School-Connect
Optimizing the School Experience

School-Connect 4.0 Alignment with
Career Development & Technical Education—Career Preparation TEKS

Based on Texas' Essential Knowledge and Skills (TEKS) for Career Development & Technical Education—Career Preparation course, School-Connect aligns well with career course objectives. Career and technical education instruction provides content aligned with challenging academic standards and relevant technical knowledge and skills for students to further their education and succeed in current or emerging professions. The career preparation courses provide students with a framework for current employment and future career opportunities to become productive and contributing members of society.

COMPETENCY 1: EMPLOYABILITY SKILLS TO GAIN AN ENTRY-LEVEL POSITION	
(A) identify different methods to gain employment such as employer websites, job search engines, business locations, networking, and local open forums for job opportunities	7.4: Exploring Career Options 10.1.3: Opportunity Scavenger Hunt & Networking Map
(B) identify and demonstrate essential workplace skills such as eye contact, professional greetings, punctuality, appropriate dress, and effective communication to gain employment	2.1: Creating First Impressions 2.6: Communicating with Adults 10.2: Interviewing Effectively
(C) develop a cover letter and create a resume, curriculum vitae (CV), or portfolio	10.1: Writing a Resume 10.1.2: Refining Your Resume
(D) demonstrate proper interview techniques in a variety of situations	10.2: Interviewing Effectively 10.2.1: Word Filler Competition 10.2.2: Ineffective Communication 10.2.3: Mock Interviews
(E) create pre-employment documents, including thank you letters, and post-employment documents, including a resignation letter with customary notice provisions; (F) complete appropriate employment documents, including application, offer letter, I-9 form, and W-4 form	NA
(G) describe the benefits of having a job and being self-sufficient	7.4: Exploring Career Options 7.4.1: Valuing an Education 7.5: Furthering Your Education

COMPETENCY 2: ESSENTIAL SKILLS NECESSARY FOR SUCCESS IN THE WORKPLACE	
(A) identify and model appropriate hygiene, grooming, and attire for various workplaces	2.1: Creating First Impressions 10.2: Interviewing Effectively
(B) demonstrate professionalism by being dependable, working hard, respecting authority, solving problems, taking initiative, communicating effectively, listening actively, and resolving conflicts	2.6: Communicating with Adults 2.7: Giving and Receiving Feedback 10.3: Developing a Work Ethic 10.6: Problem Solving in the Workplace 10.7: Responding to Feedback 10.8: Exhibiting Leadership

(C) model appropriate workplace etiquette in physical and digital environments	2.2: Reviving Digital Zombies 10.6: Problem Solving in the Workplace
(D) demonstrate accountability by working with other employees to support the organization, completing assigned tasks and taking responsibility for mistakes	4.1: Preparing for Group Projects 4.2: Collaborating Effectively 4.3: Disagreeing Respectfully 4.4: Brainstorming and Idea Building 4.5: Agreeing on Group Responsibilities 4.6: Negotiating Within Groups 4.7: Practicing Group Work 4.8: Reflecting on Lessons Learned 10.4: Practicing Teamwork 10.6: Problem Solving in the Workplace
(E) demonstrate time management, including prioritizing work to fulfill responsibilities and meeting deadlines	3.5: Managing Time and Priorities 3.6: Overcoming Procrastination

COMPETENCY 3: APPLIES ACADEMIC SKILLS TO THE WORKPLACE

(A) apply appropriate industry-specific mathematical skills	NA
(B) develop and analyze a personal budget for a variety of economic situations such as part-time and full-time employment	12.2: Building a Budget
(C) interpret data from industry-specific tables, charts, and graphs to find solutions to problems; (D) organize, write, and curate industry-specific documents and electronic communication using appropriate language; (E) interpret and calculate information included in an earnings statement, including wages, Federal Insurance Contributions Act (FICA) deductions, taxes, and other benefits such as tips earned; and (F) explain how debt affects financial stability.	NA

COMPETENCY 4: INTERPERSONAL SKILLS IN THE WORKPLACE

(A) explain how interpersonal skills affect human relations on the job	2.3: Tuning In to Others 2.4: Using Active Listening 2.5: Connecting with Peers 2.6: Communicating with Adults 5.2: Working Toward Empathy 6.1: Developing Positive Relationships 10.5: Providing Customer Service 10.6: Problem Solving in the Workplace
(B) differentiate between characteristics of successful and non-successful working relationships	6.1: Developing Positive Relationships 10.3: Developing a Work Ethic
(C) explain the importance of respecting the rights of others	5.1: Valuing Community and Cultural Wealth 5.2: Working Toward Empathy 5.3: Checking for Blind Spots 5.6: Advocating for Others 5.7: Skill-building for Challenging Conversations

	5.8: Becoming Change Agents 6.5: Using Problem-solving Strategies
(D) explain how different personalities, experiences, and workstyles of employees can affect the workplace	6.2: Being Aware of Personality Styles 5.3: Checking for Blind Spots 5.4: Appreciating Diversity 10.3: Developing a Work Ethic
(E) demonstrate professional verbal and nonverbal communication, including proper phone usage, body language, and interactions with customers and coworkers in person and online	2.1: Creating First Impressions 2.2: Reviving Digital Zombies 10.5: Providing Customer Service 10.6: Problem Solving in the Workplace

