Discover what we offer to help your students soar...
WHAT’S POSSIBLE IS JUST A DISCOVERY AWAY

WELCOME TO EDUCATION ASSOCIATES

We are the leading provider of career education and practical life skills for all learners, including those with special needs and at risk. We are here to help ALL your students realize their potential. Our platform of products provides teachers and students with the most comprehensive career exploration, job preparation and life skills curriculum available.

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Visit our website at educationassociates.com
WHAT WE OFFER

education: associates
Job Ready. Life Ready.

project: discovery
Job Ready.

Career Awareness
Introduction to career pathways

Career Exploration
Over 100 career choices to help students find their future

Adapted
Opening career doors for students with autism and other significant challenges

Job Skills Training
Building marketable skills for high-demand jobs

achieve: life skills
Life Ready.

Job Prep & Employability Skills
How to get and keep a job

Independent Living Skills
Daily life skills to promote self-reliance

Self-Confidence & Social Skills
Improving social communication, self-confidence and behavior

Health & Nutrition
Learning to care for your mind and body
WHAT WE OFFER

COMPREHENSIVE SOLUTIONS FOR...

• Special Ed Transition
• Employability Skills
• Independent Living Skills
• Autism & Intellectual Disabilities
• Job Training - Adult Population
• Financial Literacy

CREATE YOUR OWN SOLUTION!
Visit educationassociates.com
Hands-On
Students actually get to experience real job tasks with real tools of the trade as they learn about their interests and abilities in a dynamic, meaningful manner.

Evidence-Based Practices
Research-proven practices such as video modeling, visual schedules, hands-on activities, social communication supports and differentiated instruction are all included in our programs.

Meet Students Where They Are
Hundreds of activities for different reading/functioning levels and dynamic supports for students with significant challenges help all learners start their career discovery path toward a brighter future!

Approved & Validated
Recognized and endorsed by leading national organizations including the U.S. Dept. of Education.

Data Collection Tools
Our assessments include knowledge-based pre-post tests, work performance benchmarks and data sheets to evaluate functional performance levels. These provide documentation for IEPs and meaningful data for educators, parents and employers.

Meeting Teachers’ Needs
Designed by teachers for teachers, our programs include multiple levels and formats to support teachers’ needs to address all levels of learners.

Academic Integration
Our programs truly integrate career and technical education with academics as students discover the academic skills needed to perform job tasks. This encourages and motivates students to stay in school and further their education to help reach their goals!

Implementation Made Easy
Whether in a self-contained classroom, an inclusion class or a job training center, our curriculum meets your needs with effective, evidence-based materials. Our dynamic titles allow for a broad range of strategies designed to match educators’ expertise and classroom needs.

Professional Development Training
Our group of nationally-certified trainers provide a fun, hands-on day to help ensure a successful implementation. Our commitment to you doesn’t stop there but includes site support surveys and visits!
Project Discovery is now our cornerstone curriculum to help students explore their abilities and interests on their reading level. The flexibility of the curriculum enables teachers to further personalize IEPs.

K. SQUIRES
Director of Student Learning, Red River Parish Coushatta, LA

Education Associates’ curriculum incorporates key vocabulary along with hands-on activities and role play. We start with vocabulary that students will use on the job, and we adjust it to their current level. By graduation, they know how to talk the talk.

N. LOCH
Vocational Coordinator, South Washington Co. Minneapolis, MN

My goal is for students to gain essential job skills and basic life skills. The hands-on activities included in Education Associates’ curriculum keep students engaged and further their progress in these areas.

A. GOODPASTER
Vocational Director, Stewart Home & School Frankfort, KY

Graduation Rate
△ 60% INCREASE

Dropout Rate
▽ 46% DECREASE

Employment Rate
△ 97% INCREASE
project: discovery
Job Ready.

Designed to get every student job ready, even those with significant challenges...

Hands on...
Career Awareness  |  8
Career Exploration  |  10
Adapted  |  12
Job Skills Training  |  14
Introducing Possibilities

Helping students become aware of the career possibilities that await them is a great way to keep them interested in their education and excited about their futures.

Our Elementary Career Awareness System includes hands-on kits that are aligned to 11 career pathways and introduce over 55 careers. They deliver developmentally-appropriate content with highly interactive hands-on activities such as...

