comments:

Additional Steps Needed:

VO 3.2 Students will independently explore career interests and aptitudes.

VO 3.2.1 Complete an interest inventory, such as internet based, paper/pencil test, or completed as a part of **general** education curriculum.

VO 3.2.2 Complete work conditions inventory, learning styles inventory and aptitude test.

VO 3.2.3 Participate in several group or individual informational interviews or tours.

VO 3.2.4 Describe job demands and their perspective of positive and negative components of three chosen career areas.

Comments:

Additional Steps Needed:

VO 3.3 Students will independently search for employment.

VO 3.3.1 Identify a minimum of three preferred career areas to generate job possibilities.			
VO 3.3.2 List a minimum of three jobs in the chosen career area and determine which ones are available in their community.			
VO 3.3.3 List family, staff, and family friends (network) for assistance in identifying potential employers.			
VO 3.3.4 Review want ads and identify a minimum of 3 employers with current job openings.			
VO 3.3.5 Complete complex application for a minimum of 2 jobs of interest.			
VO 3.3.6 Complete complex resume for jobs of interest.			
VO 3.3.7 Compare and contrast benefits and compensation for one job to another.			
VO 3.3.8 Investigate and discuss assistive technology tools that can increase employment opportunities.			
VO 3.3.9 Pursue and use local transportation options outside of family.			
Comments:			
Additional Steps Needed:			

VO 3.4 Students will independently work in the school or community.

VO 3.4.1 Asking and answering questions at a formal interview.			
VO 3.4.2 Complete and provide documents required for I-9 and W-4 forms for employment (i.e. driver's license, birth certificate, yearbook picture, social security card, and school ID).			
VO 3.4.3 Arrive to work site on time and clock in.			
VO 3.4.4 Be punctual when going back to job site from breaks and lunch.			
VO 3.4.5 Complete a time card and compare hours worked to hours paid from paycheck (if paid).			
VO 3.4.6 Verbally respond respectfully to inquiries and requests from a boss, co-workers, and public.			
VO 3.4.7 Demonstrate appropriate on-the-job behaviors (voice level, staying on-task, aware of personal space, eating/drinking in only approved areas, no employee theft, etc.).			
VO 3.4.8 Provide written notification or phone call as appropriate when going to be absent from work for any reason.			
VO 3.4.9 Give adequate notice when terminating employment and seek out letter of recommendation if appropriate.			
VO 3.4.10 Be able to explain their disability, areas of strength, and accommodations needed.			
Comments:			
Additional Steps Needed:			