

Fundamentals of Teaching

ACADEMIC SKILLS

AA SPEAKING AND LISTENING

AA1 Utilize effective verbal and non-verbal communication skills

AA2 Participate in conversation, discussion and group presentations

AA3 Communicate and follow directions/procedures

AA4 Utilize speaking and listening skills to communicate effectively with customers and co-workers

AB READING AND WRITING

AB1 Locate and interpret written information

AB2 Read and interpret workplace documents, e.g., reports, manuals, schematics, flowcharts, tables, graphs

AB3 Identify relevant details, facts and specifications

AB4 Record information accurately and completely

AB5 Demonstrate competence in organizing, writing and editing using correct vocabulary, spelling, grammar and punctuation

AB6 Demonstrate the ability to write clearly and concisely using industry-specific terminology

AC CRITICAL THINKING AND PROBLEM SOLVING

AC1 Utilize critical-thinking skills to determine best options/outcomes, e.g., analyze reliable/unreliable sources of information, use previous experiences, implement crisis management, develop contingency planning

AC2 Utilize innovation and problem-solving skills to arrive at the best solution for the current situation

AC3 Implement effective decision-making skills

AD MATHEMATICS

AD1 Perform basic and higher-level math operations, e.g., addition, subtraction, multiplication, division, decimals, fractions, units of conversion, averaging, percentage, proportion, ratios, numbering systems

AD2 Solve problems using measurement skills, e.g., distance, weight, area, volume

AD3 Make reasonable estimates

AD4 Use tables, graphs, diagrams and charts to obtain or convey information

AD5 Use reasoning and problem-solving skills in mathematics

AE FINANCIAL LITERACY

AE1 Locate, evaluate and apply personal financial information

AE2 Identify the components of a budget and how one is created

AE3 Set personal financial goals and develop a plan for achieving them

AE4 Describe types of financial service providers and considerations in selecting a provider

AE5 Demonstrate ability to meet financial obligations

AF INTERNET USE AND SECURITY

AF1 Recognize the potential risks associated with internet and social media use

AF2 Identify and apply internet security practices, e.g., password security, login, logout, log off, lock computer

AF3 Practice safe, legal and responsible use of technology in the workplace

AG INFORMATION TECHNOLOGY

AG1 Use technology appropriately to enhance professional presentations

AG2 Demonstrate effective, appropriate and ethical use of social media

AG3 Identify ways social media can be used as marketing, advertising and data gathering tools

AH TELECOMMUNICATIONS

AH1 Select and utilize the appropriate environment, devices, services and applications to complete workplace tasks

AH2 Demonstrate appropriate etiquette when using telecommunications, e.g., cell phone, e-mail, messaging services, online meetings, conference calls

EMPLOYABILITY SKILLS

EA POSITIVE WORK ETHIC

EA1 Explain the importance of pride and confidence about work and learning new tasks

EA2 Demonstrate consistent and punctual attendance

EA3 Demonstrate initiative in assuming tasks

EA4 Exhibit dependability in the workplace

EA5 Take and provide direction in the workplace

EA6 Accept responsibility for personal decisions and actions

EB INTEGRITY

EB1 Abide by workplace policies and procedures, e.g., safety, internet and cell phone use, code of conduct

EB2 Demonstrate honesty and reliability

EB3 Demonstrate ethical characteristics and behaviors

EB4 Maintain confidentiality and integrity of company information

EB5 Support the mission and vision of the company

EC SELF-REPRESENTATION

EC1 Demonstrate appropriate dress and hygiene in the workplace

EC2 Use language and manners suitable for the workplace

EC3 Demonstrate polite and respectful behavior toward others

ED TIME, TASK AND RESOURCE MANAGEMENT

ED1 Plan and follow a work schedule

ED2 Complete work tasks successfully with minimal supervision

ED3 Work successfully within budgetary constraints

ED4 Demonstrate ability to stay on task to produce high-quality deliverables on time

EE DIVERSITY AWARENESS

EE1 Define and differentiate diversity, equity, inclusion, discrimination and harassment

EE2 Work effectively with all customers and co-workers

EE3 Explain the benefits of diversity within the workplace

EE4 Explain the importance of respect for the feelings, values and beliefs of others