- Using a teddy bear as a patient to learn about health care.
- Learning to make change with play money to introduce banking careers.
- Using a trowel and pots to grow seeds.

Students also learn basic language arts, math and science skills in a fun, applied approach to career awareness.

CONTENTS

- Teacher-Friendly Lesson Plans
- Real Tools and Materials
- Student Instructions
- Assessments (with audio)
- Student Activity Worksheets
- Digital Files
- Certificate of Completion
### STUDENTS SERVED

**All Elementary (K-5) Students**  
Students of all abilities capable of completing age-appropriate math, science, language arts and developmentally-appropriate hands-on activities.

### AVAILABLE TITLES

**Let’s Discover...**  
- Banking  
- Construction  
- Creative Arts  
- Engineering Technology  
- Human Services  
- Mechanics, Installers & Repairers  
- Medical Careers  
- Nature’s Resources  
- Public Services  
- Travel, Tourism & Hospitality  
- The World of Business

### CLASS DURATION

**10 Day Scope and Sequence**

### ASSESSMENT

**Knowledge Based: Pre-Post Test**

### CERTIFICATE

**Completion Certificate for each kit**

### LEVELS OF INSTRUCTION

**Two Reading Levels:**  
- Primary (K - 3rd Grade)  
- Intermediate (4th - 5th Grade)

### TEACHING APPROACH

**Ideal for Teacher-Led Instruction**  
Students respond to the teacher’s questions and guest speaker(s), then perform hands-on activities.  

Use hands-on tools and internet activities in print, on computer, interactive white board, iPad or combination.
Making Learning Relevant to the Real World

Students discover their career passions and interests with these motivating, hands-on career kits.

Students use real job tools as they explore, practice and learn real job skills... to be JOB READY!

Meet students where they are with three levels of differentiated instruction for beginning, intermediate and advanced learners.

Uniquely correlated to job skills and academics to provide authentic work-based learning experiences in the classroom.

The #1 reason my teachers love it is because it’s hands-on. Students don’t just sit in front of a computer or have teacher instruction. It teaches students in the way they learn best!

