

PROPOSED REGULATION OF THE STATE BOARD OF EDUCATION

LCB File No. R001-12

Explanation: All matter in *italics* is new. All matter with a ~~strike through~~ is to be removed.

AUTHORITY: NRS 385.080 & NRS. 388.360

Section 1. NAC 389 is hereby amended as follows:

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

(Added to NAC by Bd. of Education by R108-03, eff. 1-22-2004)

- 1. For the area of personal qualities and people skills*
 - a. Demonstrate a positive work ethic by coming to work every day on time, a willingness to take direction, and motivation to accomplish the task at hand.*
 - b. Demonstrate integrity by abiding by workplace policies and laws and demonstrating honesty and reliability.*
 - c. Demonstrate teamwork skills by contributing to the success of the team, assisting others, and requesting help when needed.*
 - d. Demonstrate positive self-representation skills by dressing appropriately and using language and manners suitable for the workplace.*
 - e. Demonstrate diversity awareness by working well with all customers and coworkers.*
 - f. Demonstrate conflict-resolution skills by negotiating diplomatic solutions to interpersonal and workplace issues.*
 - g. Demonstrate creativity and resourcefulness by contributing new ideas and working with initiative.*
- 2. For the area of professional knowledge and skills*
 - a. Demonstrate effective speaking and listening skills by communicating effectively with customers and employees and following directions.*
 - b. Demonstrate effective reading and writing skills by reading and interpreting workplace documents and writing clearly.*
 - c. Demonstrate critical-thinking and problem-solving skills by analyzing and resolving problems that arise in completing assigned tasks.*
 - d. Demonstrate healthy behaviors and safety skills by following safety guidelines and managing personal health.*
 - e. Demonstrate understanding of workplace organizations, systems, and climates by identifying “big picture” issues and fulfilling the mission of the workplace.*

f. Demonstrate lifelong-learning skills by continually acquiring new industry-related information and improving professional skills.

g. Demonstrate job acquisition and advancement skills by preparing to apply for a job and seeking promotion.

h. Demonstrate time, task, and resource management skills by organizing and implementing a productive plan of work.

i. Demonstrate mathematics skills by using mathematical reasoning to accomplish tasks.

j. Demonstrate customer services skills by identifying and addressing the needs of all customers and providing helpful, courteous, and knowledgeable service.

3. For the area of technology knowledge and skills

a. Demonstrate proficiency with job-specific technologies by selecting and safely using technological resources to accomplish work responsibilities in a productive manner.

b. Demonstrate proficiency with information technology by using computers, file management techniques and software/programs effectively.

c. Demonstrate proper Internet use and security by using the Internet appropriately for work.

d. Demonstrate proficiency with telecommunications by selecting and using appropriate devices, services, and applications.

NAC 389.800 General requirements for program. ([NRS 388.360](#))

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 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 he is studying.

(d) Include instruction in the employability skills for career readiness state standards defined in NAC 389.555 and measure the proficiency of the pupil in the employability skills for career readiness standards that completes a career and technical education sequence of courses.

**QUESTIONNAIRE ON PROPOSED REGULATIONS
FOR WORKSHOP/PUBLIC HEARING**

WHEN SUBMITTING ANY PROPOSED REGULATIONS AND/OR AMENDMENTS TO EXISTING REGULATIONS, PLEASE RESPOND TO THE FOLLOWING QUESTIONS:

Name/Title of Proposed Regulation: Revisions to NAC 389.555 Employability Skills and NAC 389.800 General Requirements for program

1. Describe the need for and purpose of the proposed revisions to existing regulations or proposed new regulations.
The State is adopting new standards for employability skills, Employability Skills for Career Readiness. The new proposed standards provide greater detail than the standards existing in NAC 389.555 and will apply to all CTE course sequences by amending NAC 389.800.

2. Describe either a) the terms or substance of the proposed revisions to existing regulations or new regulations, or b) the subjects and issues involved.
The proposed changes will provide more accurate standards and more comprehensive standards for employability skills for career readiness.

3. Provide the annual estimated economic effect of the proposed revisions or new regulation on the business which it is to regulate in terms of adverse, beneficial, immediate and long-term effects (i.e., school districts, schools, etc.).
There is no economic effect on school districts identified.

4. Provide the annual estimated economic effect of the proposed revisions or new regulations on the public which it is to regulate in terms of adverse, beneficial, immediate and long-term effects (i.e., teachers, pupils).
There is no estimated economic effect of the proposed revisions on teachers or pupils.

5. Provide the annual estimated cost to the agency (Department of Education) for enforcement of the proposed revisions or new regulation.
There is no estimated economic effect of the proposed revisions on the Department of Education.

6. Do the proposed revisions or new regulations overlap or duplicate any regulations of other state or local governmental (i.e., federal) agencies? If yes, please explain the necessity of the overlap or duplication.
No.

7. Do the proposed revisions or new regulations establish any new fee or propose an increase to an existing fee of the agency? If yes, please explain.
No.

COMPLETED BY: Mike Raponi **DATE:** 1/04/12