EE5 Identify strategies to bridge cultural/generational differences and use differing perspectives to increase the overall quality of work

EE6 Illustrate techniques for eliminating bias and stereotyping in the workplace

EE7 Identify ways tasks can be structured to accommodate the diverse needs of workers

EE8 Recognize the challenges and advantages of a global workforce

EF TEAMWORK

EF1 Recognize the characteristics of a team environment and conventional workplace

EF2 Demonstrate effective team skills, e.g., setting goals, listening, following directions, questioning, dividing work, conflict resolution, meeting facilitation, and evaluate their importance in the workplace

EG CREATIVITY AND RESOURCEFULNESS

EG1 Explain the importance of contributing and conveying new ideas in the workplace

EG2 Describe the importance of posing questions when developing ideas

EG3 Explain the value of varying ideas and opinions

EG4 Locate and verify information during the creative process

EH CONFLICT RESOLUTION

EH1 Identify conflict resolution skills to enhance productivity and improve workplace relationships

EH2 Implement conflict resolution strategies and problem-solving skills

EH3 Explain the use of documentation and its role as a component of conflict resolution

EI CUSTOMER/CLIENT SERVICE

EI1 Recognize the importance of and demonstrate how to properly greet/approach customers and clients

EI2 Identify and address needs of customers/clients

EI3 Provide helpful, courteous and knowledgeable service

EI4 Identify appropriate channels of communication with customers/clients, e.g., online, phone call, face-to-face

EI5 Identify techniques to seek and use customer/client feedback to improve company services

EI6 Explain the relationship between customer/client satisfaction and company success

EJ ORGANIZATIONS, SYSTEMS AND CLIMATES

EJ1 Define profit and identify factors affecting the profitability of a business

EJ2 Identify "big picture" issues in conducting business, e.g., forecasting, global market, risk management

EJ3 Identify roles in fulfilling the mission of the workplace

EJ4 Identify the rights of workers, e.g., adult and child labor laws, and other equal employment opportunity laws

EJ5 Recognize the chain of command, organizational flow chart system and hierarchy of management within an organization

EK JOB ACQUISITION AND ADVANCEMENT

EK1 Recognize the importance of maintaining a job and pursuing a career

EK2 Define jobs associated with a specific career path or profession

EK3 Identify and seek various work experience opportunities, e.g., volunteerism, internships, co-op, part-time/full-time employment

EK4 Prepare a resume, cover letter and job application

EK5 Prepare for and participate in a job interview, e.g., research company, highlight personal strengths, prepare questions, conduct a mock interview, dress appropriately

EK6 Explain the components of a successful job interview

EK7 Identify key factors to evaluate employment offers, e.g., salary, benefits packages

EK8 Explain the proper procedure for leaving a job

EL LIFELONG LEARNING

EL1 Acquire current and emerging industry-related information

EL2 Demonstrate commitment to learning as a life-long process and recognize learning opportunities

EL3 Identify various self-improvement opportunities

EL4 Explain the importance of adaptability in career planning and self-management, e.g., diverse portfolio, credentials, professional development

EL5 Employ leadership skills to achieve workplace objectives, e.g., personal vision, adaptability, change, shared vision

EL6 Recognize the importance of job performance evaluation and coaching as it relates to career advancement

EL7 Accept and provide constructive criticism

EL8 Describe the impact of the global economy on jobs and careers

EM JOB SPECIFIC TECHNOLOGIES

EM1 Identify the value of new technologies and their impact on driving continuous change and the need for lifelong learning

EM2 Research and identify emerging technologies for specific careers

EM3 Select appropriate technological resources to accomplish work

EN HEALTH AND SAFETY

EN1 Identify and assume responsibility for the safety of self and others

EN2 Follow safety guidelines in the workplace, e.g., OSHA, CDC

EN3 Explain the impact of personal health and wellness on job performance

OCCUPATIONAL SKILLS

OA THE TEACHING PROFESSION

OA1 Examine roles, functions, and education and training requirements of individuals engaged in education careers, e.g., professional development, professional organizations, continuing education, career portfolios, teacher induction, multiple roles of educators, field experiences, observations