B. GILMER
Lauderdale County, AL
<table>
<thead>
<tr>
<th>STUDENTS SERVED</th>
<th>BEGINNING</th>
<th>INTERMEDIATE</th>
<th>ADVANCED</th>
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</thead>
<tbody>
<tr>
<td>Students working significantly below grade level</td>
<td>Students working slightly below or near grade level</td>
<td>Students working at grade level</td>
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<tr>
<td>Students generally capable of participating in life activities with assistance.</td>
<td>Students learning to live and work independently with short-term support.</td>
<td>Students learning to live and work independently who may pursue post-high school education and training.</td>
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<tr>
<td>• Intellectual Disabilities (ID) - Mild, Moderate</td>
<td>• ID-Mild, Mid to Higher Functioning ASD, EBD, LD</td>
<td>• High Functioning ASD, EBD, LD</td>
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<tr>
<td>• Low Functioning Autism (ASD)</td>
<td>• Students who can follow multi-step instructions</td>
<td>Ideal For:</td>
<td></td>
</tr>
<tr>
<td>• Low Functioning Emotional &amp; Behavioral Disorder (EBD)</td>
<td>• Students who can perform slightly higher levels of academic skill tasks</td>
<td>• Students who can follow detailed, multi-step instructions</td>
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<td>• Low Functioning Learning Disabilities (LD)</td>
<td>• Students at risk</td>
<td>• Students that can perform higher levels of academic skill tasks</td>
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<tr>
<td>Ideal For:</td>
<td>• Juvenile justice</td>
<td>• Supplement to any career and tech-ed curriculum</td>
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<tr>
<td>• Students who can follow simple one or two step instructions</td>
<td></td>
<td>• Students at risk</td>
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</tr>
<tr>
<td>• Students who can perform basic academic skill tasks</td>
<td></td>
<td>• Juvenile justice</td>
<td></td>
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<tr>
<td>• Students learning to live and work in a supported setting</td>
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<td>• Cleaning Maintenance</td>
<td>• Advertising &amp; Editorial Design</td>
<td></td>
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<tr>
<td>• Filing</td>
<td>• Animal Care</td>
<td>• Construction Trades</td>
<td></td>
</tr>
<tr>
<td>• Greenhouse Work</td>
<td>• Autobody Repair</td>
<td>• Electricity</td>
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<tr>
<td>• Grocery Clerking</td>
<td>• Carpenter</td>
<td>• Food Technology</td>
<td></td>
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<tr>
<td>• Hair Care &amp; Styling</td>
<td>• Food Service</td>
<td>• Law Enforcement</td>
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<tr>
<td>• Mail Handling</td>
<td>• Graphic Artist</td>
<td>• Medical Records</td>
<td></td>
</tr>
<tr>
<td>• Table Service</td>
<td>• Medical Emergency Services</td>
<td>• Small Engine Repair</td>
<td></td>
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<tr>
<td>• Child Care</td>
<td>• Medical Patient Care</td>
<td>• Writing Careers</td>
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<tr>
<td>CLASS DURATION</td>
<td>10-20 Day Scope and Sequence</td>
<td>10-20 Day Scope and Sequence</td>
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<td>ASSESSMENT</td>
<td>Knowledge-Based: Pre-Post Test Performance-Based: Work Performance Benchmarks</td>
<td>Knowledge-Based: Pre-Post Test Performance-Based: Work Performance Benchmarks</td>
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<td>CERTIFICATE</td>
<td>Completion Certificate for each kit</td>
<td>Completion Certificate for each kit</td>
<td></td>
</tr>
<tr>
<td>LEVELS OF INSTRUCTION</td>
<td>Two Reading Levels:</td>
<td>Two Reading Levels:</td>
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<tr>
<td>• 3rd - 5th Grade</td>
<td>• 5th - 6th Grade</td>
<td>• 6th - 8th Grade</td>
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<td>• 2nd - 4th Grade</td>
<td>• 2nd - 4th Grade</td>
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<td>(Audio for Low &amp; Non Readers)</td>
<td>(Audio for Low &amp; Non Readers)</td>
<td>(Audio for Low &amp; Non Readers)</td>
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<tr>
<td>TEACHING APPROACH</td>
<td>Ideal for a teacher-led approach</td>
<td>Ideal for an independent or peer group situation</td>
<td></td>
</tr>
<tr>
<td>Students watch the teacher perform the activities and then perform them with assistance and support.</td>
<td>Ideal for a peer-assisted approach</td>
<td>Students are learning to work on their own with less teacher supervision.</td>
<td></td>
</tr>
<tr>
<td>Use hands-on tools with curriculum in print, on computer, projector, interactive white board, iPad or combination.</td>
<td>Use hands-on tools with curriculum in print, on computer, projector, interactive white board, iPad or combination.</td>
<td>Use hands-on tools with curriculum in print, on computer, projector, interactive white board, iPad or combination.</td>
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Opening Doors for Learners with the Most Challenges

A dynamic, hands-on career education program designed to provide individuals with the most challenges the opportunity to explore careers, learn about their passions and interests and gain work and life-ready skills.

It All Starts with Great Content

- Two Levels of Instruction (Adapted and General Curriculum)
- Evidence-based Strategies Such As Video Modeling, Visual Schedules and Data Sheets
- Hands-on Activities Using Real Tools
- Real-life Photos
- Differentiated Instruction
- Assessments and Academic Integration
- Communication Supports
- Bridge to Community Employment and Post-Secondary Options

Learn Career Interests and Practice Skills

- Hundreds of Hands-on Activities
- Real Tools
- 50+ Video Modeling Clips
- 700+ Job Tasks

Students who need the most assistance

Profound, Severe and Moderate Intellectual Disability (ID) and Low functioning ASD.

Available Titles

- Cleaning Maintenance
- Filing
- Greenhouse Work
- Grocery Clerking
- Hair Care & Styling
- Mail Handling
- Table Service
- Child Care
- Animal Care
- Autobody Repair
- Caregiver
- Carpentry
- Food Service
- Health & Nutrition
- Retailing
- Skin & Nail Care
- Small Engine Repair

Class Duration

20+ Days per Title

Assessment

Knowledge Based: Pre-Post Tests
Performance Based: Data Sheets & Work Performance Benchmarks

Certificate

Completion Certificate for each kit

Teaching Approach

Ideal for a Teacher-led Approach
Using hands-on tools, with curriculum in print, on computer, projector, interactive white board, iPad or a combination

There is a huge void in quality materials for the moderate, severe and profound population. Project Discovery fills that void.

