



GALLUP-McKINLEY COUNTY SCHOOLS

GMCS Elevate 2022 Employability Skills Curriculum

Vision

Our Vision of the future is: Excellence in educating our students to become self-reliant, productive citizens in a multicultural society.

Mission

It is our mission in Gallup-McKinley County Schools to prepare our students for success. We empower and develop our students through: · improving academic knowledge, · promoting essential skills and positive character traits, · providing safe and healthy learning environments, and · creating strong partnerships among parents, colleges and the business community.

Strategic Goals aligned with the Employability Skills Curriculum

Goal #2: Create Career Pathways Connect student learning to their career goals. By 2022, we will have implemented a system of career awareness and preparation for all students. Students will have opportunities to learn about careers, build workplace skills, and pursue a career pathway(s) before graduation. Students will have the necessary foundation to pursue their career goals.

Goal #4: Strengthen Partnerships Expand community partnerships to support and educate our students. By 2022, we will have expanded and strengthened our partnerships with local agencies and individuals to establish a support network for our students, including opportunities in the community to extend and enhance student learning.

Employability Curriculum Objectives

- To define, develop, and hone skills that increase the likelihood of becoming and remaining successfully employed and civically responsible citizens
- Students will demonstrate their knowledge of skills, aptitude, and educational requirements related to a particular career field.
- Students will articulate the ways in which they are developing essential employability skills.

Purpose

Purpose of this curriculum is to provide a framework of essential employability skills and career readiness concepts to be taught by quarter, by grade level. The curriculum provides lesson plans/guidance and necessary resources to help students develop the outlined skills. Supplemental lessons are also provided for teachers who may have more time in their schedule. The expectation is for teachers to teach the employability skill(s) in the assigned quarter. This curriculum is designed to build upon grade level skills taught/learned to reach overarching objectives.

Icebreakers

The following links are icebreakers that can be used in conjunction with the provided lessons in each unit:

- [We Are Teachers Middle School Ice-Breakers](#)
- [Teacher Vision Getting to Know Each Other Strategies](#)
- [Icebreaker College Activities](#) **Appropriate for 8-12 grade students**
- [Cult of Pedagogy Classroom Icebreakers](#)

Additional Resources

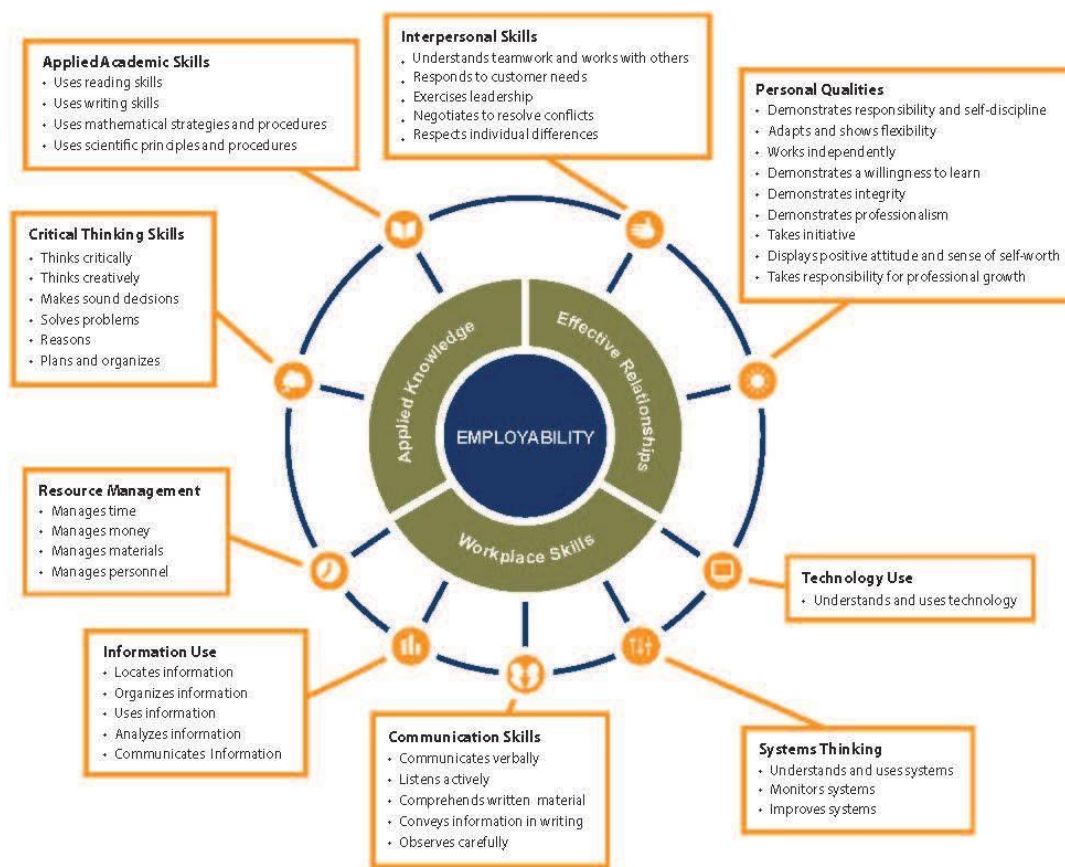
Hard copies of the NM Career Cluster Guide can be ordered via the Print Shop. The guide is available [here](#).

