

Employability Skills: Grades K, 1, 2

Adopted 2010

Communicate and work appropriately with others to complete tasks.

Work appropriately and productively with others.

- Set goals.
- Demonstrate good listening skills.
- Share thoughts and ideas with others.
- Work positively and effectively with others.
- Exhibit appropriate behavior in various situations.
- Identify behaviors that cause conflict.
- Exhibit positive self-concept.
- Describe the concept of community.
- Respect others.
- Cooperate with others.
- Acknowledge own and other's good efforts.

Use different perspectives to increase innovation and the quality of work.

- Generate ideas with assistance.
- Are aware of others' feelings and opinions.
- Appropriately accept constructive feedback.

Use all the appropriate principles of communication effectively.

- Listen to others.
 - Ask appropriate questions.
 - Read, understand and create information in a variety of forms.
 - Follow directions.
 - Use technology to communicate.
 - Use various channels of communication.
 - Express ideas.
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Recognize different roles and responsibilities and is open to change.

Adapt to varied roles, responsibilities, and expectations.

- Work independently.
 - Work with others.
 - Understand mistakes are not wrong/bad.
 - Complete tasks and activities.
 - Follow predetermined stages/steps needed to complete an activity or task.
 - With teacher guidance, collaboratively generate strategies to improve an activity or task.
 - Listen attentively.
 - Respect others ideas.
 - Accept and respect others.
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Work effectively in a climate of ambiguity and changing priorities.

- Become aware that change occurs.
 - Adapt to change with minimal guidance.
 - Adjust to changes in structured environment.
 - Understand pressure exists.
 - Work toward conflict resolution.
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Demonstrate appropriate risk-taking.

- Are open to consider new ideas or alternative ways to complete tasks.
 - Work to achieve goals.
 - Understand the purpose of "what if" questions.
 - Share ideas with an open mind.
 - Support others' suggestions.
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Learn leadership skills and demonstrate integrity, ethical behavior, and social responsibility.

Use interpersonal skills to influence and guide others toward a goal.

- Compliment others' work.
- Initiate positive interactions with classmates.
- Identify the concept of goal.
- Use appropriate group communication skills.
- Listen to others.
- Accept constructive suggestions in a positive way.

Leverage the strengths of others to accomplish a common goal.

- Communicate ideas and thoughts.
- Share tasks necessary to complete a group task.
- Understand others may have different ideas and opinions.
- Understand the concept of compromise.

Demonstrate integrity and ethical behavior.

- Understand taking responsibility for own actions.
- Understand the importance of telling the truth.
- Understand the concepts of character and core values.

Demonstrate mental, physical, and emotional preparedness to accomplish the task.

- Understand the concept of being organized.
- Stay on task until the task is completed.

Develop initiative and demonstrate self-direction in activities.**Perform work without oversight.**

- Ask questions to clarify and accomplish a task.
- Understand how to follow sequential steps to complete a task.
- Learn that incomplete work is not acceptable.
- Understand the importance of self-confidence.
- Identify resources and how to access them.
- Learn to formulate solutions.
- Understand the importance of commitment to self and group.

Use time efficiently to manage workload.

- Follow logical steps.
- Follow a provided timeline.
- With guidance, prioritize steps in proper order.

Assess mastery of skills.

- Identifies the task
- Becomes aware of skills needed to complete the task
- Shares knowledge

Set and achieve high standards and goals.

- Understand what a goal is.
- Articulate a personal goal.
- Engage in guided activities to improve skills that are relative to goals.
- Are aware of the concept of core values.
- Determine rate of progress toward goals.

Engage in effective problem solving process.

- Become aware of the connections between the classroom and the world around them.
- Become aware of resources and partners that may be useful in solving problems.
- Practice problem solving techniques.
- Generate potential solutions to the problem.
- Implement solution.

Work productively and are accountable for their actions.**Deliver quality job performance on time.**

- Recognize quality work.
- Demonstrate a sense of timeliness.
- Stay on task until work is completed.
- Understand concept of ethical behavior in producing work.

Demonstrate accountability for individual performance.

- Are punctual in daily activities.
- Seek help only when appropriate.
- Stay on task when completing work.
- Correct errors when directed.
- Learn from mistakes.
- Understand concept of individual and group roles.