B. GARRISON
Corydon, IN
Easy to Implement

- Step-by-step student instructions
- Detailed instructor notes
- Materials and tools included
- Digital files for customization

Easily put Evidence-Based Practices to Work in the Classroom

- **VIDEO MODELING**
  Provides visual and auditory support

- **VISUAL SCHEDULE AND REAL-LIFE PICTURES**
  Promote independence and time on task

- **PROGRESS MONITORING AND PERFORMANCE EVALUATION**
  Data sheets provide detailed task and performance analysis

- **SOCIAL COMMUNICATION AND BEHAVIOR SUPPORTS**
  Such as vocabulary boards and cards, role playing, games and situation cards

- **SYSTEMATIC INSTRUCTION**
  System of least prompts and constant time delay

- **ACADEMIC STANDARDS**
  Embedded into activities

Project Discovery supports Universal Design for Learning: Multiple means of Representation, Expression and Engagement.
MARKETABLE SKILLS!

Marketable Skills in Pursuit of Purpose

Hands-on training series to prepare learners grades 10–12 and ages 18–21+ for entry-level employment by developing marketable skills.

Competency-based, day-by-day detailed lessons skillfully prepare students for the workplace. Participants learn job-related skills, life skills, academic skills and workplace safety. They exit the program with a certificate of skills completion for a successful transition to employment.

Two levels of curriculum — Basic and Enhanced — provide students with competency-based instruction.

Uniquely designed to meet nationally-validated business and industry standards allowing your students to leave school with...

<table>
<thead>
<tr>
<th>BASIC SKILLS</th>
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<tr>
<td>Students working at or near grade level</td>
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<tr>
<td>Students learning to live and work independently who may pursue post-high school education and training.</td>
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<tr>
<td>• EBD, LD, Mid to High Functioning ASD &amp; ID</td>
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<tr>
<td>• High School and 18-21 Year Old Programs</td>
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<tr>
<td>Ideal for:</td>
</tr>
<tr>
<td>• Students who can follow detailed, multi-step instructions</td>
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<tr>
<td>• Students who can perform higher levels of academic skill tasks</td>
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<tr>
<td>• Supplement to any career and tech-ed curriculum</td>
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<td>• Students at risk</td>
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<tr>
<th>AVAILABLE TITLES</th>
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<tr>
<td>Basic...</td>
</tr>
<tr>
<td>• Auto Detailing</td>
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<tr>
<td>• Carpenter’s Helper</td>
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<tr>
<td>• Child Care Assistant</td>
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<tr>
<td>• Food Service Assistant</td>
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<tr>
<td>• General Office Assistant</td>
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<tr>
<td>• Horticulture/Greenhouse Worker</td>
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<tr>
<td>• Lawn Care Worker</td>
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<tr>
<td>• Retail/Stock Assistant</td>
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<tr>
<td>• Construction Trades</td>
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<tr>
<td>• Caregiver</td>
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<tr>
<th>CLASS DURATION</th>
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<tbody>
<tr>
<td>90 Days of Lesson Plans (Semester 1)</td>
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<tr>
<th>ASSESSMENT</th>
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<tbody>
<tr>
<td>Knowledge-Based: Pre-Post Tests</td>
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<tr>
<td>Performance-Based: Work Performance Benchmarks</td>
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<tr>
<th>CERTIFICATE</th>
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<tbody>
<tr>
<td>Completion Certificate for each kit</td>
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<tr>
<th>LEVELS OF INSTRUCTION</th>
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<tbody>
<tr>
<td>Two Reading Levels:</td>
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<tr>
<td>• 4th - 8th Grade</td>
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<td>• 2nd - 4th Grade</td>
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<tr>
<td>(Audio for Low &amp; Non Readers)</td>
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<tr>
<th>TEACHING APPROACH</th>
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<tr>
<td>Ideal for an Independent or Peer Group Situation</td>
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<tr>
<td>Where students are learning to work on their own with less teacher supervision.</td>
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<tr>
<td>Use hands-on tools with curriculum in print, on computer, projector, interactive white board, iPad or combination</td>
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</tbody>
</table>

100+ Careers
1000+ Job Tasks
ENHANCED SKILLS

Students working at or above grade level
Students learning to live and work independently who may pursue post-high school education and training.
- EBD, LD, High Functioning ASD

