

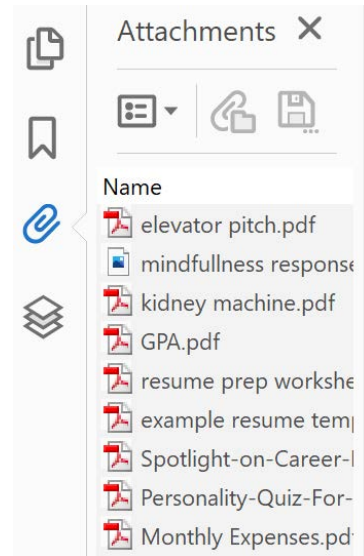
# Welcome to the AZ CTE Professional Skills Post Assessment

## Scoring and Guided Reflections Page

This document includes information on how to score your students results from the Pre-Assessment

For quick access to additional .pdf resources,

Open this page in adobe reader and open Attachments



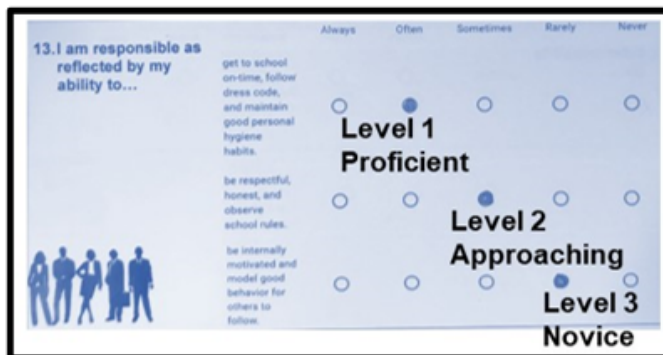
### Post Assessment Scoring

#### Levels Correlate to Answer Choices:

Level 1 - Proficient	Level 2 - Approaching	Level 3 - Novice
Always, Often	Sometimes	Rarely, Never

- Label questions in the 26 sections with Levels 1, 2, or 3.
- Identify which standards are areas of proficiency (Always, Often) and standards that have room for growth.

Example:



# Post Assessment Guidelines

- Congratulate your student in areas of Proficiency!
- Identify the Professional Skill standards that have room for growth.
- Provide guidance and exposures to track performance.
- After taking the pre-assessment, students should identify 1-2 standards to improve upon each quarter.
- Guided reflections and information from this assessment should be loaded in the MYFUTUREAZ student profile and can be used to satisfy ECAP requirements.

## Suggestions for Guided Reflections (Level 2 and 3)

### Standard 1 Communication

#### Question

#### Suggested Strategies

- |   |   |   |
|---|---|---|
| 1 | When I talk to people...  | <b>Provide</b> challenges and opportunities for the student to practice talking on a variety of topics and in different settings.<br><b>Practice</b> self-esteem builders such as <a href="https://www.skillsyouneed.com/ps/self-esteem.html">https://www.skillsyouneed.com/ps/self-esteem.html</a>   |
| 2 | I can communicate in writing by...                                  | <b>Practice</b> high school writing with an emphasis on organization and messaging. Free online practice at <a href="https://www.quill.org/">https://www.quill.org/</a><br><b>Send</b> a formal thank you email to the Principal (once the paragraph structure, grammar and vocab are mastered).<br><b>Teach</b> how to organize a presentation.  |
| 3 | I can persuade others by...   | <b>Promote</b> student-created design and delivery of how-to presentations.<br><b>Provide</b> honest feedback and constructive improvements with respect to student voice inflection, pace, body language, gestures, and tone. <b>Teach</b> the importance of a rehearsed elevator pitch. ( <a href="#">attachments: pdf</a> )<br><b>Introduce</b> debate strategies and have classroom discussions on controversial/contemporary topics where all students must derive an opinion.   |
| 4 | I can adjust my communication style to help resolve conflicts by... | <b>Emphasize</b> the difference between formal and informal communication style.<br><b>Teach</b> the importance of active listening (note-taking, body language, understanding, and eliminating distractions).<br><b>Develop</b> student negotiation skills with a focus on compromise using role-play scenarios.   |
| 5 | When someone upsets me...   | <b>Coach</b> the student to let them know that it is ok to remove themselves to take time to think when in difficult situations.<br><b>Practice</b> mindfulness ( <a href="#">attachments: jpg</a> ).<br><b>Model</b> a courteous way to exit, how to manage immediate personal stress, and finally, how to reapproach the person later.<br><b>Introduce</b> basic customer service skills that include how to be empathetic.<br><b>Roleplay</b> as an upset customer with a student.<br><b>Teach</b> how to problem solve possible solutions and how to focus on the issue rather than the behavior. |

## Standard 2 Teaming

### Question

- 1 I like to... work in teams.
- 2 I can work well in teams as demonstrated by my ability to...
- 3 I can be a valuable member of the team by...
- 4 I can use technology to promote collaboration by...

