

## Iowa Core – Employability Skills Grades 9-12 Gap Analysis

Iowa Core Essential Concepts and Skills	Where taught in specific classes?	Is it taught to students of all ability levels?		How do you measure proficiency?
		Course	All	
<b><i>Communicate and work productively with others, incorporating different perspectives and cross cultural understanding, to increase innovation and the quality of work</i></b>				
Work appropriately and productively with others.				
• Set goals				
• Effectively communicate with group and stakeholders				
• Demonstrate respectful behavior to group member ideas and opinions				
• Manage and resolve conflict when appropriate				
• Lead or support when appropriate				
• Determine people’s strengths and assign roles accordingly				
• Contribute to a team by sharing information and expertise				
• Agree to disagree in a respectful manner in a group dynamic				
• Collaborate effectively with other teams/team members toward a common goal				
• Recognize own and other’s good efforts				
Use different perspectives to increase innovation and the quality of work.				
• Gather input from all group members				
• Capitalize on the diversity of group members				
• Accept and provide feedback in a constructive and considerate manner				
Use all the appropriate principles of communication effectively				

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<ul style="list-style-type: none"> <li>Listen to understand and appreciate the points of view of others</li> </ul>				
<ul style="list-style-type: none"> <li>Listen for comprehension.</li> </ul>				
<ul style="list-style-type: none"> <li>Listen for decision making</li> </ul>				
<ul style="list-style-type: none"> <li>Process information in order to make an informed decision</li> </ul>				
<ul style="list-style-type: none"> <li>Ask appropriate questions in seeking clarification</li> </ul>				
<ul style="list-style-type: none"> <li>Read, understand and create information presented in a variety of forms (i.e., words, charts, graphs, diagrams)</li> </ul>				
<ul style="list-style-type: none"> <li>Follow directions</li> </ul>				
<ul style="list-style-type: none"> <li>Express thoughts and ideas clearly and succinctly</li> </ul>				
<ul style="list-style-type: none"> <li>Use appropriate technology to communicate</li> </ul>				
<ul style="list-style-type: none"> <li>Use appropriate channels of communication (i.e., written, verbal, technical, visual)</li> </ul>				
<b><i>Adapt to various roles and responsibilities and work flexibly in climates of ambiguity and changing priorities.</i></b>				
Adapt to varied roles, responsibilities, and expectations.				
<ul style="list-style-type: none"> <li>Work independently or as a part of a team</li> </ul>				
<ul style="list-style-type: none"> <li>Learn from mistakes and accept feedback</li> </ul>				
<ul style="list-style-type: none"> <li>Carry out multiple tasks or projects</li> </ul>				
<ul style="list-style-type: none"> <li>Continuously monitor the</li> </ul>				

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success of a project or task				
<ul style="list-style-type: none"> <li>Identify ways to improve a project or task</li> </ul>				
<ul style="list-style-type: none"> <li>Consider multiple perspectives and representing a problem in more than one way</li> </ul>				
<ul style="list-style-type: none"> <li>Accept others; and be tolerant of differences</li> </ul>				
Work effectively in a climate of ambiguity and changing priorities.				
<ul style="list-style-type: none"> <li>Cope with uncertainty; quickly and calmly change focus and goals as the situation requires</li> </ul>				
<ul style="list-style-type: none"> <li>Demonstrate a sense of comfort with lack of structure</li> </ul>				
<ul style="list-style-type: none"> <li>Remain composed and focused, even under stress</li> </ul>				
<ul style="list-style-type: none"> <li>Adapt to changing requirements and information</li> </ul>				
<ul style="list-style-type: none"> <li>Respond openly and constructively to change</li> </ul>				
<ul style="list-style-type: none"> <li>Approach conflict from win-win perspective</li> </ul>				
Demonstrate appropriate risk-taking				
<ul style="list-style-type: none"> <li>Provides innovative and resourceful engagement</li> </ul>				
<ul style="list-style-type: none"> <li>Identifies and suggests alternative ways to achieve goals</li> </ul>				

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<ul style="list-style-type: none"> <li>Asks “what if”</li> </ul>				
<ul style="list-style-type: none"> <li>Brainstorms effectively</li> </ul>				
<ul style="list-style-type: none"> <li>Questions assumptions in a non-confrontational manner</li> </ul>				
<b><i>Demonstrate leadership skills, integrity, ethical behavior, and social responsibility while collaborating to achieve common goals</i></b>				
Use interpersonal skills to influence and guide others toward a goal				
<ul style="list-style-type: none"> <li>Positively support the work of others</li> </ul>				
<ul style="list-style-type: none"> <li>Facilitate and delegate responsibilities to best accomplish a goal(s)</li> </ul>				
<ul style="list-style-type: none"> <li>Build relationships</li> </ul>				
<ul style="list-style-type: none"> <li>Engage in the tasks to accomplish a goal (s)</li> </ul>				
<ul style="list-style-type: none"> <li>Know when to listen and when to speak up</li> </ul>				
<ul style="list-style-type: none"> <li>Maintain an open mind</li> </ul>				
<ul style="list-style-type: none"> <li>Provide constructive feedback</li> </ul>				
Leverage the strengths of others to accomplish a common goal				
<ul style="list-style-type: none"> <li>Communicate effectively</li> </ul>				
<ul style="list-style-type: none"> <li>Collaborate effectively</li> </ul>				
<ul style="list-style-type: none"> <li>Appreciate ideas of others</li> </ul>				
<ul style="list-style-type: none"> <li>Facilitate compromise that can lead to group consensus</li> </ul>				
Demonstrate integrity and ethical behavior				
<ul style="list-style-type: none"> <li>Accept ownership for actions</li> </ul>				