COMPETENCY 5: APPLIES ETHICAL CODES OF CONDUCT AND LEGAL RESPONSIBILITIES

(A) research and explain workplace policies and procedures related to absence reporting, employee theft, sexual harassment, recognized holidays, workplace safety, acceptable use policy, jury duty, attendance and punctuality, drug-free workplace, and related consequences	NA
(B) demonstrate responsible behavior by following applicable workplace and school codes of conduct with integrity	10.3: Developing a Work Ethic 10.7: Responding to Feedback 10.8: Exhibiting Leadership
(C) discuss the importance of ethical behavior in the workplace such as treating others with respect, being honest, working to full potential, and developing a quality work product	10.3: Developing a Work Ethic 10.4: Practicing Teamwork 10.5: Providing Customer Service 10.6: Problem Solving in the Workplace 10.7: Responding to Feedback 10.8: Exhibiting Leadership
(D) summarize the importance of the Fair Labor Standards Act; (E) describe the potential consequences of violating privacy laws related to Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and Children's Online Privacy Protection Rule (COPPA); (F) research and explain the origins and legislative intent of the Civil Rights Act of 1964, Title VII, and the Education Amendments of 1972, Title IX, and the rights and responsibilities established by these laws; (G) research and describe laws and regulations related to a student's employment or a chosen industry or career	NA

COMPETENCY 6: APPLIES CONCEPTS AND SKILLS RELATED TO SAFETY IN THE WORKPLACE

(A) identify and demonstrate safe working practices in the workplace; (B) identify and illustrate solutions related to unsafe work practices; (C) explain the importance of Occupational Safety and Health Administration regulations in the workplace	NA
(D) describe physical health and mental wellness practices that influence job performance	8.1: Increasing Your Emotional Awareness 8.3: Coping with Stress/Anxiety

	8.4: Understanding Sadness/Depression 8.6: Recognizing When You/Others Need Help 8.7: Practicing Self-Care 8.8: Cultivating Hope and Happiness

COMPETENCY 7: PERSONAL ATTITUDES, WORK HABITS, AND SKILLS THAT SUPPORT JOB RETENTION AND ADVANCEMENT

(A) identify and develop effective leadership skills through participation in activities such as career and technical student organizations	4.9: Presenting a Service Project Plan (PBL)
(B) identify appropriate certifications in the current employment position or desired occupational area	NA
(C) compare rewards and demands associated with various levels of employment in a variety of careers	7.4: Exploring Career Options 7.5: Furthering Your Education 10.8: Exhibiting Leadership 11.1: Considering Your Options After High School 11.2: Exploring Job Training Programs 11.3: Researching Colleges/Universities
(D) investigate and compare career options by completing interest surveys, career aptitude tests, and skill inventories	6.2: Being Aware of Personality Styles 7.1: Recognizing Character Strengths 7.2: Being Your True Self 7.3: Forging Your Path 7.4: Exploring Career Options 7.5: Furthering Your Education
(E) generate short- and long-term Specific, Measurable, Attainable, Realistic, Time-Bound (SMART) goals for personal and career growth	7.7: Setting Life Goals 7.8: Mapping Your Plan 3.1.1: Tapping in to SMART Goals and Visualization
(F) research and explain methods for developing a growth mindset;	3.2: Applying Growth Mindset 3.3: Bouncing Back from Setbacks
(G) summarize how to appropriately self-advocate in the workplace	1.6: Setting up for School Success (includes positive self-advocacy)
(H) explain the impact of an employee self-evaluations, management performance evaluations, and employee feedback responses on personal job growth	2.7: Giving and Receiving Feedback 10.7: Responding to Feedback

COMPETENCY 8: IDENTIFIES SKILLS & ATTRIBUTES NECESSARY FOR PROFESSIONAL SUCCESS

(A) evaluate and compare career options, including salaries and benefits	7.4: Exploring Career Options 7.4.1: Valuing an Education 11.1: Considering Your Options After High School 11.2: Exploring Job Training Programs
(B) describe how interests, abilities, personal priorities, and family responsibilities affect career choices	7.1: Recognizing Character Strengths 7.2: Being Your True Self 7.3: Forging Your Path 8.8: Cultivating Hope and Happiness

(C) identify continuing education opportunities that enhance career advancement and promote lifelong learning	11.1: Considering Your Options After High School 11.2: Exploring Job Training Programs 11.3: Researching Colleges/Universities
(D) analyze the future employment outlook in an occupational area of interest	7.4: Exploring Career Options
(E) describe entrepreneurial opportunities in an occupational area of interest	7.3: Forging Your Path 7.4: Exploring Career Options
(F) evaluate strategies for career retention and advancement in response to the changing global workforce	7.4: Exploring Career Options 11.1: Considering Your Options After High School 11.2: Exploring Job Training Programs 11.3: Researching Colleges/Universities