### Suggested Strategies

**Design** low stakes teaming activities that allow students to have fun interactions. <https://www.betterteam.com/team-building-activities>  
**Have** the student explore personal boundaries and personality preferences.  
**Introduce** the True Colors: [my-personality-test.com/true-colours](http://my-personality-test.com/true-colours) to help students understand personality tendencies and how to deal with others.

**Teach** the importance and emphasis of teaming in all industries.  
**Emphasize** the importance of treating all team members with respect, acceptance, friendship, and honesty.  
**Provide** guided teaming practices and reflect together on the contributive value of all team members.

**Teach** roles of being a team member and a team leader, who does what and how?  
**Emphasize** the relationship between procrastination and meeting deadlines.

**Teach** Netiquette, web conferencing, Google, and Office 365 file-sharing technologies.

## Standard 3 Creativity

### Question

- 1 I consider myself to be... creative.
- 2 I show that I am curious and want to learn more by...

### Suggested Strategies

**Introduce** problem-solving games such as chess, puzzles, video games. <https://teambuilding.com/blog/problem-solving-games>

**Introduce** PBL problem-solving activities that do not have obvious correct outcomes. <https://teaching.cornell.edu/teaching-resources/engaging-students/problem-based-learning>

**Form** student teams to take apart broken (surplus) computers, take inventory, and put it back together again.

**Play** scenario games that require multiple viewpoints such as the kidney machine. ([Attachments: pdf](#))

**Request** reflections on individual reasoning for solutions.

## Standard 4 Professionalism

<u>Question</u>	<u>Suggested Strategies</u>
1 My grades are...	<p><b>Teach</b> how to calculate GPA and credits remaining to graduate. (<a href="#">Attachments: pdf</a>)</p> <p><b>Explain</b> the overall impact when a student fails a course.</p> <p><b>Emphasize</b> the importance of a 3.0+ GPA (i.e getting hired, getting accepted into postsecondary schools of choice, discounts available, etc.).</p> <p><b>Provide</b> peer-to-peer tutoring opportunities.</p> <p><b>Celebrate</b> GPA improvements!</p>
2 I am responsible as reflected by my ability to...	<p><b>Emphasize</b> dress code, honesty policies, and tech usage agreements in the student handbook.</p> <p><b>Teach</b> time management and productivity skills.</p> <p><b>Incentivize</b> mentor-mentee opportunities for students.</p>
I am able to self regulate and	<p><b>Encourage</b> journaling for reflection of behavior (good and bad) when under stress on their responses.</p>
3 maintain good conduct in situations by...	<p><b>Model</b> and role-play relevant situations (i.e I lost my cell phone, my teacher yelled at me, etc.).</p> <p><b>Practice</b> mindfulness. (<a href="#">Attachments: pdf</a>)</p> <p><b>Educator</b> Resources - Conscious Discipline P.E.A.C.E. process. <a href="https://consciousdiscipline.com/e-learning/webinars/conflict-resolution-and-assertiveness/">https://consciousdiscipline.com/e-learning/webinars/conflict-resolution-and-assertiveness/</a></p>
4 I usually... wait until the last minute to do my school work	<p><b>Teach</b> your students to document how they used their time during the day - review and reflect together to determine time wasters.</p> <p><b>Emphasize</b> the need to set daily routines and priorities using a planning organizer.</p> <p><b>Reflect</b> with your student on the effects of procrastination - how does it feel, what is the impact, and what could be done differently?</p> <p><b>Teach</b> how resilience and optimism can increase performance and stamina and tips to maintain a positive mental attitude:</p> <p><b>1. Surround yourself with other positive people.</b> Your friends have a big influence on your mindset. Would you rather be around people with a negative attitude who love to complain? Or would you rather be surrounded by vibrant, happy people who lift you up? Positive people's emotions rub off on you and inspire you to maintain a positive attitude and become a better version of yourself.</p> <p><b>2. Look inside of yourself.</b> To maintain a positive mental attitude, reflect on your inner world so you can relate to the outer world better. This can be achieved through breathing exercises, journaling, or reflecting on your actions.</p> <p><b>3. Practice visualization.</b> Visualization can be a powerful technique whereby imagining the best possible outcome and then feel the positive emotions.</p> <p><b>4. Get rid of negative inner voice.</b> Daily meditation helps you let go of negative emotions like worry, fear, and anxiety, and it trains your mind to be grounded in the present moment. <a href="https://www.betterup.com/blog/positive-mental-attitude">https://www.betterup.com/blog/positive-mental-attitude</a></p>
5 I have... a positive attitude and outlook on life	

## Standard 5 Initiative

<u>Question</u>	<u>Suggested Strategies</u>
1 Are you a leader or a follower?	<p><b>Encourage</b> the student to have positive experiences in teams; play sports or join clubs.</p> <p><b>Provide</b> on-campus student leadership opportunities (ie. TA, create a new club in an area they are passionate about, etc.).</p> <p><b>Self-esteem</b> and confidence-building exercises that foster Connection, Competence, and Choice.</p>
2 My resume is...	<p><b>Teach</b> formal writing strategies (ie. How to write a business letter, how to use templates).</p> <p><b>Introduce</b> the student to a resume writer or resume prep_template guidelines (<a href="#">Attachments: pdf</a>).</p>

## Standard 5 Initiative

### Question

### Suggested Strategies

1 Are you a leader or a follower?

**Encourage** the student to have positive experiences in teams; play sports or join clubs.

**Provide** on-campus student leadership opportunities (i.e., TA, create a new club in an area they are passionate about, etc.). **Self-esteem** and confidence-building exercises that foster Connection, Competence, and Choice.