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<ul style="list-style-type: none"> <li>Demonstrate trustworthiness and honesty</li> </ul>				
<ul style="list-style-type: none"> <li>Make decisions based on important core values</li> </ul>				
Demonstrate mental, physical, and emotional preparedness to accomplish a task				
<ul style="list-style-type: none"> <li>Organize required materials in a readily accessible format</li> </ul>				
<ul style="list-style-type: none"> <li>Focus and become energized on the task objectives</li> </ul>				
<b><i>Demonstrate initiative and self-direction through high achievement and lifelong learning while exploring the ways individual talents and skills can be used for productive outcomes in personal and professional life.</i></b>				
Perform work without oversight				
<ul style="list-style-type: none"> <li>Assess the situation and identify the priority/necessary actions to be taken</li> </ul>				
<ul style="list-style-type: none"> <li>Understand the value of the task in relationship to greater goal</li> </ul>				
<ul style="list-style-type: none"> <li>Understand that incomplete work – even if excellent – is a failure</li> </ul>				
<ul style="list-style-type: none"> <li>Model self-confidence</li> </ul>				
<ul style="list-style-type: none"> <li>Know how to find and evaluate appropriate resources</li> </ul>				
<ul style="list-style-type: none"> <li>Implement solutions</li> </ul>				
<ul style="list-style-type: none"> <li>Demonstrate commitment to self/group/society</li> </ul>				
Use time efficiently to manage workload				

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<ul style="list-style-type: none"> <li>Segment task into logical steps with appropriate estimates of time</li> </ul>				
<ul style="list-style-type: none"> <li>Build a timeline to facilitate completion of the task</li> </ul>				
<ul style="list-style-type: none"> <li>Prioritize steps in proper order</li> </ul>				
Assess one's own mastery of skills				
<ul style="list-style-type: none"> <li>Understand the task</li> </ul>				
<ul style="list-style-type: none"> <li>Identify the depth and breadth of knowledge to be successful at a task</li> </ul>				
<ul style="list-style-type: none"> <li>Identify and utilize appropriate measure of knowledge</li> </ul>				
Set and achieve high standards and goals				
<ul style="list-style-type: none"> <li>Understand incremental steps for acquiring goals</li> </ul>				
<ul style="list-style-type: none"> <li>Create a written plan</li> </ul>				
<ul style="list-style-type: none"> <li>Set realistic goals that match aptitudes</li> </ul>				
<ul style="list-style-type: none"> <li>Demonstrate core values</li> </ul>				
<ul style="list-style-type: none"> <li>Constructively evaluate progress and takes corrective action when necessary</li> </ul>				
Engage in effective problem solving process				
<ul style="list-style-type: none"> <li>Transfer learning from one domain to another</li> </ul>				
<ul style="list-style-type: none"> <li>Identify partners and resources germane to the</li> </ul>				

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situation				
<ul style="list-style-type: none"> <li>Evaluate and select the best resources in context of the problem, and allocates them appropriately</li> </ul>				
<ul style="list-style-type: none"> <li>Identify root cause of problem</li> </ul>				
<ul style="list-style-type: none"> <li>Detail a course of action in writing with sequence of steps involved</li> </ul>				
<ul style="list-style-type: none"> <li>Implement a solution and makes adjustments when there is need/opportunity for improvement</li> </ul>				
<b><i>Demonstrate productivity and accountability by meeting high expectations</i></b>				
Deliver quality job performances on time				
<ul style="list-style-type: none"> <li>Recognize and understand required standards needed for successful completion</li> </ul>				
<ul style="list-style-type: none"> <li>Set goals and establish timelines to reach required standards</li> </ul>				
<ul style="list-style-type: none"> <li>Establish assessment checkpoints throughout work processes</li> </ul>				
<ul style="list-style-type: none"> <li>Identify quality control issues and makes needed adjustments to correct problems</li> </ul>				

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<ul style="list-style-type: none"> <li>Take initiative to see job completed without compromising quality</li> </ul>				
<ul style="list-style-type: none"> <li>Reassess process on a regular basis to identify any opportunities for improvement</li> </ul>				
<ul style="list-style-type: none"> <li>Demonstrate ethical behavior and works responsibly, reliably, and collaboratively with others</li> </ul>				
<b>Demonstrate accountability for individual performance</b>				
<ul style="list-style-type: none"> <li>Come to work regularly and is on time all of the time</li> </ul>				
<ul style="list-style-type: none"> <li>Stay productive when on the job</li> </ul>				
<ul style="list-style-type: none"> <li>Take initiative to help others when own work is completed</li> </ul>				
<ul style="list-style-type: none"> <li>Accept responsibility for errors and corrects errors</li> </ul>				
<ul style="list-style-type: none"> <li>Learn from mistakes</li> </ul>				
<ul style="list-style-type: none"> <li>Follow through with work assignments</li> </ul>				
<ul style="list-style-type: none"> <li>Demonstrate willingness to work overtime</li> </ul>				
<ul style="list-style-type: none"> <li>Demonstrate flexibility to crosstrain</li> </ul>				