WE'RE GLAD YOU'RE HERE!

We will begin promptly at 4pm

HOUSEKEEPING & LOGISTICS

- **The link to the recording will be posted on the ASCEND 307 web page**
  - This session will be recorded.
  - Handouts and the Slides are available on the ASCEND 307 webpage.
- **Closed Captioning:** needs to be set up individually by clicking on the "closed caption" on the bottom row of icons on your session screen.
- **Links posted in Chat:** throughout the session, pertinent links will be posted in the Chat.
- **Q&A:** To ask questions, please use the Q & A box.

ASCEND 307

Essential Readiness Skills Webinar Series

Focus on Effective Technology Use

Please watch a welcome video by Superintendent Degenfelder

EMPLOYABILITY SKILLS

WHAT?

Skills employers consistently rank as essential for new hires.
- Applied Knowledge
  - Problem Solving
  - Making Decisions
- Effective Relationships
  - Team Member
  - Flexibility
- Workplace Skills
  - Manage Time
  - Communicate

WHY?

Superintendent Degenfelder 2025 Priority
- Pursuing Academic Excellence
  - Expand career & technical education opportunities

WY Community College Commission
- Social Capital Skills

Office of Career, Technical & Adult Education
- Employability skills

WHO needs them WHEN?

All students with and without disabilities need to function in society.
- Executive Functioning skills form the core foundation of employability skills
  - Pre-K-12
    - Develop executive function skills
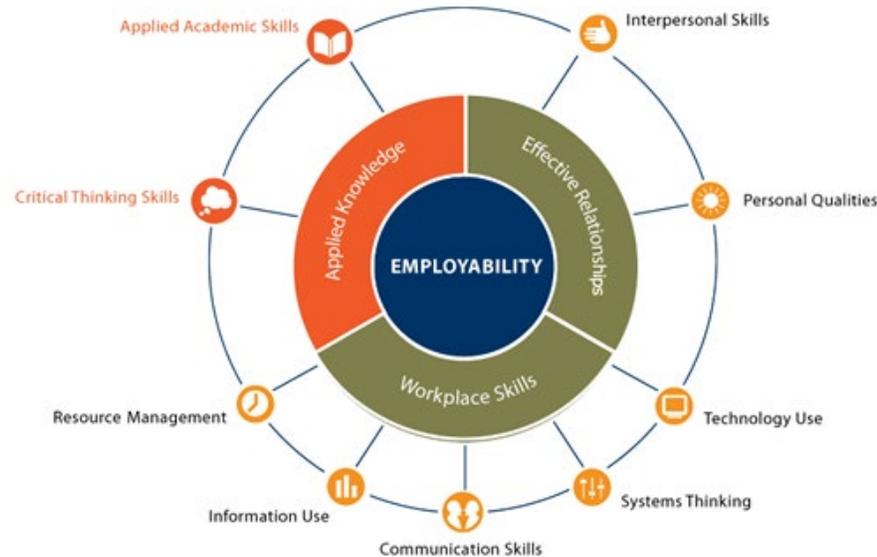 - Transition
    - Employability skills

EMPLOYABILITY SKILLS FRAMEWORK FOR WYOMING-READY WORKFORCE

Applied Knowledge:
- Applied academic skills: reading, writing, mathematics
- Critical thinking skills: problem solving, make decisions

Effective Relationships:
- Interpersonal skills: teamwork, positive contributions
- Personal qualities: personal responsibility, professionalism, flexibility

Workplace Skills:
- Resource management: managing time & other resources
- Information use: using a variety of information to perform tasks
- Communication skills: communicating effectively with others to perform tasks
- Systems thinking: contributes to workplace teamwork
- Technology use: applying technology appropriately to perform tasks

