

Career Skills Center

The Career Skills Center provides a one-day-per-week placement coupled with a Work-Based Learning site for the remaining four days. The class will be one elective credit for students and is located at the Exceptional Children Learning Center on the Monroe 2–Orleans BOCES campus. Content taught within the Career Skills Center will be based on academic concepts, facts, and procedures and their application in the world of work. Topics covered will be derived from the Career and Occupational Studies of New York. Specifically:

- **Commencement Standard 1: Career Development**

Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes and abilities to future career decisions.

- **Commencement Standard 3a: Universal Foundation Skills**

Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.



Connected to these standards, students will learn and discuss:

- Developing a Career Plan.
- Applying decision-making skills in the selection of a career option of strong personal interest.
- Comparing strong personal qualities and matching them to career choices.
- Utilizing skills in managing resources, information and appropriate technology to access individual career goals.
- Career exploration, including community business presentations.
- Job Club for students to talk about work-related issues regarding their community job placements with their colleagues and their daily job coach, depending on their level of independence.
- Mock interviewing.
- Completing job applications, resume, cover letter, references and more.

In order to prepare for the world of work, students will consider the following questions in their learning and experience in the Career Skills Center:

- Who am I as a worker in the 21st century?
- How do I know whether I am prepared for lifelong learning?
- How do I know if I am prepared for change?
- How do I access information in an efficient manner?
- How do I present myself to others?
- How will personal reflection aid in the development and implementation of my career goals?
- How do my career choices affect the systems in which I operate?



Contact us for more information.

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