



## Arizona CTE Professional Standards FINANCIAL PRACTICES 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 9: FINANCIAL PRACTICES**

Applies knowledge of finances for the profitability and viability of the organization.

#### RUBRIC EXPECTATIONS FOR FINANCIAL PRACTICES

Measurement Criteria	Core Actions	Expert/Leader	Proficient	Approaching Proficiency	Novice
9.A Exercises prudence in personal finance as it relates to employment	9.A.a Manages personal finances responsibly	Applies personal financial acumen to benefit the organization's bottom line	Manages personal finances so as not to affect employment responsibilities	Monitors personal finance (i.e., paycheck, benefits, 401K)	Demonstrates an understanding of personal finance, including credit history, balances checkbook, debt to income, interest, select benefits
9.B Articulates financial goals and strategies of the organization	9.B.a Communicates organizational financial goals	Interprets financial data for the organization	Conveys understanding of core business: primary products and services that generate revenue for the organization	Reviews financial data for the organization (e.g., balance sheets, direct vs. indirect costs)	Researches organization's products, services, locations, events, markets
9.C Contributes to organizational profitability through knowledge of finances	9.C.a Acts prudently with organizational resources	Models prudent practice for maximizing organizational resources (e.g., calculates costs of time and materials to produce products and services)	Acts as a responsible steward of organizational resources (e.g., collaborates to avoid duplication of effort; uses time judiciously)	Demonstrates an understanding of the relationship between the cost of resources and the viability of the organization (e.g., considers products, people, processes, time; stays within budget parameters)	Processes financial transactions accurately according to job responsibilities (e.g., customer cash, check, debit, credit, invoices, purchase orders, manages petty cash)



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### RUBRIC EXPECTATIONS FOR FINANCIAL PRACTICES

Measurement Criteria	Core Actions	Expert/Leader	Proficient	Approaching Proficiency	Novice
9.C Contributes to organizational profitability through knowledge of finances	9.C.a Maintains current knowledge of salary and benefits	Assesses the effect of the total compensation package on organizational resources	Keeps current with employment costs and their impact on organizational resources	Demonstrates an understanding total cost of compensation package in salary and benefits, including healthcare, taxes, workers compensation, retirement, wellness programs	Recognizes relationship between employee and employer obligations related to benefits
	9.C.b Relates work performance to company profitability	Participates in strategic/tactical financial planning for the ongoing growth/sustainability of the organization (e.g., planning meetings, development of new ideas, innovations)	Applies ethical considerations to financial decision-making	Demonstrates the relationship between company profitability and one's work performance (e.g., meets productivity goals, uses time effectively, acts with honesty, addresses financial implications related to safety)	Describes the relationship between an organization's profitability and the job