Ideal for:
- Students who can follow very detailed, multi-step instructions
- Students who can perform higher levels of academic skill tasks
- Supplement to any higher-level career and tech-ed curriculum
- Students at risk
- Juvenile Justice

Enhanced...
- Auto Detailing
- Carpenter’s Helper
- Child Care Assistant
- Food Service Assistant
- General Office Assistant
- Horticulture/Greenhouse Worker
- Lawn Care Worker
- Retail Trades

90 Days of Lesson Plans (Semester 2)

Knowledge-Based: Pre-Post Tests
Performance-Based: Work Performance
Benchmarks

Completion Certificate for each kit

Two Reading Levels:
- 4th - 8th Grade
- 2nd - 4th Grade
  (Audio for Low & Non Readers)

Ideal for an Independent or Peer Group Situation
Where students are learning to work on their own with less teacher supervision.

Use hands-on tools with curriculum in print, on computer, projector, interactive white board, iPad or combination

Project Discovery covers our basic level curriculum. We selected the program because it offers tremendous variety. Every module has been through the academic rigors and provides validity and consistency.

D. ROPE
PALS Program Director | Pensacola, FL

700+ Activities
1600+ Hours of Instruction
WHAT’S IN A KIT?

It’s All Here: Comprehensive Proven Resources

Our dynamic programs make implementation easy!

Adapted Titles Also Include

- Video Modeling
- Visual Schedules
- Data Sheets

Teacher Instructions
Including Scope & Sequence

Parental Involvement
Informative Brochure

Student Instructions
Engaging Activities

Tools and Equipment
Prepare Students for the Job

Comprehensive Assessments
Knowledge & Performance-Based

‘First Look’ Lessons
Designed for Special Education

Certificate of Completion • Easy Customization • Durable, Versatile Storage • Pictures & Real-Voice Audio

Titles include a thumb drive with digital files that include educational materials to instruct on career exploration, job skills training, independent living skills and employability skills and that may be downloaded onto an electronic device (computer, iPad, etc). The Site license included provides for use of digital files on any number of computers in ONE building.
A competency-based approach to prepare your students to be job and life ready...
Live Your Best Life

With this dynamic series, your students will ACHIEVE... employability skills to get and keep a job... and life skills for independent living.

Each package provides TWO LEVELS of material (3rd-4th grade reading level and 6th-8th grade reading level) to help all users build the foundation to:

- Begin a successful job search.
- Secure and keep a job.
- Possess independent living skills.

Students will use the interactive PowerPoints to assess their knowledge and learn key skills. Functional academic worksheets support instruction in academic standards!

Students working below, near, or at grade level
Students learning to live and work independently.
- EBD, LD, ASD, Mild ID, English Language Learners (ELL)

Ideal for:
- Students who can follow simple or multi-step instructions
- Students preparing for career readiness

Available Titles

Job Prep & Employability Skills
- Planning Career Goals
- Looking for a Job
- Developing a Resume
- Completing a Job Application
- Interviewing for a Job
- Positive Attitudes in Getting a Job
- Your Appearance in the Interview
- Verbal & Non-Verbal Communication
- Written Communication
- Your Appearance on the Job
- Positive Attitudes in Keeping a Job
- Maintaining Regular Attendance
- Following Directions
- Workplace Literacy
- Expectations on the Job
- On the Job Phone Skills
- Managing Your Money

Class Duration
10-12 Day Scope & Sequence

Assessment
- Knowledge-Based: Pre-Post Test
- Assessment Checklists

Certificate
Completion Certificate for each title

Levels of Instruction
Two Reading Levels:
- 6th - 8th Grade
- 3rd - 4th Grade
.Audio for Low & Non Readers

Teaching Approach
- Can Be Teacher or Student-led
- Use curriculum in print, on computer, projector, interactive white board, iPad or combination

Two Levels of Instruction
450+ Competencies
The key needs I want to address for my students’ success are academic skill development, remediation and enrichment while developing hands-on knowledge and expertise in workforce areas as well as having competent, independent living skills.