OA2 Explain personal characteristics, abilities, knowledge and skills needed to work in education careers, e.g., dispositions of individuals, professional growth, lifelong learning, professional attitudes and behaviors

OA3 Understand ethical and legal standards and principles that impact education careers, e.g., academic freedom, No Child Left Behind (NCLB), Every Student Succeeds Act (ESSA), organization, governance and funding of public schools, highly qualified teachers, professional code of ethics, teacher contracts and FERPA

OA4 Recognize the symptoms of child abuse and neglect and the appropriate reporting protocol, e.g., types/symptoms of abuse and neglect, appropriate responses to victims, reporting protocols

OA5 Examine the historical and contemporary significance of education in society, e.g., achievement gaps, social significance of schools, impact of social change on education

OA6 Explore opportunities for employment and emerging careers, e.g., certification options including elementary, middle, high, CTE, special education, postsecondary

OA7 Examine the impact of the education profession on local, state, national and global economies

OA8 Explore employee responsibilities and employer expectations, e.g., documentation, communication with families, recordkeeping, student accommodations, supervision responsibilities, extracurriculars, reflection on teaching practices

OA9 Utilize activities of the Family, Career and Community Leaders of America (FCCLA) student organization

OB PROFESSIONALISM, ETHICAL PRACTICES AND LEGAL INFLUENCES OF THE EDUCATION PROFESSION

OB1 Demonstrate ethical and legal standards and principles that impact education careers, e.g., confidentiality, impartiality, equity, privacy, FERPA

OB2 Evaluate ethical standards established by employers or affiliated associations, e.g., Kentucky Teacher Performance Standards, EPSB Code of Ethics

OB3 Analyze ethical dilemmas and determine courses of action, e.g., teacher contracts, tenure, personal conduct, copyright laws, academic freedom, digital citizenship

OB4 Explore various methods of advocacy, e.g., state and federal legislation, stipends, professional organizations, extended employment, resources

OB5 Explore factors that impact education funding, e.g., local, state and federal

OB6 Demonstrate communication skills that contribute to positive relationships with students, families, colleagues and stakeholders

OB7 Use problem solving techniques to mediate conflicts that occur in the workplace

OB8 Identify the qualities of teacher professionalism and leadership

OB9 Assess individual personality traits and use them to create a Professional Growth Plan

OC THE HISTORY OF EDUCATION

OC1 Examine the history of education from the 17th century to the 21st century, e.g., public, private, socioeconomic status, desegregation

OC2 Analyze the contributions of influential historical figures in education, e.g., John Dewey, W.E.B. Du Bois, Frederick Douglass, Benjamin Franklin, Thomas Jefferson, Horace Mann, Maria Montessori, Harriet Tubman, Catherine Beecher, Booker T. Washington, Emma Willard, Jane Addams, Mary McLeod Bethune, Benjamin Bloom

OC3 Identify current educational trends, e.g., technology, state accountability, behavior management, applications, equipment, learning management systems, instructional materials

OC4 Examine the evolution of educational policies, e.g., school reform, school choice

OD THE LEARNER AND THE LEARNING PROCESS

OD1 Apply learning theories and principles to learners, e.g., Piaget, Erikson, Thorndike, Skinner, Bandura, Maslow, Vygotsky

OD2 Analyze educational philosophies, e.g., constructivism, behaviorism, progressivism, essentialism, perennialism, social reconstruction, existentialism

OD3 Examine how effective teaching practices accommodate learning styles, learning differences, and special needs, e.g., Gardner, learning disabilities, ADHD, dyslexia, educational accommodations and modifications, IEPs/504s, inclusion

OD4 Determine individualized needs of children, e.g., Individualized Education Program (IEPs)/504 Plan, Limited English Proficiency (LEP), Gifted Student Service Plan (GSSP)

OD5 Explain how language, culture, and educational background affect learning and schools, e.g., environmental, biological, developmental, at risk, bilingual, ELL, socioeconomic status

