

Pathways to the World of Careers

Secretary Commission and Necessary Skills Rubrics

Student Name: _____					Date: / /
4= Consistently 3= Usually 2= Sometimes 1= Rarely 0= Does not meet minimum Standards					
0	1	2	3	4	Resources: Identifies, organizes, plans, and allocates resources
					<i>Time</i> -selects goal-relevant activities, ranks them, allocates time and prepares and follows schedules
					<i>Money</i> -uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
					<i>Material and Facilities</i> -acquires, stores, allocates, and uses materials or space efficiently
					<i>Human Resources</i> -asses skills and distributes work accordingly, evaluates performance and provides feedback
0	1	2	3	4	Interpersonal: Works with others
					<i>Participates as Member of a Team</i> -Contributes to group effort
					<i>Teaches others New Skills</i>
					<i>Serves Clients/Customers</i> -works to satisfy customers' expectations
					<i>Exercises Leadership</i> -communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
					<i>Negotiates</i> -works toward agreements involving exchange of resources, resolves divergent interests
					<i>Works with Diversity</i> -works well with men and women from diverse backgrounds
0	1	2	3	4	Information: Acquires and uses information
					<i>Acquires and Evaluates Information</i>
					<i>Organizes and Maintains Information</i>
					<i>Interprets and Communicates Information</i>
					<i>Uses Computers to Process Information</i>
0	1	2	3	4	Systems: Understands complex inter-relationship
					<i>Understands Systems</i> -knows how social, organizational, and technological systems work and operates effectively with them
					<i>Monitors and Corrects Performance</i> -distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems' performance and corrects malfunctions
					<i>Improves or Designs Systems</i> -suggests modifications to existing systems and develops new or alternative systems to improve performance
0	1	2	3	4	Technology: Works with a variety of technologies
					<i>Selects Technology</i> -chooses procedures, tools or equipment including computers and related technologies
					<i>Applies Technology to Task</i> -understands overall intent and proper procedures for setup and operation of equipment
					<i>Maintains and Troubleshoots Equipment</i> -prevents, identifies, or resolves problems with equipment, including computers and other technologies
Totals					
64 = Meets ALL competencies for Professional work ethics					
48 = Meets MOST competencies for SCANS. Review all under 3.*					
32 = Meets SOME competencies for SCANS. Review all under 3.*					
16 = Does NOT meet minimum standards for SCANS. Review with parent.					
Student Signature _____ Instructor Signature _____					

* Review all indicators under 3 with student.