

High School Competencies

A. Career Development Competencies- assist participants in selecting and constructing a path to a future career that is appropriate for them based on their interests, aptitudes, abilities, and desired lifestyle.

- A.1 Identify occupational interests, aptitudes, and abilities
- A.2 Relate interests, aptitudes and abilities to appropriate occupations
- A.3 Identify desired lifestyle and relate to selected occupations
- A.4 Develop a career path for a selected occupation
- A.5 Select an immediate job goal
- A.6 Describe the conditions and specifications of the job goal

B. Job Attainment Competencies- provide participants with job search and job acquisition skills.

- B.7 Construct a resume
- B.8 Conduct a job search
- B.9 Develop a letter of application
- B.10 Use the telephone to arrange an interview
- B.11 Complete application forms
- B.12 Complete employment tests
- B.13 Complete a job interview

C. Job Survival Competencies- allow young people to develop realistic survival skills for dealing with the day-to-day work environment and for gaining success on the job.

- C.14 Demonstrate appropriate appearance
- C.15 Understand what employers expect of employees
- C.16 Identify problems of new employees
- C.17 Demonstrate time management
- C.18 Follow directions

- C.19 Practice effective human relations
- C.20 Appropriately quit a job

D. Basic Competencies- develop basic skills critical to success both on-the-job and in everyday life.

- D.21 Comprehend verbal communications
- D.22 Comprehend written communications
- D.23 Communicate in writing
- D.24 Communicate verbally
- D.25 Perform mathematical calculations

E. Leadership and Self-Development Competencies- enable participants to advance their leadership skills and function effectively in team and group projects and activities on the job or in an organizational context.

- E.26 Demonstrate team membership
- E.27 Demonstrate team leadership
- E.28 Deliver presentations to a group
- E.29 Compete successfully with peers
- E.30 Demonstrate commitment to an organization

F. Personal Skills Competencies - encourage personal awareness, responsibility and decision-making skills. Implementation of these competencies additionally instill self-confidence and build self-esteem.

- F.31 Understand types of maturity
- F.32 Identify a self-value system and how it affects life
- F.33 Base decisions on values and goals
- F.34 Identify process of decision making
- F.35 Demonstrate ability to assume responsibility for actions and decisions
- F.36 Demonstrate a positive attitude
- F.37 Develop healthy self-concept for home, school and work

G. Life Survival Skills Competencies are essential for learners in their day-to-day roles as citizens, family members, employees, members of a group, leaders, or followers.

- G.38 Evaluate a career plan to determine appropriate postsecondary educational options
- G.39 Identify how best to achieve market able occupation skills for an entry level job
- G.40 Conduct a job analysis
- G.41 Apply critical thinking skills
- G.42 Demonstrate effective study skills
- G.43 Demonstrate how to use group dynamics techniques
- G.44 Explain the roles and function of a value-added organization
- G.45 Understand the essential elements of high performing work teams
- G.46 Describe how to work and communicate with diverse people at work and in the community to satisfy their expectations
- G.47 Demonstrate techniques for building commitment by others
- G.48 Demonstrate an openness to change.
- G.49 Provide constructive feedback
- G.50 Negotiate solutions to conflicts
- G.51 Demonstrate politeness and civility
- G.52 Demonstrate an ability to adapt to people and situations
- G.53 Exhibit work ethics and behaviors essential to success
- G.54 Set and prioritize goals and establish a timeline for achieving them
- G.55 Apply the problem solving process to complex problems
- G.56 Demonstrate an ability to analyze the strengths and weaknesses of self and others
- G.57 Design and justify solutions by tracking and evaluating results
- G.58 Identify ways to build mutual trust and respect
- G.59 Prepare a short- and long-term personal budget

H. Workplace Competencies- include those competencies that are expected of successful and productive employees.

- H.60 Demonstrate punctuality and good attendance practices.
- H.61 Demonstrate initiative and proactivity.
- H.62 Demonstrate how to work effectively with others.
- H.63 Demonstrate an attitude that attracts the attention of management.
- H.64 Demonstrate an ability to communicate and work with customers to satisfy their expectations.
- H.65 Demonstrate listening skills which will result in gaining a clear understanding of information being conveyed.
- H.66 Demonstrate an ability to follow and give directions.
- H.67 Demonstrate good reasoning skills which result in thinking first, then taking action.
- H.68 Demonstrate integrity and honesty in dealings with internal and external customers.
- H.69 Demonstrate a willingness to accept responsibility for one's own actions.
- H.70 Demonstrate a commitment in completing work assignments accurately and in a timely fashion.
- H.71 Demonstrate an ability to satisfy the purposes of a delegated task.
- H.72 Demonstrate an ability to prioritize and manage time effectively in the workplace.
- H.73 Demonstrate enthusiasm for work.
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- H.75 Demonstrate an understanding of the work to be accomplished.
- H.76 Demonstrate familiarity with a variety of technologies.
- H.77 Demonstrate an ability to self-evaluate and develop a continuous improvement (career development) plan.
- H.78 Demonstrate basic computer operation skills.
- H.79 Demonstrate an ability to learn from past experiences and from others.
- H.80 Demonstrate an ability to send, receive and organize e-mail messages.

