Career Academy/Technical Center

Career Ready Rubric

Act as a Responsible and Contributing Citizen and Employee

Individual Competencies	4 Exceeds Expectation	3 Meets Expectation	2 Needs Improvement	1 Unsatisfactory	Keyword
Conduct self in a respectable, appropriate manner and with proper appearance.	Demonstrates appropriate appearance and behavior in various settings. Always acts respectfully towards others.	Demonstrates appropriate appearance and behavior. Acts respectfully towards others.	Attempts to demonstrate appropriate appearance and behavior. Occasionally acts respectfully towards others.	Does not demonstrate appropriate appearance or behavior. Often does not act respectfully towards others.	**Appropriate appearance and behavior**
Work positively	Has a positive outlook and creates a positive work environment for all involved while working on projects.	Is constructive with criticism when working with others. Has a positive attitude towards tasks, projects, and others	Occasionally has a negative attitude towards tasks, projects, and/or others.	Typically is negative toward tasks, projects, and/or others.	**Attitude**
Utilize time and manages projects efficiently.	Completes tasks ahead of schedule by creating a plan and scheduling time to complete the work.	Completes work on time by taking advantage of the time provided and by using time management skills.	Occasionally completes work on time.	Never completes work on time and does not use time management skills.	**Time management in work**

Maintain focus and manages projects effectively	Consistently stays focused, prioritizes tasks, recognizes time constraints of projects; estimates time to completion; and avoids distractions while meeting deadlines.	Stays focused throughout the projects and develops a timeline of the work to be completed.	Occasionally off task in regards to accomplishing the overall project. Thus, only a portion of the project is completed.	Always off task and does not complete the project.	**Focusing on a project**
Is accountable for results	Consistently and accurately completes tasks and takes responsibility for work.	Completes tasks and takes responsibility when work is not completed.	Occasionally completes tasks and takes limited responsibility for not completing work.	Does not complete tasks and does not take responsibility for uncompleted work.	**Responsibility**

Communicate Clearly, Effectively, and with Reason

Individual Competencies	4 Exceeds Expectation	3 Meets Expectation	2 Needs Improvement	1 Unsatisfactory	Keyword
Use both verbal and written communication to convey thoughts and ideas.	Consistently communicates clearly and effectively to communicate thoughts and ideas.	Clearly and effectively communicates thoughts and ideas.	Occasionally communicates thoughts and ideas.	Does not demonstrate communication of thoughts and ideas.	**Communicating well**
Listen effectively	Thoughtfully and consistently listen to and appropriately responds to the information and intentions of the lesson.	Listens to and responds to the information and intentions of the lesson.	Occasionally listens and responds to the information and intentions of the lesson.	Does not listen to the message and demonstrates the misunderstanding by not responding appropriately.	**Listen well**

Health and Support

Individual Competencies	4 Exceeds Expectation	3 Meets Expectation	2 Needs Improvement	1 Unsatisfactory	Keyword
Safely use technological resources to accomplish work in a productive manner.	Safely uses and models the use of technological resources (e.g., equipment, machines, tools, electronics) to accomplish work efficiently and productively.	Safely uses technological resources (e.g., equipment, machines, tools, electronics) to accomplish work productively.	Often uses technological resources (e.g., equipment, machines, tools, electronics) to accomplish work with varying safety and efficiency.	Does not use technological resources (e.g., equipment, machines, tools, electronics) to accomplish work with safe and efficient results.	**Working safely**

Technical Skills

Individual Competencies	4 Exceeds Expectation	3 Meets Expectation	2 Needs Improvement	1 Unsatisfactory	Keyword
Demonstrate critical-thinking and problem-solving skills by analyzing and resolving problems that arise in completing assigned tasks.	Easily and quickly identify resources that may help solve a specific problem and apply critical thinking to using that resource effectively.	. Identify resources that may help solve a specific problem and apply critical thinking to using that resource correctly.	Sometimes identifies resources that may help solve a specific problem but does not apply critical thinking to using that resource.	Neither identifies resources that may help solve a specific problem nor applies critical thinking to aid in problem solving.	**Problem solving and critical thinking**
Demonstrate proficiency with job-specific technologies by selecting and using technological resources to accomplish work responsibilities in a productive manner.	Consistently selects and uses technological resources (e.g., equipment, machines, tools, electronics) to accomplish work efficiently and productively.	Selects and uses technological resources (e.g., equipment, machines, tools, electronics) to accomplish work productively.	Selects and uses technological resources (e.g., equipment, machines, tools, electronics) to accomplish work.	Rarely selects and uses correct technological resources (e.g., equipment, machines, tools, electronics) to accomplish work.	**Using resources to complete work**

Teamwork					
Individual Competencies	4 Exceeds Expectation	3 Meets Expectation	2 Needs Improvement	1 Unsatisfactory	Keyword
Participate actively, as well as be reliable and punctual.	Consistently provides useful ideas when participating in the group and in classroom discussion, is reliable, and always punctual.	Provides useful ideas when participating in the group and in classroom discussion, is reliable, and punctual.	Sometimes participates in group and classroom discussions. Is not always on time or reliable.	Does not participate in group or classroom discussion. Cannot be counted on and is consistently late.	**Engaging actively and respectfully**
Assume shared responsibility for collaborative work, and value the individual contributions made by each team member.	Motivates all members to share in contributions equally by valuing all members' ideas and contributions.	Participates and contributes to group's work equally. Values all members' ideas and contributions.	Attempts to share responsibility of group's work, but ends up completing little of the work, by disregarding the input of others in group.	Does very little of the group's work and does not share or respect others' ideas.	**Participating**