WORKPLACE SKILLS: TECHNOLOGY USE

Tessie Rose Bailey, Ph.D., is the Director of the [PROGRESS Center: Promoting Progress for Students with Disabilities](#) and advisor for the [Center on Multi-Tiered System of Supports (MTSS Center) at AIR,](#) [Lead IDEA Center,](#) and [National Center on Intensive Interventions](#) (NCII). She also supports states and districts in implementing special education requirements and tiered systems through the [National Center for Systemic Improvement](#) (NCSI) and state contracts. She has conducted hundreds of workshops and presentations for local and state educators on effective and efficient implementation of MTSS and special education. She has developed many widely used technical assistance resources, including the [Multi-Tiered System of Supports Within Schools: The What and The How,](#) [Strategies for Setting High-Quality Academic Individualized Education Program Goals,](#) assessment and intervention [professional learning material,](#) [online self-paced learning modules,](#) and training materials for local technical assistance providers.
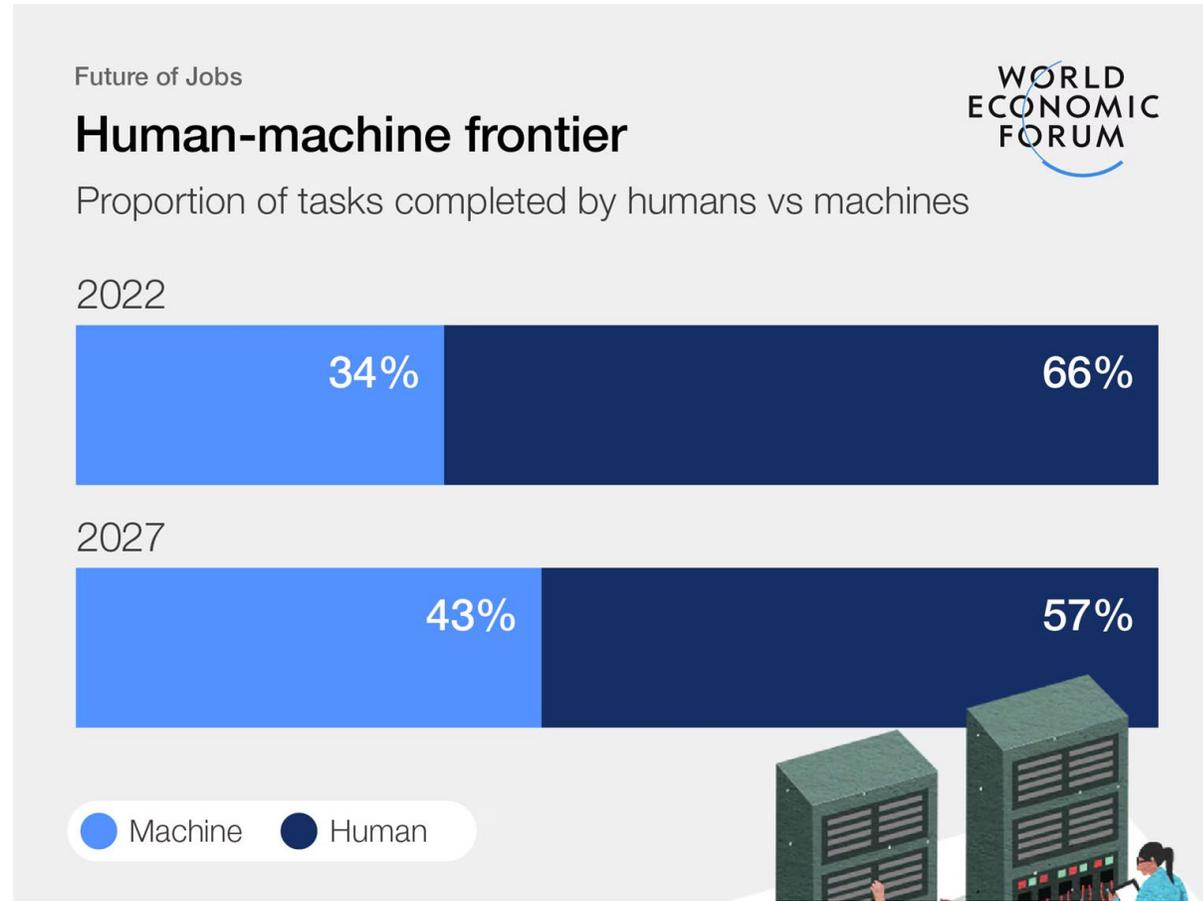
TECHNOLOGY, THE BEST OR WORST THING FOR EDUCATION?

