



Arizona CTE Professional Standards INITIATIVE AND SELF-DIRECTION RUBRIC

The Arizona CTE Professional Skills are integrated with the CTE technical program standards. The Professional Skills Rubrics are mapped to the standard measurement criteria and core actions. The Rubric starts with expert/leader and progresses to the right to novice. After the Foundational Skills are met, teachers should use the Rubric to help measure student progress. High school students should strive to achieve **Approaching Proficiency or better** before graduation.

STANDARD 5: INITIATIVE AND SELF-DIRECTION

Exercises Initiative and Self-Direction in the workplace.

RUBRIC EXPECTATIONS FOR INITIATIVE AND SELF-DIRECTION					
Measurement Criteria	Core Actions	Expert/Leader	Proficient	Approaching Proficiency	Novice
5.A Functions independently within the organizational structure	5.A.a Performs necessary tasks	Engages in activities for good of organization outside scope of practice (i.e., organizes community service events)	Performs unassigned tasks needed to complete the work within boundaries defined by employer	Volunteers for additional work assignments	Performs job assignments independently
	5.A.b Strives to improve personal delivery of services	Proposes new policies to improve customer satisfaction rating	Adjusts delivery of service based on customer feedback	Offers additional service to customers	Meets organizational goal for customer satisfaction (i.e., greets customers)
	5.A.c Improves personal performance/ behaviors continuously	Seeks 360-degree input (e.g., performance feedback from supervisors, colleagues, customers)	Adjusts personal performance and behaviors to meet work requirements and for continuous improvement	Monitors personal performance and behaviors in the workplace	Demonstrates focus and drive for results



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5.B Adapts to changing conditions and expectations in the organization	5.B.a Adjusts to change	Assesses the effect of organizational change on personal and professional values	Aligns personal behavior and job performance to changed conditions	Maintains focus on positive benefits of change rather than the change itself	Identifies impact of changed conditions on personal job
	5.B.b Cooperates respectfully with colleagues	Recommends strategies for reducing workplace stress during times of change	Fosters an environment of collaboration/cooperation within the organization during times of change	Treats colleagues with respect under stressful conditions	Acknowledges that changing work conditions affect self and others
	5.B.c Maintains productivity	Evaluates external changes for potential impact on the organization	Maintains productivity in times of organizational uncertainty	Completes training in order to meet new conditions	Identifies resources and tools necessary to meet changed conditions
5.C Pursues career advancement opportunities within an organization or field.	5.C.a Articulates requirements for job openings	Composes job descriptions	Evaluates conditions/parameters of job openings	Compares job openings	Tracks job openings
	5.C.b Prepares for career advancement	Adjusts career goals to meet changing interests and opportunities	Pursues job openings within organization or field that align with career goals when applicable	Develops a learning plan aligned to career advancement goals	Conducts self-assessment of knowledge, skills, and behaviors in relation to long-term career goals
	5.C.c Pursues formal learning opportunities	Persists to achieve career goals, e.g., builds resume, continues education	Obtains additional certifications where available	Participates in organizational programs for career advancement, e.g., tuition benefit assistance	Enrolls in trainings that are aligned to organizational goals, both web-based and on site
	5.C.d Builds learning relationships	Requests expert assistance from colleagues	Builds learning relationships with colleagues and fellow workers in the field	Shares information and informal learning opportunities in the workplace with colleagues	Seeks mentors and role models for career guidance
	5.C.e Applies new resources	Develops new resource	Masters new resources to promote self in organization	Demonstrates skill development with new resources	Familiarizes oneself with new resources (e.g., learn to operate new equipment, trains on new software)



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5.D Generates innovative ideas, methods, or devices contributing to organizational resources and goals	5.D.a Innovates to improve productivity	Develops a plan to increase productivity based on research (e.g., analysis of organizational data)	Connects new ideas to the work at hand within parameters/ approvals set by organization	Investigates alternative resources to complete assignment (i.e., internet, industry journals)	Asks questions of supervisor to clarify assignments
	5.D.b Recommends improvements on processes, products, services	Diagnoses needs of organization (e.g., operational assessment)	Recommends ways to complete a process, improve products and services (i.e., timesaving, cost-effective, less labor intensive)	Identifies problems and inefficiencies in the workplace	Examines rationale for methods and devices used in the workplace
	5.D.c Uses technology to increase productivity/ profits	Produces information that results in increased assets (e.g., intellectual property, devices, products, processes, or methods)	Applies evidence drawn from technology to support or improve methods	Experiments with tools, processes, or ideas uncovered from research to solve a problem	Investigates resources or opportunities using technology tools and software applications
5.E Exercises leadership in the workplace	5.E.a Engages individual strengths	Mentors others	Inspires team and colleagues to accomplish the work	Draws upon the strengths of self and others to accomplish work	Articulates how strengths of self and others contribute to the organization
	5.E.b Manages work plans	Develops strategic and tactical plans	Implements a work plan	Creates a work plan that identifies roles, tasks, timeline	Prioritizes tasks and activities
	5.E.c Plans for unanticipated challenges	Monitors business flow to ensure planned outcomes	Plans for unanticipated changes to workflow (i.e., family sick leave, maternity leave, issues with tools, people)	Plans for anticipated interruptions to one's workflow (i.e., plans for vacations, holidays) and identifies resources available to fill gaps in workflow	Articulates requirements for workflow
	5.E.d Pursues workplace solutions/ improvements	Leads implementation of improvement plan and/or processes	Recommends more effective ways to complete a process (i.e., an improvement plan)	Proposes solutions and improvements	Identifies problems and inefficiencies in the workplace