OD6 Examine physical, emotional, social, and intellectual development of children and adolescents, e.g., metacognition, lifespan development, moral development, heredity vs. environment, risky behaviors, changing family patterns, trauma, social and emotional learning

OD7 Determine management strategies that promote positive student behavior while engaging students in learning, e.g., equity, student discipline, classroom management styles, arrangement of physical space to promote learning, classroom atmosphere and environment, teacher proximity, positive relationships, positive reinforcement, behavioral consequences, authentic learning experiences, higher order thinking, guidance and discipline, classroom rules, intrinsic and extrinsic motivation

OD8 Explain how schedules, activities, routines, and transitions promote learning, e.g., establishing routines and schedules, instructional transitions, cooperative learning, activity-based learning

OE LEARNING ENVIRONMENT

OE1 Determine classroom management procedures that support learning, e.g., relationships, reinforcement, guidance, rules, authentic learning experiences, Danielson's Framework for Teaching

OE2 Analyze how materials, furnishings, and other resources create safe and effective instructional environments, e.g., developmentally appropriate learning environments, managing physical space, classroom organization, accessibility issues, regulations, and legislation

OE3 Identify emergency, safety, health, and security procedures

OE4 Discuss the importance of a safe and respectful learning environment for all learners, e.g., school culture

OE5 Create the components of a management plan, e.g., rules, expectations, activities, routines, procedures, discipline, consistency, transitions

OE6 Analyze educational approaches, e.g., Montessori, Reggio Emilia, STEM/STEAM

OE7 Utilize field experiences and observations to assess the learning environment

OF PLANNING INSTRUCTION

OF1 Describe curriculum and instruction models, e.g., constructivism, direct vs. indirect instruction, cooperative learning, lesson plan formats, curriculum scope and sequence, thematic curricula, integration of subject matter, interdisciplinary instruction

OF2 Establish instructional goals that are developmentally appropriate, e.g., performance and learning objectives, Bloom's taxonomy of educational objectives, national curriculum or content standards, domains of learning

OF3 Develop organizational and managerial skills that enhance professionalism, e.g., course, unit, and daily lesson planning, professional development, mentoring, collaborative teaching, technology use in the classroom, importance of CTE advisory councils, budgeting class/program funds

OF4 Utilize relevant standards in instructional planning and assessment, e.g., state and national standards, standards-based education, pacing guide, curriculum alignment, unit plan

OF5 Apply principles and elements of effective instruction and assessment, e.g., differentiated instruction, drill and practice, mastery, reteaching, developmentally appropriate practices, observations, reflections

OF6 Design effective lesson plans with developmentally appropriate activities with diversity in mind to include differentiation to meet all students' needs, e.g., consider prior knowledge, skills, experiences, languages, culture in instructional planning and achievement gaps

OF7 Identify the characteristics and uses of specific types of instructional methods, e.g., lectures, role plays, demonstrations, case studies, simulations, experiential learning, discussion, project-based learning, virtual

OG ASSESSMENT AND INSTRUCTIONAL STRATEGIES

OG1 Examine how a variety of teaching strategies impact student learning, e.g., lectures, role plays, demonstrations, case studies, simulations, experiential learning, discussion and co-curricular student organizations

OG2 Examine purposes of and apply techniques for assessing student learning, e.g., formal and informal assessment, formative and summative assessment, diagnostic, authentic and portfolio assessment

OG3 Summarize how assessment is integrated into teaching and learning, e.g., mandating testing, standardized tests, sources of assessments, validity and reliability of assessments, Annual Yearly Progress (AYP), sharing assessment information, i.e., report cards

OG4 Understand how learner feedback guides instruction, e.g., assessment data, descriptive feedback, teachable moments

OG5 Integrate technology as a tool for instruction, evaluation, and management, e.g., applications of technology in teaching and learning, Acceptable Use Policies (AUP), digital divide, Children's Internet Protection Act (CIPA), selecting reliable internet resources, student safety on the internet

OG6 Demonstrate discussion and questioning techniques that promote critical thinking and problem solving, e.g., higher order thinking, fact, hypothetical, discussion and questioning techniques

OG7 Create examples of assessments based on student learning objectives

OG8 Utilize scoring tools to evaluate student performance