**Share in the Q&A
what do you think?**
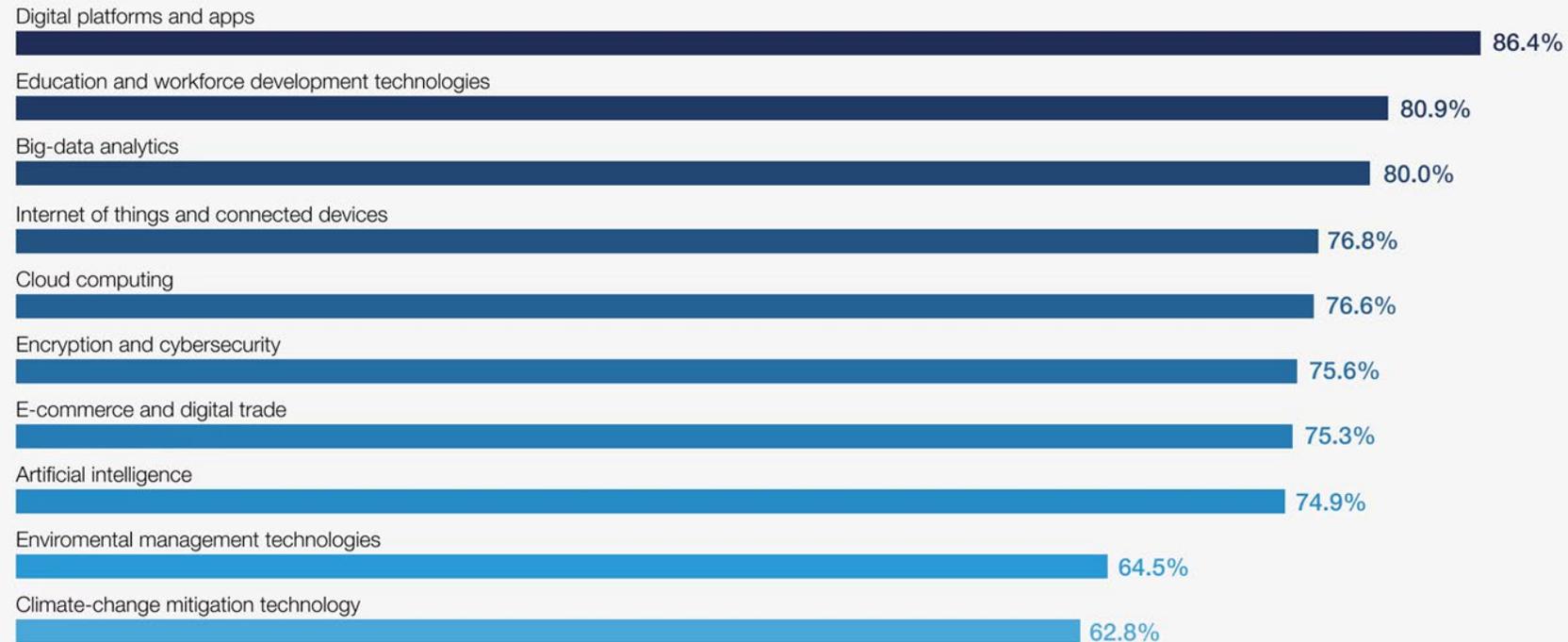
WHY FOCUS ON BUILDING TECHNOLOGY USE SKILLS?

Future of Jobs

Human-machine frontier

Proportion of tasks completed by humans vs machines

2022

34% | 66%

2027

43% | 57%

● Machine ● Human

Source: World Economic Forum, 2023

Top 10 technology adoption, 2023-2027

Technologies ranked by the share of organizations surveyed who are likely to adopt this technology over the next 5 years.