- H.81 Demonstrate an ability to search for information on the Internet.

I. **Economic Empowerment Competencies**- include curriculum materials to improve the financial literacy and economic opportunities for JAG graduates.

- I.82 Understand Insurance—Auto, Renters, Home, Health, Disability and Life (Allstate)
- I.83 Practice Better Money Management Skills (Visa U.S.A.)
- I.84 Demonstrate How to Start a Small Business (Allstate)
- I.85 Be successful in dealing with law enforcement when they are enforcing the law
- I.86 Value Diversity
- I.87 Risky Business

Middle School Competencies

Self-Understanding- These competencies help participants understand and manage their inner and outer selves.

- J101 Identify, understand, and apply knowledge of social roles.
- J102 Participate in assessments and utilize results.
- J103 Articulate personal values.
- J104 Identify, understand, and effectively manage emotions.
- J105 Demonstrate ability to make healthy choices.
- J106 Identify and understand personal interests, aptitudes, and abilities.

Communications- These competencies help middle schoolers communicate effectively and appropriately.

- K107 Differentiate between opinion and fact.
- K108 Identify and demonstrate key communication skills.
- K109 Express needs and wants.
- K110 Listen and contribute appropriately in a group situation.

Organizational Skills- These competencies assist participants with time management, organizational skills, and goal setting.

- L111 Use a method of time management.
- L112 Establish long-and short-term goals.
- L113 Demonstrate organizational skills.

Study Skills- These competencies help participants improve academically through effective study skills.

- M114 Use basic study skills effectively.
- M115 Use knowledge of personal learning style in study habits.
- M116 Explain the value of completed homework.

Decision Making- These competencies promote good decision-making skills that are proactive instead of reactive.

- N117 Demonstrate an understanding of decision making.
- N118 Explain the importance of taking responsibility for actions and behaviors.
- N119 Demonstrate appropriate anger control techniques.
- N120 Demonstrate appropriate conflict resolution techniques.
- N121 Develop and implement a Personal Development Plan.
- N122 Define and demonstrate empathy.

Character Development- These competencies develop participants character, attitude, and leadership skills.

- P123 Explain the significance of respect for self, others, and rules.
- P124 Explain the value of good character.
- P125 Explain the benefit of positive attitude.
- P126 State the benefits of being perceived as a person of good character.
- P127 Demonstrates effective leadership skills.

Dreamwork- These competencies assist students in planning for their futures.

- Q128 Develop a career or educational plan which reflects personal goals, interests & skills.
- Q129 Describe the future, including personal and career potential.
- Q130 Demonstrate understanding of social and cultural diversity.
- Q131 Apply concepts related to living on their own in the 'real world'.
- R132 Access key local resources
- R133 Demonstrate understanding of earning, spending, and saving.
- R134 Develop a budget.

Negotiations- These competencies instruct participants in advocating for themselves.

- S135 Define "negotiation" and give examples of everyday negotiations that take place in a participant's life and society.

- S136 Explain the reasons for and benefits of negotiation related to self and counterpart.
- S137 Describe the process of negotiation.

Career Based Learning- These competencies encourage career planning.

- T138 Explain the difference between a job and a career.
- T139 Demonstrate an understanding of skills and abilities necessary for success in a job.
- T140 Identify skills necessary for career choice.
- T141 Demonstrate understanding of the job application process.
- T142 Explain the value of job shadowing.

JAG OOS Competencies

20 competencies- These competencies are designed to meet the needs of the Out-of-School participants; they provide skills in career development, job attainment, workplace success, communication skills, goal setting, and financial management.

- O1. Occupational Interests, Aptitudes & Abilities
- O2. Professional Resume & Cover Letter
- O3. Conduct a Comprehensive Job Search
- O4. Appropriate Use of Social Media
- O5. Job Application & Required Employment Tests
- O6. Job Interviewing Skills
- O7. Dress Appropriately for A Job Interview
- O8. Assess Your Position Description & Expectations
- O9. Evaluate Job Related Skills
- O10. Work Cooperatively with Others/Members of a Team
- O11. Conflict Resolution
- O12. Effective Decision-Making & Problem Solving
- O13. Positive Attitude, Work Ethic & Behaviors
- O14. Overcome Barriers & Accept Responsibility for Actions
- O15. Adaptability to New Conditions or Others' Actions
- O16. Avoid Actions with Prior Undesirable Consequences
- O17. Questions to Deepen/Clarify Understanding with Listening
- O.18 Set & Prioritize Goals
- O.19 Plan to Climb the Professional Ladder
- O.20 Effective Money Management