Hard Copies of Skills to Pay the Bills can be ordered via the Print Shop. The booklet is available [here](#).

EMPLOYABILITY SKILLS FRAMEWORK

Employability Skills: A Crucial Component of College and Career Readiness

Individuals require many skills to be college and career ready, including academic knowledge, technical expertise, and a set of general, cross-cutting abilities called “employability skills.”



Common Framework for Employability Skills

The Employability Skills Framework advances a unifying set of skills that cuts across the workforce development and education sectors based on an inventory of existing employability skills standards and assessments.

The Employability Skills Framework was developed as part of the Support for States Employability Standards in Career and Technical Education (CTE) and Adult Education project, an initiative of the Office of Career, Technical, and Adult Education, U.S. Department of Education. Framework development was guided by CTE, adult education, workforce development and business organizations, and twelve federal agencies.

<http://cte.ed.gov/employabilityskills>



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Employability Skills Curriculum Topics

The following chart outlines the topics and the topic deliverable for each unit. Each unit culminates in the development of one overarching topic deliverable- represented in **maroon** below. Titles that are **BOLDED** and **BLUE** are links to the topic document with a description and lessons.

| 6 th Grade | | | |
|---|--|--|-------------------------|
| Q1 | Q2 | Q3 | Q4 |
| <u>Self-Awareness</u> Personal and Career Goal Statements | <u>Managing Time & Materials</u> Set of Time Management and Organization Reminders | Personal Qualities, Self-Initiative & Self-Direction | Interpersonal Skills |
| 7 th Grade | | | |
| Q1 | Q2 | Q3 | Q4 |
| <u>Communication</u> Presentation on Teaching Topic for Class | <u>Problem Solving & Critical Thinking</u> Free Standing Structure and PPT Describing Company Structure | Technology Use | Collaboration |
| 8 th Grade | | | |
| Q1 | Q2 | Q3 | Q4 |
| <u>Career Exploration</u> Career Exploration PPT (work interest, work values, and top careers) | <u>College/Career Awareness</u> Video Commercial on Career of Interest | Self-Advocacy Creating Safe Space to Learn | Applied Academic Skills |

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|--|--|------------------------------------|--|
| | | | |
| 9th Grade | | | |
| Q1 | Q2 | Q3 | Q4 |
| <u>Study Skills</u> Written Study Skills Plan (time management, note-taking, test preparation, and test taking) | <u>Self-Initiative & Self-Direction</u> Plan to Identify Community Needs and Show Self-Initiative and Self-Direction in Meeting Those Needs | Post-Secondary Aspiration I | Professionalism in Technology Public Speaking I |
| 10th Grade | | | |
| Q1 | Q2 | Q3 | Q4 |
| <u>Goal Setting</u> Short, Medium, and Long-Term SMART Goal Sheets | <u>Post-Secondary Vision</u> Three Careers of Interest and Two Post-Secondary Pathways PPT | Growth Mindset & Personal Wellness | Resume Building |
| 11th Grade | | | |
| Q1 | Q2 | Q3 | Q4 |
| <u>Professional Communication & Collaboration I</u> Keys to Effective Communication PPT | <u>Public Speaking II</u> Written and Delivered 4-5 minute Persuasive Speech | Personal Finance I | College/Career Preparation I |
| 12th Grade | | | |
| Q1 | Q2 | Q3 | Q4 |
| <u>Professional Communication & Collaboration II</u> Team Contract | <u>Interviewing</u> 30 second Written Personal Pitch & Written Notes to Common Interview Questions | Personal Finance II | College/Career Preparation II |