WORLD ECONOMIC FORUM

Technology	
Digital platforms and apps	86.4%
Education and workforce development technologies	80.9%
Big-data analytics	80.0%
Internet of things and connected devices	76.8%
Cloud computing	76.6%
Encryption and cybersecurity	75.6%
E-commerce and digital trade	75.3%
Artificial intelligence	74.9%
Enviromental management technologies	64.5%
Climate-change mitigation technology	62.8%

Source
World Economic Forum, Future of Jobs Report 2023.

TECHNOLOGY IS CONTINUING TO SHIFT ALMOST EVERY JOB ROLE, WHETHER IT'S IN A FACTORY OR BEHIND A DESK.

- World Economic Forum, 2023

WHAT ARE TECHNOLOGY USE SKILLS?

USE OF INSTRUCTIONAL TECHNOLOGY IS NOT THE SAME AS BUILDING TECHNOLOGY USE SKILLS.

Instructional technology is a **pedagogically enhanced learning experience** in which higher tech devices are used as a component of the lesson for content delivery.

WHAT IS AND ISN'T TECHNOLOGY USE SKILLS

What it is?

Teaching students technology use skills, including how to use assistive technology necessary to overcome barriers.

What it is not?

Using instructional technology to enhance instruction for all students or individual students through adaptations of content delivery and learning expression.

TECHNOLOGY USE SKILLS

Essential technology use skills for post-school employment include:

- basic digital literacy,
- workplace productivity,
- communication, and
- adaptability.

These skills apply across careers, from skilled trades to professional office roles, and are increasingly considered foundational employability skills, not "advanced tech."

WHAT TECHNOLOGY USE SKILLS DO YOU BELIEVE ARE NECESSARY FOR POST-SCHOOL EMPLOYMENT AND SUCCESS?

Reflect in the Q&A

WHAT TECHNOLOGY SKILLS DO EMPLOYERS WANT?

Employers consistently report they want workers who can:

- Use everyday technology independently.
- Communicate professionally in digital spaces.
- Learn new tools without constant supervision.
- Use technology responsibly and safely.

BASIC DIGITAL LITERACY (FOUNDATIONAL SKILLS)

- These are the minimum expectations for most entry-level jobs.
- Turning devices on/off; logging in securely
- Navigating operating systems (Windows, macOS, ChromeOS).
- Using keyboards, touchpads, touchscreens, and accessibility tools.
- Managing files and folders (save, open, rename, upload, download).
- Understanding basic troubleshooting (restart, reconnect Wi-Fi, update apps).

Employers expect workers to function independently with everyday technology.

WORKPLACE PRODUCTIVITY TOOLS

Employees must be able to create, edit, and manage digital work products.

- Word processing (documents, formatting, spell check)Spreadsheets (entering data, basic formulas, sorting)
- Presentations (slides, visuals, sharing)
- Using cloud platforms (Google Workspace, Microsoft 365)
- Printing, scanning, and saving documents appropriately

Most jobs rely on digital documentation, scheduling, and reporting.

DIGITAL COMMUNICATION SKILLS

Professional communication is a top employer priority.

- Writing and responding to professional emails
- Using messaging and collaboration tools (Teams, Slack, chat features)
- Participating in virtual meetings (mute/unmute, chat, screen sharing)
- Understanding tone, clarity, and professionalism in digital messages
- Following workplace communication norms and response expectations

Poor digital communication is a common reason employees struggle or are dismissed.

INFORMATION LITERACY & ONLINE NAVIGATION

Employees must evaluate and use digital information responsibly.

- Conducting effective internet searches.
- Identifying credible sources.
- Following online instructions or training modules.
- Completing digital forms and applications.
- Understanding basic data privacy and security practices.

Workers are often expected to learn new tasks independently using online resources.

TECHNOLOGY FOR TASK COMPLETION & JOB-SPECIFIC TOOLS

Skills vary by career field but include:
- Point-of-sale systems
- Time-tracking or scheduling software
- Inventory systems
- Learning management or training platforms
- Industry-specific software or apps

Employers value workers who can quickly learn and adapt to new systems.