L. DYER
Believers Academy | West Palm Beach, FL

Students working below, near, or at grade level
Students learning to live and work independently.
• EBD, LD, ASD, Mild ID, English Language Learners (ELL)

Ideal for:
• Students who can follow simple or multi-step instructions
• Students preparing for independent living

Independent Living Skills
• Banking: Credit & Loans
• Banking: Checking & Savings
• Getting Around
• Living on Your Own
• Skills for Buying a Car
• Renting an Apartment
• Life Skill for the Telephone
• Consumer Shopping
• Customer Service
• Time Management
• Perimeter & Area
• Laundry
• Using Money
• Kitchen Safety
• Kitchen Tools
• Measurements
• Baking Math
• Sales Tax, Discounts & Tips
• Study Skills
• General Housekeeping Tips

Self-Confidence & Social Skills
• Cyberbullying
• Bullying
• Internet Safety
• Problem Solving
• Conflict Resolution
• Self-Esteem
• Friendship Basics
• Teamwork
• Service Learning
• Social Skills
• Showing Respect
• Diversity Awareness
• Self-Determination
• Workplace Bullying

Health & Nutrition
• Planning Healthy Meals
• Weight Control & Physical Activity
• Healthy Snacks
• Healthy Meals on a Budget
• Food Labels
• Active Recreation
• Passive Recreation
• Dangers of Tobacco
• Basic First Aid
• Basic Hygiene
• Dangers of Alcohol

10-12 Day Scope & Sequence
• Knowledge-Based: Pre-Post Test
• Assessment Checklists

Completion Certificate for each title

Two Reading Levels:
• 6th - 8th Grade
• 3rd - 4th Grade
(Audio for Low & Non Readers)

Can Be Teacher or Student-led
Use curriculum in print, on computer, projector, interactive white board, iPad or combination

62* Titles
1000* Hours of Instruction
Training

Our materials are designed by teachers... for teachers. But that may not always be enough! We work with your educators to ensure student success by providing professional development training.

Key implementation strategies and teacher tips can make all the difference. It’s like... a collection of musical instruments turning into a symphony!

Discover that your time spent with us... is more than just a day of training.

Education Associates values our customers and strives to provide not only quality curriculum, but excellent support as well.

Our team is dedicated to helping you improve educational achievement for your students. We believe training is an important component of program success and stress a commitment to professional development training by those educators involved. Teachers, counselors and administrators involved in the program are eligible to attend the training.

NATIONALLY CERTIFIED TRAINER
Who will provide up to 6 hours of hands-on training.

TRAINING MANUAL
Comprehensive instructions providing a step-by-step guide for a successful implementation.

TOLL FREE PHONE SUPPORT
Instant access to a live person. No annual fee. We encourage any staff member who received training to contact us at any time for assistance. 800.626.2950

FOLLOW-UP VISITS
With local representatives who are available to provide on-site assistance as necessary.

SITE SUPPORT SURVEY/FOLLOW-UP
Participate in our electronic survey (6-9 weeks post training) to document your students’ success.

QUESTIONS?
info@educationassociates.com
www.educationassociates.com
# What level is right for my learners?

This document is meant to be used as a general guide and shows student groupings and levels correlated to the Project Discovery and Achieve Life Skills curriculum using a generalized approach. Since the curriculum provides differentiated instruction across the materials, the selections were based on considering if a majority of the students at that level could complete a majority of the activities. Therefore, this is a general guide as determinations will vary student by student and school by school.

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<td>✓ ✓ ✓</td>
<td>✓ ✓ ✓</td>
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<td>Moderate ID – Intellectual Disability</td>
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<td>Mid Functioning ASD</td>
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<tr>
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<td>English Language Learners – ELL</td>
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<td>Students At-Risk</td>
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<td>Juvenile Justice</td>
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<td>18-21+ year old Programs</td>
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<td>Adult Programs</td>
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### Career Awareness

**Hands-on and Digital Materials**

<table>
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<tr>
<th>Basic Series</th>
<th>Enhanced Series</th>
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<tbody>
<tr>
<td>Auto Detailing</td>
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<tr>
<td>Carpenter's Helper</td>
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<tr>
<td>Child Care Assistant</td>
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<tr>
<td>Food Service Assistant</td>
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</tr>
<tr>
<td>General Office Assistant</td>
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</tr>
<tr>
<td>Horticulture / Greenhouse Worker</td>
<td>N/A</td>
</tr>
<tr>
<td>Lawn Care Worker</td>
<td>N/A</td>
</tr>
<tr>
<td>Retail / Stock Assistant</td>
<td>N/A</td>
</tr>
<tr>
<td>Construction Trades</td>
<td>N/A</td>
</tr>
<tr>
<td>Caregiver</td>
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### Job Skills Training

