

KASC CORE ACADEMIC STANDARDS CHECKLIST

KOSSA ADMINISTRATIVE SUPPORT STANDARDS

User's Name:

Date:

Purpose:

Use the columns to track any curriculum issue you are considering. For instance, you might list the marking period when your class studied the topic, the dates when your child had homework on this topic, the areas where teachers want additional professional development opportunities, or any other set of categories you need to analyze as you work to enhance your students' performance.



ACADEMIC

SPEAKING AND LISTENING

Utilize effective verbal and non-verbal communication skills

Participate in conversation, discussion, and group presentations

Communicate and follow directions/procedures

Communicate effectively with customers and co-workers

READING AND WRITING

Locate and interpret written information

Read and interpret workplace documents

Identify relevant details, facts, and specifications

Record information accurately and completely

Demonstrate competence in organizing, writing, and editing using correct vocabulary, spelling, grammar, and punctuation

Demonstrate the ability to write clearly and concisely using industry specific terminology

CRITICAL THINKING AND PROBLEM SOLVING

Utilize critical-thinking skills to determine best options/outcomes (e.g., analyze reliable/unreliable sources of information, use previous experiences, implement crisis management, develop contingency planning)

Utilize innovation and problem-solving skills to arrive at the best solution for current situation

Implement effective decision-making skills

MATHEMATICS

Perform basic and higher level math operations (e.g., addition, subtraction, multiplication, division, decimals, fractions, units of conversion, averaging, percentage, proportion, ratios)

Solve problems using measurement skills (e.g., distance, weight, area, volume)

Make reasonable estimates

Use tables, graphs, diagrams, and charts to obtain or convey information

Use deductive reasoning and problem-solving in mathematics

FINANCIAL LITERACY

Locate, evaluate, and apply personal financial information

Identify the components of a budget and how one is created

Set personal financial goals and develop a plan for achieving them

Use financial services effectively