2 My resume is...

**Teach** formal writing strategies (i.e., How to write a business letter, how to use templates).

**Introduce** the student to a resume writer or resume prep template guidelines ([Attachments: pdf](#)).

3 My career plan is...

**Determine** where the student is within career selection process (i.e., K-5 discovery, 6-8 exploration, 9-12 preparation). **Encourage Career Exploration high school** students to take the career assessment on [My Future AZ](#), and the "What problem do you want to solve" process for career selection. ([Attachments:Spotlight pdf](#))

**Narrow** career choices to 1-2 industries

**Guide Career Preparation ready students to** identify a pathway within the industry selected, start with entry-level jobs.

**Identify** CTE courses for the student to take.

**Make** a plan for postsecondary requirements for career growth.

## Standard 6 Equity, Diversity, and Inclusion

### Question

### Suggested Strategies

1 My interpersonal skills translate across diverse settings by...

**Administer** Who Am I Personality assessments (i.e., Language of love: <https://www.5lovelanguages.com/quizzes/love-language>, True colors <https://my-personality-test.com/true-colours>, etc.)

**Teach** journal writing to capture emotions, thoughts, and values that can influence student behavior towards others.

[https://www.youtube.com/watch?v=0IfFLzG\\_Jc](https://www.youtube.com/watch?v=0IfFLzG_Jc)

**Use** Conscious Discipline methods to help the student understand social norms for positive, constructive behaviors.

**Model** empathy so the student can learn how to be empathetic to others.

**Introduce** growth mind-set activities.

**Develop** a growth mindset with new activities and 'playful learning!' (i.e., learn to a new skill like how to draw, swim, juggle, sew, cook, etc.).

**Encourage** students to seek new relationships with diverse others.

**Invite** diverse guest speakers and allow time for Q&A.

**Help** the student to acknowledge similarities and differences in all individuals.

**Introduce** student to different perspectives (i.e., politics, religion, freedom of speech, etc.).

2 I contribute to a climate of acceptance and inclusion by...

## Standard 7 and 8 Organizational Culture and Ethical Practices

### Question

### Suggested Strategies

- |   |   |
|---|---|
| 1 I adhere to my school's policies and procedures by...   | <b>Expose</b> student to the schools student handbook, have them pick an area to focus on (ie. Dress code, tech usage, absenteeism, etc.) .<br><b>Reward</b> good behaviors and publicize do-gooders.<br><b>Help</b> students understand consequences of their actions - hold the accountable.  |
| 2 I respect school property by...                         | <b>Expose</b> students to the costs of running their school, focus on facilities and building supplies.<br><b>Teach</b> student who pays for public education and the importance of using tax dollars wisely.<br><b>Post</b> Tech usage and plagiarism policies with consequences in every classroom.   |
| 3 I can help maintain a feeling of safety at school by... | <b>Invite</b> Police or SRO guest speakers - leave time for Q&A.<br><b>Teach</b> students how to avoid drama and confrontation.<br><b>Practice</b> where the emergency exits are and who to call for help.<br><b>Create Posters to remind students to keep their "head in the game" as a reminder of the importance of paying attention to their surroundings.</b><br><b>Expose</b> students to crime and registered offenders in the school neighborhood. <a href="https://www.familywatchdog.us/">https://www.familywatchdog.us/</a><br><b>Teach</b> Internet safety. <a href="https://www.typing.com/student/digital-literacy">https://www.typing.com/student/digital-literacy</a> |

## Standard 9 Financial Practices

### Question

### Suggested Strategies

- |  |  |
|--|--|
| 1 When it comes to money, I am known for...                          | <b>Teach</b> money management. <a href="#">Attachments: pdf</a><br><b>Check</b> with local banks for financial literacy curriculum. <i>Wells Fargo came to my classroom for a week with a really great lesson plan!</i> <b>Teach</b> how to build a budget and how to envision their future (not just about things) <a href="#">Attachments: pdf</a> |
| 2 I have goals for the future that will require personal finances... | <b>Encourage</b> students to work for pay (i.e. doing paid chores, babysitting, entry-level work, etc.) and save for a better future<br><b>Set</b> goals and monitor CTE classes that are offer work place learning credit   |