

# SCHOOL-TO-CAREER

## SCANS Competencies and Foundations

Check those which are formally assessed in your classroom or school.

Rate the degree to which you teach or promote these skills in your class or school. (Circle your rating.)

High 5 4 3 2 1 0 Low

Check those which you feel are necessary skills for a high school student to attain.

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Check  
formally  
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which are  
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### 5. Technology: Works with a variety of technologies

- A. Selects Technology—chooses procedures, tools or equipment including computers and related technologies
- B. Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment
- C. Maintains and Troubleshoots Equipment—prevents, identifies or solves problems with equipment, including computers and other technologies

### 6. Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks

- A. Reading—locates, understands and interprets written information in press and in documents such as manuals, graphs and schedules
- B. Writing—communicates thought, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs and flow charts
- C. Arithmetic/Mathematics—performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques
- D. Listening—receives, attends to, interprets and responds to verbal messages and other cues
- E. Speaking—organizes ideas and communicates orally

### 7. Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn and reasons

- A. Creative Thinking—generates new ideas
- B. Decision Making—specifies goals and constraints, generates alternatives, considers risks and evaluates and chooses best alternatives
- C. Problem Solving—recognizes problems and devises and implements plan of action
- D. Seeing Things in the Mind's Eye—organizes and processes symbols, pictures, graphs, objects and other information
- E. Knowing How to Learn—uses efficient learning techniques to acquire an apply new knowledge and skills
- F. Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

### 8. Personal Guidelines: Displays responsibility, self-esteem, sociability, self-management and integrity and honesty

- A. Responsibility—exerts a high level of effort and perseveres towards goal attainment
- B. Self-Esteem—believes in own self-worth and maintains a positive view of self
- C. Sociability—demonstrates understanding, friendliness, adaptability, empathy and politeness in group activities
- D. Self Management—assesses self accurately, sets personal goals, monitors progress and exhibits self-control
- E. Integrity/Honesty—chooses ethical courses of action