

Welcome to the AZ CTE Professional Skills Post Assessment

Scoring and Guided Reflections Page

Open this page in adobe reader and open Attachments

This document includes information on how to score your students results from the Pre-Assessment
For quick access to additional .pdf resources,

Post Assessment Scoring

Levels Correlate to Answer Choices:

Level 1 - Proficient	Level 2 - Approaching	Level 3 - Novice
Always, Often	Sometimes	Rarely, Never

- Label questions in the 26 sections with Levels 1, 2, or 3.
- Identify which standards are areas of proficiency (Always, Often) and standards that have room for growth.

Example:



Post Assessment Guidelines

- Congratulate your student in areas of Proficiency!
- Identify the Professional Skill standards that have room for growth.
- Provide guidance and exposures to track performance.
- After taking the pre-assessment, students should identify 1-2 standards to improve upon each quarter.
- Guided reflections and information can be used to satisfy ECAP requirements.

Suggestions for Guided Reflections (Level 2 and 3)

Standard 1 Communication

Question

Suggested Strategies

- | | | |
|---|---|---|
| 1 | When I talk to people... | Provide challenges and opportunities for the student to practice talking on a variety of topics and in different settings.
Practice self-esteem builders |
| 2 | I can communicate in writing by... | Practice high school writing with an emphasis on organization and messaging. Free online practice at https://www.quill.org/
Send a formal thank you email to the Principal (once the paragraph structure, grammar and vocab are mastered).
Teach how to organize a presentation. |
| 3 | I can persuade others by... | Promote student-created design and delivery of how-to presentations.
Provide honest feedback and constructive improvements with respect to student voice inflection, pace, body language, gestures, and tone. Teach the importance of a rehearsed elevator pitch. (attachments: pdf)
Introduce debate strategies and have classroom discussions on controversial/contemporary topics where all students must derive an opinion. |
| 4 | I can adjust my communication style to help resolve conflicts by... | Emphasize the difference between formal and informal communication style.
Teach the importance of active listening (note-taking, body language, understanding, and eliminating distractions).
Develop student negotiation skills with a focus on compromise using role-play scenarios.

Coach the student to let them know that it is ok to remove themselves to take time to think when in difficult situations. |
| 5 | When someone upsets me... | Model a courteous way to exit, how to manage immediate personal stress, and finally, how to reapproach the person later.
Introduce basic customer service skills that include how to be empathetic.
Roleplay as an upset customer with a student.
Teach how to problem solve possible solutions and how to focus on the issue rather than the behavior. |

Standard 2 Teaming

Question

Suggested Strategies

- | | |
|--|--|
| 1 I like to... work in teams. | Design low stakes teaming activities that allow students to have fun interactions. |
| 2 I can work well in teams as demonstrated by my ability to... | Emphasize the importance of treating all team members with respect, acceptance, friendship, and honesty.
Provide guided teaming practices and reflect together on the contributive value of all team members. |
| 3 I can be a valuable member of the team by... | Teach roles of being a team member and a team leader, who does what and how?
Emphasize the relationship between procrastination and meeting deadlines. |
| 4 I can use technology to promote collaboration by... | Teach Netiquette and file-sharing technologies. |

Standard 3 Creativity

Question

Suggested Strategies

- | | |
|---|--|
| 1 I consider myself to be... creative. | Introduce problem-solving games such as chess, puzzles, video games.

Introduce PBL problem-solving activities that do not have obvious correct outcomes. |
| 2 I show that I am curious and want to learn more by... | Form student teams to take apart broken (surplus) computers, take inventory, and put it back together again.
Play scenario games that invite multiple viewpoints
Request reflections on individual reasoning for solutions. |

Standard 4 Professionalism

<u>Question</u>	<u>Suggested Strategies</u>
1 My grades are...	Teach how to calculate GPA and credits remaining to graduate. (Attachments: pdf) Explain the overall impact when a student fails a course. Emphasize the importance of a 3.0+ GPA (i.e getting hired, getting accepted into postsecondary schools of choice, discounts available, etc.). Provide peer-to-peer tutoring opportunities. Celebrate GPA improvements!
2 I am responsible as reflected by my ability to...	Emphasize dress code, honesty policies, and tech usage agreements in the student handbook. Teach time management and productivity skills. Incentivize mentor-mentee opportunities for students.
3 I am able to self regulate and maintain good conduct in situations by...	Encourage journaling for reflection of behavior (good and bad) when under stress on their responses. Model and role-play relevant situations (i.e I lost my cell phone, my teacher yelled at me, etc.).
4 I usually... wait until the last minute to do my school work	Educator Resource - Conscious Discipline P.E.A.C.E. process. https://consciousdiscipline.com/e-learning/webinars/conflict-resolution-and-assertiveness/ Teach your students to document how they used their time during the day - review and reflect together to determine time wasters. Emphasize the need to set daily routines and priorities using a planning organizer. Reflect with your student on the effects of procrastination - how does it feel, what is the impact, and what could be done differently? Teach how resilience and optimism can increase performance and stamina and tips to maintain a positive mental attitude: 1. Surround yourself with other positive people. Your friends have a big influence on your mindset. Would you rather be around people with a negative attitude who love to complain? Or would you rather be surrounded by vibrant, happy people who lift you up? Positive people's emotions rub off on you and inspire you to maintain a positive attitude and become a better version of yourself. 2. Look inside of yourself. To maintain a positive mental attitude, reflect on your inner world so you can relate to the outer world better. This can be achieved through breathing exercises, journaling, or reflecting on your actions. 3. Practice visualization. Visualization can be a powerful technique whereby imagining the best possible outcome and then feel the positive emotions. 4. Get rid of negative inner voice. Daily meditation helps you let go of negative emotions like worry, fear, and anxiety, and it trains your mind to be grounded in the present moment.
5 I have... a positive attitude and outlook on life	

