



SONOMA COUNTY WORK-READY CERTIFICATION
TEACHER CURRICULUM GUIDE:
LESSON PLANS & HANDOUTS

Dear Teacher,

Key education and business leaders in Sonoma County have come together to develop standards and criteria for certifying entry-level job seekers as work-ready. The result of their efforts is Sonoma County Work-Ready Certification, a document and process for determining high school students' readiness for transition from education to work. The program is a joint venture of the Sonoma County Office of Education and Sonoma County Workforce Investment Board's Youth Council and is strongly endorsed by the local business community.

This curriculum guide is being provided to assist you in helping your students gain awareness of the skills and knowledge required to earn the certification. It is intended to supplement any lessons or activities that you may already be using. Furthermore, it is not a requirement that students complete this curriculum in order to receive Work-Ready Certification.

Lesson plans are included with each of the handouts, but you can feel free to modify the lessons as you see fit. The lesson plans can be administered by the teacher as a whole class activity, or the handouts can be given to students to complete independently as classwork or homework. Many of the lessons will work well as short activities at the beginning or end of a class period, or as activities for students who finish classwork or tests early, or as lesson plans to leave for a substitute teacher.

Thank you for introducing the Sonoma County Work-Ready Certification program to your students. It is our hope that you will find, as other teachers who have implemented the program have, that the skills and knowledge that students must demonstrate to earn the certification will serve them well in their lives ahead. Should you have any questions regarding the certification or feedback on this curriculum guide, please don't hesitate to contact me.

Sincerely,

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