



## **Course Information**

**2022 - 2023**

### **Program Title**

PAES (Practical Assessment Exploration System) Lab

### **Instructor**

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### **Course Description**

In the PAES program, students will learn valuable job skills through hands-on exploration activities. These skills relate to almost every type of career, and each career area has a comprehensive array of tasks for the students to learn and perform. Skills are taught in a systematic way that helps students become more independent. PAES operates in a simulated work environment, providing a perfect place to access and eliminate inappropriate behaviors that cause barriers in later life. Students are required to follow specific work procedures and work rules. Students are encouraged to become as independent as possible and are rewarded for their progress. Students completing PAES have a thorough knowledge of many job skills and have a better understanding of the real working world. PAES is a special education transitional program designed to assist with a student's transitional plan.

### **Course Goals**

The goals of the PAES program are to help students:

- Explore their future career interests and abilities
- Discover which tasks and job skills they excel at
- Learn entry level skills in multiple career/work areas
- Develop problem solving skills
- Learn to work more independently
- Ability to follow defined work procedures
- Practice appropriate work behaviors
- Build positive self-esteem

## **Skills Needed**

To be successful in this program, students should have the following skills:

- Ability to follow 2-3 step directions
- Ability to read an analog clock & tell time
- Recognition of currency
- Fourth grade reading level – *all the job cards are written at this level*
- Basic writing and spelling
- Basic math (addition & subtraction) & number sense (1-100)

*\*Students who struggle with any of the above skills may require additional classroom support.*

## **Program Job Areas**

Students will learn about the following career areas:

- Consumer/Service
- Processing/Production
- Construction/Industrial
- Business Marketing
- Computer/Technology

Each area has six jobs that are sequential ranging from simple to complex in the level of difficulty. Skills are designed to generalize the expected experiences found in a variety of community-based employment and vocational training opportunities.

## **PAES Job Correlations**

<b>Job Category</b>	<b>Possible Jobs</b>
<b>Business/ Marketing</b>	Cashier, Payroll, Data Entry, Typist, General Office Clerk, Postal Clerk, Counter Attendant
<b>Computer/Technology</b>	General Office Clerk, Data Entry Clerk, Page Layout Worker, Photograph Processing Worker
<b>Consumer/Service</b>	Chef Assistant, Food Service, Waiter, Kitchen Help, Seamstress, Furniture Repair, Vehicle Cleaner, Housekeeper, Building Maintenance, Bus Person
<b>Construction/Industrial</b>	Carpenters Helper, Floor and Carpet Layers, Auto Parts Store Clerk, Structural Metal Assistant, Drywall Installer
<b>Processing/Production</b>	Assembly & Manufacturing Jobs, Production Helper, Shipping & Receiving Clerk, Pattern Maker, Stock Clerk, Order Filling & Packaging, Plumbers Assistant, Locksmith

### Evaluation of Learning:

Student performance will be evaluated using multiple assessments involving assigned program activities. A student's course grade will be based on the following:

Evaluation Criteria	Method of Evaluation	Total Points
Classroom & Job Activities Soft Skills Checklist	<ul style="list-style-type: none"><li>• Attendance/Classroom Participation</li><li>• Daily Points Sheet</li><li>• Student Work Record &amp; Job Completion</li><li>• PAES Lab Reports</li></ul>	Daily Points

### Grading Scale

Grade	Percentage
A+	100% – 98%
A	97% – 92%
A-	91% – 90%
B+	89% – 88%
B	87% – 82%
B-	81% – 80%

Grade	Percentage
C+	79% – 78%
C	77% – 72%
C-	71% – 70%
D+	69% – 68%
D	67% - 62%
D-	61% - 60%
F	59% - Below

### Additional PAES Assessment Reports

The PAES program provides a valid assessment of skills, interests, placement options and special accommodations needed for student success. PAES provides a Behavior Inventory where the student rating will determine if there is a minor or major barrier to success in the job category area.

Assessment	Measures	Results Share With:
PAES Quarterly Report	Assessment of student: skills, aptitude, semi-competitive, and independence	Home School & Parents
PAES Behavior Inventory	Behavior barriers to successful employment	Home School & Parents