Standard 5 Initiative

<u>Question</u>	<u>Suggested Strategies</u>
1 Are you a leader or a follower?	Encourage the student to have positive experiences in teams; play sports or join clubs. Provide on-campus student leadership opportunities (ie. TA, create a new club in an area they are passionate about, etc.). Self-esteem and confidence-building exercises that foster Connection, Competence, and Choice.
2 My resume is...	Teach formal writing strategies (ie. How to write a business letter, how to use templates). Introduce students to prepare and organized skills for a resume

Standard 5 Initiative

Question

Suggested Strategies

1 Are you a leader or a follower?

Encourage the student to have positive experiences in teams; play sports or join clubs.

Provide on-campus student leadership opportunities (i.e., TA, create a new club in an area they are passionate about, etc.). **Self-esteem** and confidence-building exercises that foster Connection, Competence, and Choice.

2 My resume is...

Teach formal writing strategies (i.e., How to write a business letter, how to use templates).

Introduce the student to a resume writer or resume prep template guidelines

3 My career plan is...

Determine where the student is within career selection process (i.e., K-5 discovery, 6-8 exploration, 9-12 preparation). **Encourage Career Exploration high school** students to take career inventories and reflect on "[What problem do you want to solve](#)" process for career selection. ([Attachments:Spotlight pdf](#))

Narrow career choices to 1-2 industries

Guide Career Preparation ready students to identify a pathway within the industry selected, start with entry-level jobs.

Identify CTE courses for the student to take.

Make a plan for postsecondary requirements for career growth.

Standard 6 Intergenerational and Cross-Cultural Competence

Question

Suggested Strategies

True

1 My interpersonal skills translate across different settings by...

Teach journal writing to capture emotions, thoughts, and values that can influence student behavior towards others.

Use Conscious Discipline methods to help the student understand social norms for positive, constructive behaviors.

Model empathy so the student can learn how to be empathetic to others.

Introduce growth mind-set activities.

Develop a growth mindset with new activities and 'playful learning' (i.e., learn to a new skill like how to draw, swim, juggle, sew, cook, etc.).

Encourage students to seek new relationships with others.

Invite multiple guest speakers and allow time for Q&A.

Help the student to acknowledge similarities and differences in all individuals.

Introduce student to different perspectives (i.e., politics, religion, freedom of speech, etc.).

2 I contribute to a climate of acceptance and inclusion by...

Standard 7 and 8 Organizational Culture and Ethical Practices

Question

Suggested Strategies

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|--|--|
| <p>1 I adhere to my school's policies and procedures by...</p> | <p>Expose student to the schools student handbook, have them pick an area to focus on (ie. Dress code, tech usage, absenteeism, etc.) .</p> <p>Reward good behaviors and publicize do-gooders.</p> <p>Help students understand consequences of their actions - hold the accountable.</p> |
| <p>2 I respect school property by...</p> | <p>Expose students to the costs of running their school, focus on facilities and building supplies.</p> <p>Teach student who pays for public education and the importance of using tax dollars wisely.</p> <p>Post Tech usage and plagiarism policies with consequences in every classroom.</p> |
| <p>3 I can help maintain a feeling of safety at school by...</p> | <p>Invite Police or SRO guest speakers - leave time for Q&A.</p> <p>Teach students how to avoid drama and confrontation.</p> <p>Practice where the emergency exits are and who to call for help.</p> <p>Create Posters to remind students to keep their "head in the game" as a reminder of the importance of paying attention to their surroundings.</p> <p>Teach Internet safety.</p> |

Standard 9 Financial Practices

Question

Suggested Strategies

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|---|--|
| <p>1 When it comes to money, I am known for...</p> | <p>Teach money management. Attachments: pdf</p> <p>Check with local banks for financial literacy curriculum. <i>Wells Fargo came to my classroom for a week with a really great lesson plan!</i>Teach how to build a budget and how to envision their future (not just about things) Attachments: pdf</p> |
| <p>2 I have goals for the future that will require personal finances...</p> | <p>Encourage students to work for pay (i.e. doing paid chores, babysitting, entry-level work, etc.) and save for a better future</p> <p>Set goals and monitor CTE classes that are offer work place learning credit</p> |