DIGITAL SAFETY, ETHICS, AND RESPONSIBILITY

Technology use must align with workplace expectations.

- Creating and managing secure passwords
- Recognizing phishing and scams
- Protecting confidential information
- Following acceptable use policies
- Understanding digital footprints and professionalism.

Data breaches and misuse can have serious legal and financial consequences.

TO WHAT EXTENT ARE YOU INTENTIONALLY DEVELOPING STUDENTS' TECHNOLOGY USE SKILLS NECESSARY FOR SCHOOL AND POST-SCHOOL SUCCESS?
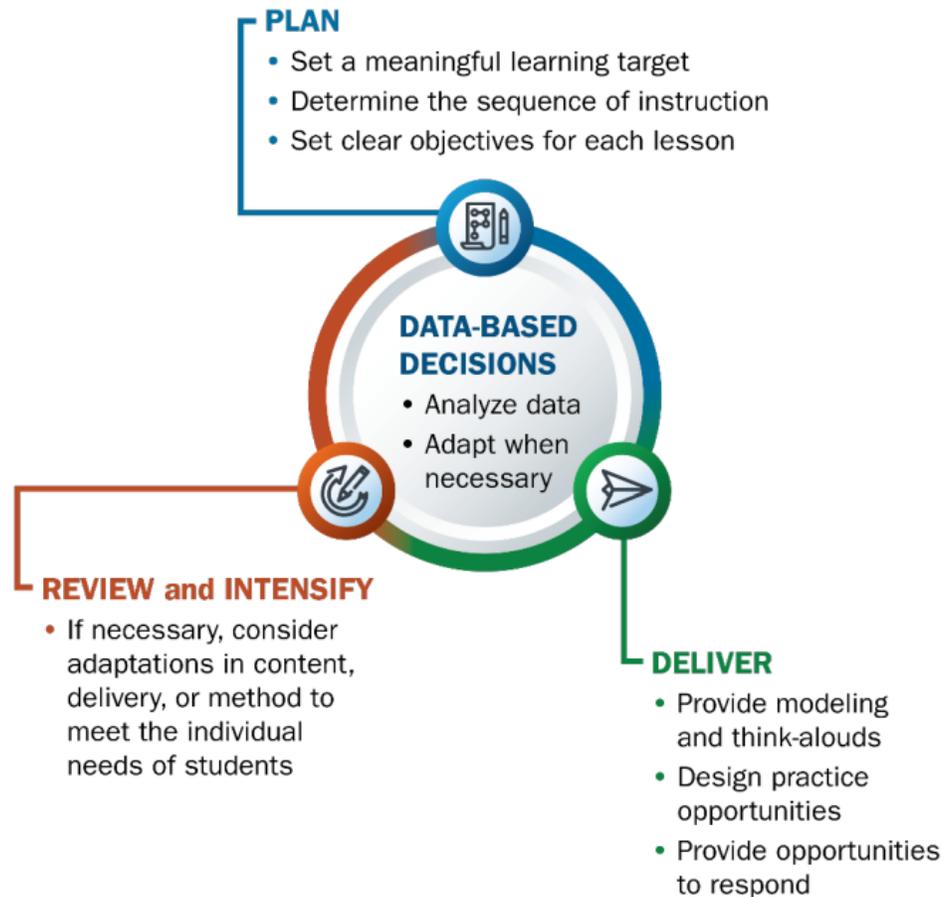
WHAT QUESTIONS DO YOU HAVE ABOUT TECHNOLOGY USE?

Reflect in the Q&A

HOW CAN EDUCATORS DEVELOP STUDENTS' TECHNOLOGY USE SKILLS?

