

**ADOPTED REGULATION OF THE
STATE BOARD OF EDUCATION**

LCB File No. R001-12

Effective May 30, 2012

EXPLANATION – Matter in *italics* is new; matter in brackets ~~[omitted material]~~ is material to be omitted.

AUTHORITY: §1, NRS 385.080 and 385.110; §2, NRS 385.110 and 388.360.

A REGULATION relating to education; prescribing a course of study in employability skills for career readiness; revising provisions governing the general requirements for a program of career and technical education to include instruction in the standards for a course of study in employability skills for career readiness; and providing other matters properly relating thereto.

Section 1. NAC 389.555 is hereby amended to read as follows:

389.555 A course of study in employability skills *for career readiness* must include

instruction designed to teach the pupil to do the following:

1. ~~[Demonstrate problem solving and critical thinking skills.]~~
- ~~—2.— Speak, write and listen effectively.~~
- ~~—3.— Demonstrate the ability to select, apply and maintain appropriate technology.~~
- ~~—4.— Demonstrate leadership, teamwork and sound workplace ethics.~~
- ~~—5.— Demonstrate the ability to manage resources effectively in a high performance workplace.~~
- ~~—6.— Demonstrate career planning, job retention and lifelong learning skills.]~~

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.

Sec. 2. NAC 389.800 is hereby amended to read as follows:

389.800 1. Courses of study in career and technical education described in this chapter must:

(a) Be based upon *state standards and* a written curriculum that has been developed in collaboration with representatives of the occupation being studied to measure the competency of the pupil and which includes:

(1) The current duties, tasks, skills and levels of performance necessary to perform the duties and tasks involved in being employed in the occupation being taught.

(2) Instruction which reinforces academic skills of reading, writing, speaking, mathematics, science and using a computer.

(3) Instruction designed to develop leadership, initiative, integrity, confidence, poise, reliability, cooperation, the ability to accept divergent points of view, self-discipline, the ability to adapt to change, make decisions, solve problems and set priorities, the ability to learn and participate in discussions, and a willingness to seek and accept responsibility.

(b) Be designed to:

(1) Allow the student to advance in the course of study at his or her own pace and allow the teacher to evaluate the progress of the pupil based on the requirements for obtaining employment or being promoted in the occupation being taught.

(2) Include pupils with disabilities.

(c) Provide the student with reasonable access to the equipment used in the occupation the student is studying.

(d) Include instruction in employability skills for career readiness prescribed for the course of study in NAC 389.555 and measure the proficiency of the pupil in the standards prescribed for that course of study.

2. The teacher of a course of study in career and technical education shall:

(a) Possess a valid endorsement to his or her license for each occupation in which he or she teaches a course of study.

(b) Use resources, materials and techniques which do not discriminate among pupils.

(c) Evaluate the pupil's achievement of the required goals in the course of study.

3. Each pupil enrolled in a course of study of an occupation:

(a) Must be given the opportunity to participate in youth organizations that are:

(1) Affiliated with state and national organizations;

(2) Associated with the occupation the pupil is studying; and

(3) An integral part of the instructional program.

(b) Must be given a certificate upon completion of a course of study in an occupation which states the level of performance the pupil has attained in specific skills identified by representatives of business or industry.

(c) Upon completion of the course, should be qualified to enter a higher level of training without the necessity of repeating previously learned skills.

4. Written policies for the maintenance, replacement and disposal of equipment must be made available to the representatives of business or industry for review and comment.

5. The superintendent of each school district shall maintain a current and comprehensive inventory of all capital equipment, if any, maintained for each course offered in career and

technical education. The superintendent shall establish a list of equipment that is comparable to that used in the occupations in which a course of study is offered. The superintendent shall not allow the use in career and technical education of equipment or facilities which do not meet the generally applicable safety requirements, including those adopted to ensure occupational safety and health for that occupation.

6. The teacher of a course of study in career and technical education shall cooperate with the guidance counselor of each school to assist pupils to enroll in an appropriate course of study. The guidance counselor shall assist the pupil to achieve:

(a) An awareness of the opportunities for the development of the skills required in the various occupations.

(b) An exploration of the pupil's abilities with his or her occupational interest.

(c) Opportunities for the development of the pupil's skills.

(d) Realities of the workforce and expectations of employers.

(e) Opportunities for continued career and technical education and training.

7. The Department of Education shall cause surveys to be taken of each pupil who has completed a course of study in career and technical education to determine the effectiveness of the program.

8. Each school district shall adopt a written statement of philosophy for its program of career and technical education which includes stated goals that such instruction will:

(a) Contribute to each pupil's competency to enter the job market.

(b) Enable the pupils to succeed in further training.

(c) Enable the pupils to obtain employment.

(d) Enable the pupils to advance in job responsibilities.