**Hands-on and Digital Materials**

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<th>Basic Series</th>
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<tbody>
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<td>Auto Detailing</td>
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<td>Carpenter's Helper</td>
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<tr>
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<tr>
<td>Food Service Assistant</td>
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<tr>
<td>Retail / Stock Assistant</td>
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<tr>
<td>Construction Trades</td>
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<td>Caregiver</td>
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### Career Exploration

**Hands-on and Digital Materials**

<table>
<thead>
<tr>
<th>Beginning Series</th>
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</thead>
<tbody>
<tr>
<td>Cleaning Maintenance</td>
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<tr>
<td>Filing</td>
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<tr>
<td>Greenhouse Work</td>
</tr>
<tr>
<td>Grocery Clerking</td>
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<tr>
<td>Hair Care &amp; Styling</td>
</tr>
<tr>
<td>Mail Handling</td>
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<tr>
<td>Table Service</td>
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<td>Child Care</td>
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<table>
<thead>
<tr>
<th>Intermediate Series</th>
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</thead>
<tbody>
<tr>
<td>Advertising &amp; Editorial Design</td>
</tr>
<tr>
<td>Animal Care</td>
</tr>
<tr>
<td>Autobody Repair</td>
</tr>
<tr>
<td>Caregiver</td>
</tr>
<tr>
<td>Carpentry</td>
</tr>
<tr>
<td>Food Service</td>
</tr>
<tr>
<td>Graphic Artist</td>
</tr>
<tr>
<td>Medical Emergency Services</td>
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<tr>
<td>Medical Patient Care</td>
</tr>
<tr>
<td>Health &amp; Nutrition</td>
</tr>
<tr>
<td>Retailing</td>
</tr>
<tr>
<td>Skin &amp; Nail Care</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advanced Series</th>
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</thead>
<tbody>
<tr>
<td>Construction Trades</td>
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<tr>
<td>Electricity</td>
</tr>
<tr>
<td>Food Technology</td>
</tr>
<tr>
<td>Law Enforcement</td>
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<tr>
<td>Medical Records</td>
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<tr>
<td>Small Engine Repair</td>
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<td>Writing Careers</td>
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### Adapting Career Exploration

**Version of Career Exploration**

<table>
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<td>N/A</td>
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</tbody>
</table>

Select specific titles to get your students job and life ready...

**MAKE A PLAN FOR SUCCESS.**
Independent Living Skills

Digital Materials

- Banking: Credit & Loans
- Banking: Checking & Savings
- Getting Around
- Living on Your Own
- Skills for Buying a Car
- Renting an Apartment
- Life Skills for the Telephone
- Consumer Shopping
- Customer Service
- Time Management
- Perimeter & Area
- Laundry
- Using Money
- Kitchen Safety
- Kitchen Tools
- Measurements
- Baking Math
- Sales Tax, Discounts, & Tips
- Study Skills
- General Housekeeping Tips

Self-Confidence & Social Skills

Digital Materials

- Cyberbullying
- Bullying
- Internet Safety
- Problem Solving
- Conflict Resolution
- Self-Esteem
- Friendship Basics
- Teamwork
- Service Learning
- Social Skills
- Showing Respect
- Diversity Awareness
- Self-Determination
- Workplace Bullying

Health & Nutrition

Digital Materials

- Planning Healthy Meals
- Weight Control & Physical Activity
- Healthy Snacks
- Healthy Meals on a Budget
- Food Labels
- Active Recreation
- Passive Recreation
- Dangers of Tobacco
- Basic First Aid
- Basic Hygiene
- Dangers of Alcohol

Job Prep & Employability Skills

Digital Materials

- Planning Career Goals
- Looking for a Job
- Developing a Resume
- Completing a Job Application
- Interviewing for a Job
- Positive Attitudes in Getting a Job
- Your Appearance in the Interview
- Verbal & Non-Verbal Communication
- Written Communication
- Your Appearance on the Job
- Positive Attitudes in Keeping a Job
- Maintaining Regular Attendance
- Following Directions
- Workplace Literacy
- Expectations on the Job
- On the Job Phone Skills
- Managing Your Money

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Virginia Beach, VA
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- Request a Preview Packet