

Teaching Functional Skills to
Occupational Course of Study
Students
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Outline

- What is your ultimate goal for your students?
- How do we prepare students for the future?
- How can we work collaboratively to meet the student's needs?
- How do we measure success for our students?

Our Mission

- * As OCS educators it is our mission to prepare our students for transition from high school into independent living.
- * But, how do we do that?

Different Types of Functional Skills

- * Core subject
- * Vocational education
- * Community access
- * Daily Living
- * Personal Finance
- * Independent Living
- * Transportation
- * Social Skills
- * Relationships
- * Self Determination

Functional Skills Checklist

- * Assess where students are right now.
- * Work collaboratively to prioritize what skills students need to work on most.
- * Make an action plan of how that will be implemented in the academic setting.

Using our Academic Classes for Functional Skills

- * Our best opportunity for integration of function skills is the Occupational Preparation classes.
- * Have students alphabetize words in English.
- * In Financial Management, students can work on budgeting skills, fraction skills, measurement for work skills.

Collaborate

- * Ask family members/parents to assist in asking more of their youth.
- * Give them a list of the skills you are working on and ask them to assist you at home.
- * Find coworkers or outside agencies that have a skill that your students need and ask them to collaborate, present, or give input.

Brainstorm

1. Individually brainstorm what skills you think are the most important for OCS students.
2. Share with a neighbor and add to your list.
3. Prioritize which skills are most important.
4. How can you implement these skills at your school?

Riverside OCS Program

- * Our goals are:
 - * Every student who enters the program graduates with a diploma.
 - * Every student has a list of 3 realistic career options upon graduation.
 - * Every student has a resume and portfolio which speaks to their work upon graduation.

What has Riverside done to meet goals?

- * Run the recycling program.
- * Crush aluminum cans for money.
- * Run a school depot (financial skills.)
- * OCS Chats (clubs)
- * Created student made items for sale at depot.
- * Collaborated with Engineering classrooms for opportunities of integration.
- * Collaborated with Botany students to learn how to plant gardens.

Questions?

- * Thank you for your time and input!

OCS List of Skills

Student:

Assessed on:

Reading:

Can identify main character: _____ can do _____ difficult _____ unable

Can identify main theme: _____ can do _____ difficult _____ unable

Can identify main idea: _____ can do _____ difficult _____ unable

Read for information: _____ can do _____ difficult _____ unable

Writing:

Can create outline: _____ can do _____ difficult _____ unable

Can capitalize I's in sentences/first word: _____ can do _____ difficult _____ unable

Can identify correct punctuation: _____ can do _____ difficult _____ unable

Can write 10 lines of writing: _____ can do _____ difficult _____ unable

Can cite used source: _____ can do _____ difficult _____ unable

Can write a complete sentence: _____ can do _____ difficult _____ unable

Can edit work (idea, spelling, etc.): _____ can do _____ difficult _____ unable

Classify items or words by group: _____ can do _____ difficult _____ unable

Research information: _____ can do _____ difficult _____ unable

Life Skills:

Can use manners in asking for assistance: _____ can do _____ difficult _____ unable

Can identify providers to seek assistance: _____ can do _____ difficult _____ unable

Can follow directions: _____ can do _____ difficult _____ unable

Can accept supervision: _____ can do _____ difficult _____ unable

Can identify transportation services: _____ can do _____ difficult _____ unable

Can identify healthy/unhealthy meals: _____ can do _____ difficult _____ unable

Can follow directions for cooking meals: _____ can do _____ difficult _____ unable

Can wash laundry (sorting, folding, etc.): _____ can do _____ difficult _____ unable

Can clean up after themselves: _____ can do _____ difficult _____ unable

Can wash dishes: _____ can do _____ difficult _____ unable

Can ask for assistance: _____ can do _____ difficult _____ unable

Can explain modifications needed: _____ can do _____ difficult _____ unable

Job Skills:

Can list 3 realistic careers they can do: _____ can do _____ difficult _____ unable

Can create resume: _____ can do _____ difficult _____ unable

Can apply for job online and in person: _____ can do _____ difficult _____ unable

Can identify and dress appropriately for interview: _____ can do _____ difficult _____ unable

Can fill out tax forms with deductions: _____ can do _____ difficult _____ unable

Can speak in front of others (presentation): _____ can do _____ difficult _____ unable

Collate papers in proper order: _____ can do _____ difficult _____ unable

Alphabetize words for filing in proper order: _____ can do _____ difficult _____ unable

File information and records: _____ can do _____ difficult _____ unable

Write appropriate email: _____ can do _____ difficult _____ unable

Use and operate computer: _____ can do _____ difficult _____ unable

Enter and store info on computer: _____ can do _____ difficult _____ unable

Retrieve info from computer: _____ can do _____ difficult _____ unable

Save to external USB: _____ can do _____ difficult _____ unable

Can meet deadlines: _____ can do _____ difficult _____ unable

Is on time: _____ can do _____ difficult _____ unable

Can work well with others: _____ can do _____ difficult _____ unable

Do neat and orderly work: _____ can do _____ difficult _____ unable

Financial Skills:

Can create a budget: _____ can do _____ difficult _____ unable

Can make change with money: _____ can do _____ difficult _____ unable

Can identify benefits that add value to job: _____ can do _____ difficult _____ unable

Can identify fractions used for pay: _____ can do _____ difficult _____ unable

Can measure for chemicals/cooking, etc.: _____ can do _____ difficult _____ unable

Can calculate how many hours worked: _____ can do _____ difficult _____ unable

Can calculate how much pay including taxes: _____ can do _____ difficult _____ unable

Record numbers: _____ can do _____ difficult _____ unable

Self-Care Skills:

Can identify when to bathe: _____ can do _____ difficult _____ unable

Apply deodorant: _____ can do _____ difficult _____ unable

Wash face and identify benefits: _____ can do _____ difficult _____ unable

Can identify when stressed/manage stress: _____ can do _____ difficult _____ unable

Can organize and manage time: _____ can do _____ difficult _____ unable

Can use planner for scheduling: _____ can do _____ difficult _____ unable

Can identify appropriate clothing to wear: _____ can do _____ difficult _____ unable

Can make schedule for meals: _____ can do _____ difficult _____ unable

Source used: http://spot.pcc.edu/~rjacobs/career/career_self-assessments8.htm