

Employability Skills Rubric (Secondary)
Students demonstrate employability skills for 2023-2024.

Student Name:	Performance Assessment: BEGINNING MIDDLE END
Advisory Teacher:	

	<u>Score 4.0</u> Exceeding	<u>Score 3.0</u> Meeting	<u>Score 2.0</u> Developing	<u>Score 1.0</u> Beginning	Your Rating	Teacher Rating
SOCIAL CONDUCT	-Arrives on time prepared for class every day with a positive attitude -Participates every day, actions drive instruction forward -Consistently does what is expected and helps others do the same -Embraces diversity in others -Can help resolve most conflicts	-Arrives on time prepared for class every day. -Participates in class actions benefit instruction. -Accepts responsibility and conducts oneself ethically and rarely requires redirection. -Accepts diversity in others. -Encourages good choices during conflicts	-Arrives on time prepared for class inconsistently. -Participates in class, actions at times distract instruction. -Usually follows redirection and changes actions. -Occasionally accepts diversity in others. -Does not participate in conflicts.	-Rarely brings materials to class, even with teacher coaching. -Rarely participates, comments often distract from instruction. -Does not follow redirection to change actions. -Does not accept diversity in others. -Escalates conflicts.		

Beginning Comments:	Middle Comments:	End Comments:
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WORK COMPLETION	-Works productively to complete and submit work as assigned 100% of the time -Never has missing work. -Goes beyond expectations and/or demonstrates initiative in and outside of the classroom	-Works productively to complete and submit work as assigned 75% of the time -Takes full responsibility for work missed due to absenteeism	-Completes and submits work as assigned 50% of the time -Checks assignments and grade progress -Takes advantage of learning opportunities and support	- Completes and submits work as assigned 25% of the time -Repeatedly has missing work zeroes. -Rarely takes opportunities and support.		

Beginning Comments:	Middle Comments:	End Comments:
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WORKING WITH ADULTS	-Assumes responsibility for learning by seeking help and asking questions in a timely manner. -Consistently listens and follows suggestions given by adults. -Consistently demonstrates effective communication skills and willingness to work with adults.	-Usually assumes responsibility for learning by seeking help and asking questions when needed. -Usually listens and follows suggestions given by adults. -Usually demonstrates effective communication skills and willingness to work with adults.	-Occasionally seeks help and asks questions when needed. -Inconsistently listens and follows suggestions given by adults. -Sometimes demonstrates effective communication skills and willingness to work with adults.	-Rarely seeks help and asks questions when needed. -Rarely listens and follows suggestions given by adults. -Rarely demonstrates effective communication skills and willingness to work with adults.		

Beginning Comments:		Middle Comments:		End Comments:	
STUDENT CAREER DEVELOPMENT (Cumulative)	- Completed Personal Learning Plan - Career portfolio (Résumé, Cover Letter, Job Shadow and/or Job Interview) - Industry grade certifications - Participates in six or more extra-curricular activities/student organizations - Volunteers for three or more community service activities - College visit (individual tour)	- Updates Personal Learning Plan - Participates in four extra-curricular activities/student organizations - Volunteers in two community service activities. - Work experience (paid employment- Develop a positive employer/employee relationship, utilizing professional skills) - College visit (group tour) - Completes a program of study	- Updates Personal Learning Plan - Updates Résumé and Cover Letter on Nebraska Career Connections once a year - Participates in two extra-curricular activities/student organizations - Volunteers in one community service activities - Career fair	- Personal Learning Plan on Nebraska Career Connections - Create a Résumé and Cover Letter on Nebraska Career Connections - Field Trip or Virtual Tour	
Beginning Comments:		Middle Comments:		End Comments:	
WORKING WITH STUDENTS	-Effectively demonstrates leadership with a group of students (elected role, team captain, project leader). -Can utilize problem solving skills to resolve most conflicts. -Seeks out different points of view.	Effectively communicates and collaborates with other students. -Does not participate in conflicts (bystander). -Accepts different points of view.	-Occasionally communicates and collaborates effectively with other students. -Participates but does not escalate conflicts. -Occasionally accepts different points of view.	-Does not communicate or collaborate effectively with other students. -Escalates conflicts. -Does not accept different points of view.	
Beginning Comments:		Middle Comments:		End Comments:	

Beginning Teacher (2nd Period): _____

Middle Teacher (5th Period): _____

End Teacher (8th Period): _____