EXPLICITLY TEACH TECHNOLOGY USE SKILLS AND PROVIDE MULTIPLE OPPORTUNITIES FOR PRACTICE AND FEEDBACK

EXAMPLES IN ACTION:
STORIES FROM THE FIELD

QUESTIONS AND CLOSING THOUGHTS

RESOURCES FOR DEVELOPING TECHNOLOGY USE SKILLS

- 8 Tech Skills Every Student Should Have, According to Educators (edWeek)
- PROGRESS Center instructional practice brief on Instructional Technology Use
- PROGRESS Center self-paced course on Instructional Technology Use Strategies
- CITES Website – federally funded center which supports school districts to build and maintain technology systems that are inclusive of every student.

PLEASE COMPLETE THE EVALUATION

Deana will add link and QR code.

ASCEND 307 Webinar Series - What's Next

Employability Skills Webinar Series are (generally):
Second Wednesday of the month, 4-5pm

- March 11: Resource Management and Information Use
- April 8: Systems Thinking
- May 6 (NOTE: first week in May): Wrap up, review/circle back as applicable

Please see the [ASCEND 307 website](#) to register.

FOR MORE INFORMATION

Trina Kilty

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trina.kilty@wyo.gov

ASCEND 307 is a multi-year initiative developed through a federal grant awarded to the Wyoming Department of Education. The overarching goal of the Wyoming State Personnel Development Grant is to improve outcomes for students with disabilities by enhancing personnel preparation and professional development in education and transition services.

LEARN MORE

- Social Capital Skills: communitycolleges.wy.edu/adult-education-standards-success
- Office of Career, Technical, and Adult Education: https://cte.ed.gov/
- Employability Skills Framework; Employability skills Planning Checklist both pdf and docx https://cte.ed.gov/initiatives/employability-skills-framework
- Integrating Employability Skills: A Framework for All Educators: https://air.org/resource/guidetoolkit/integrating-employability-skills-framework-all-educators
- ASCEND 307 web page: https://edu.wyoming.gov/parents/special-education/ascend-307/
- Employability skills framework instruction planning tool https://lincs.ed.gov/sites/default/files/employability-skills-framework-instruction-planning-tool.pdf
- Understanding the IDEA and FAPE in relation to functional skills https://www.nj.gov/education/specialed/policy/documents/IDEA_FAPE_FunctionalSkillsGuide.pdf
- Employability skills handout air.org/resource/guidetoolkit/integrating-employability-skills-framework-all-educators

LEARN MORE

- Belonging handout; Cognitive and Metacognitive Strategies; Teaching Social Behaviors; Instructional Technology Promotingprogress.org/home
- Self-Management tip sheet https://intensiveintervention.org/
- PK-5k SEL Competencies with Assessment; 1-3 SEL Competencies with Assessment; 4-5 SEL Competencies with Assessment; 6-8 SEL Competencies with Assessment; 9-10 SEL Competencies with Assessment; 11-Adult SEL Competencies with Assessment https://dpi.wi.gov/sspw/mental-health/social-emotional-learning/competencies
- Integrated Supports Star - overview; Integrated Supports Star - tip sheet; Respite Supports Star; Safety and Security Supports Star; Support and Decision Making Supports Star; Advocacy and Engagement Supports Star; Social and Spirituality Supports Star; Healthy Living Supports Star; Community Living Supports Star; Daily Life and Employment Supports Star https://www.lifecoursetools.com/lifecourse-library/integrated-supports-star/
- Employability Skills Workbook https://www.air.org/resource/guidetoolkit/integrating-employability-skills-framework-all-educators
- Employability Skills Framework Assessment Selection Tool https://lincs.ed.gov/sites/default/files/employability-skills-framework-assessment-selection.pdf
- Employability Skills Framework Interviewing for Employability Skills https://lincs.ed.gov/sites/default/files/employability-skills-framework-interview-guide.pdf
- Matrix of comparisons of employability skills assessments https://lincs.ed.gov/sites/default/files/employability-skills-framework-source-matrix.pdf
- Social and Emotional Competencies and Career and Technical Education Employability Standards Crosswalk https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/FINAL_SEL_CTE_Crosswalk_1.pdf
- Wisconsin's Employability Skills Certificate Implementation Guide https://dpi.wi.gov/sites/default/files/imce/cte/pdf/esimpleguide.pdf