

**PROPOSED REGULATION OF THE
STATE BOARD OF EDUCATION**

LCB FILE NO. R064-24I

**The following document is the initial draft regulation proposed
by the agency submitted on 03/27/2024**

NAC 389.555 ~~Employability skills for career readiness.~~ (NRS 385.080, 385.110, 389.0185)

~~A course of study in employability skills for career readiness must include instruction designed to teach the pupil to do the following:~~

- ~~—1. For the area of personal qualities and skills, demonstrate:~~
 - ~~—(a) A positive work ethic by coming to work on time each workday, being willing to follow directions and being motivated to accomplish each task.~~
 - ~~—(b) Integrity, honesty and reliability by abiding by applicable laws and workplace policies.~~
 - ~~—(c) Skills necessary for teamwork by contributing to the success of the workplace team, assisting coworkers and requesting help when needed.~~
 - ~~—(d) Positive self-representation by dressing appropriately for the workplace and using language and manners suitable for the workplace.~~
 - ~~—(e) Awareness of diversity in the workplace by working professionally with all customers and coworkers.~~
 - ~~—(f) Skills necessary for conflict resolution by negotiating diplomatic solutions to interpersonal and workplace issues.~~
 - ~~—(g) Creativity and resourcefulness by contributing new ideas to the workplace and working with initiative.~~
- ~~—2. For the area of professional knowledge and skills, demonstrate:~~
 - ~~—(a) Effective speaking and listening skills by communicating effectively with customers and coworkers and by following directions.~~
 - ~~—(b) Effective reading and writing skills by reading and interpreting workplace documents and writing clearly.~~
 - ~~—(c) Skills of critical thinking and problem solving by analyzing and resolving problems that occur in the performance of assigned workplace tasks.~~
 - ~~—(d) Healthy behaviors and safety skills by managing personal health and following workplace safety guidelines.~~
 - ~~—(e) Understanding of workplace organizations, systems and climates by identifying overall workplace issues and fulfilling the mission of the workplace.~~
 - ~~—(f) Lifelong learning skills by continually acquiring new information related to the industry and improving professional skills.~~
 - ~~—(g) Skills necessary for the acquisition of a job and advancement in a job by preparing to apply for a job and seeking promotion in the job.~~
 - ~~—(h) Skills necessary for the management of time, tasks and resources by organizing and implementing a productive plan of work.~~
 - ~~—(i) Skills of mathematics necessary for the workplace by using mathematical reasoning to accomplish tasks in the workplace.~~
 - ~~—(j) Skills of customer service by identifying and addressing the needs of all customers and providing service in a helpful, courteous and knowledgeable manner.~~
- ~~—3. For the area of technological knowledge and skills, demonstrate:~~

~~—(a) Proficiency with technology that is specific to the job by selecting and safely using technological resources to accomplish workplace responsibilities in a productive manner.~~

~~—(b) Proficiency with information technology by effectively using computers, techniques for file management and computer software programs.~~

~~—(c) Proper and secure use of the Internet in a manner that is appropriate for the workplace.~~

~~—(d) Proficiency with telecommunications by selecting and using technological devices, services and applications appropriate for the workplace.~~

~~—(Added to NAC by Bd. of Education by R108-03, eff. 1-22-2004; A by R001-12, 5-30-2012)~~