

The Robert D. and Billie Ray Center



21st Century Essential Concepts and Skills: Connections to CHARACTER COUNTS!

EMPLOYABILITY SKILLS



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Proud to promote

**CHARACTER
COUNTS!**

21st Century Essential Concepts and Skills: Connections to CHARACTER COUNTS!

EMPLOYABILITY SKILLS

Below are listed the Six Pillars of Character and the Essential Concepts and Skills (with details and examples) of Employability, Grades K-12, that connect directly to the tenets of each Pillar of Character. This list may not be all-inclusive and many concepts and skills are listed under multiple Pillars.

Trustworthiness: Grades 9-12

Communicate and work productively with others, incorporating different perspectives and cross-cultural understanding, to increase innovation and the quality of work.

Use all the appropriate principles of communication effectively.

- Listen for comprehension
- Listen for decision making

Demonstrate leadership skills, integrity, ethical behavior, and social responsibility while collaborating to achieve common goals.

Demonstrate integrity and ethical behavior

- Demonstrate trustworthiness and honesty
- Make decisions based on important core values

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.

Perform work without oversight

- Demonstrate commitment to self/group/society

Demonstrate productivity and accountability by meeting high expectations.

Demonstrate accountability for individual performance.

- Come to work regularly and is on time all of the time
- Stay productive when on the job
- Follow through with work assignments

Grades 6-8

Adapt and adjust to various roles and responsibilities in an environment of change.

Adapt to varied roles, responsibilities, and expectations.

- Work well independently and with a team.
- Carry out tasks and projects to completion.

Demonstrate leadership, integrity, ethical behavior, and social responsibility in all environments.

Demonstrate integrity and ethical behavior.

- Demonstrate trustworthiness and honesty in all environments.

Demonstrate initiative, self-direction, creativity, and entrepreneurial thinking while exploring individual talents and skills necessary to be successful.

Perform work without oversight.

- Demonstrate commitment to self/group/society.

Assess mastery of skills.

- Effectively share knowledge at appropriate time

Set and achieve high standards and goals.

- Demonstrate core values.

Demonstrate productivity and accountability while aspiring to meet high expectations. Deliver quality job performance on time.

Demonstrate accountability for individual performance.

- Demonstrate individual responsibility to be present and on time for all activities.
- Stay productive when completing work.



Trustworthiness: Grades 3-5

Communicate and work productively with others emphasizing collaboration and cultural awareness to produce quality work.

Work appropriately and productively with others.

Adjust to various roles and responsibilities and understand the need to be flexible to change.

Adapt to varied roles, responsibilities, and expectations.

- Complete tasks and projects.

Practice leadership skills, and demonstrate integrity, ethical behavior, and social responsibility in all activities.

Demonstrate integrity and ethical behavior.

- Demonstrate trustworthiness and honesty.

Demonstrate productivity and accountability by producing quality work.

Deliver quality job performance on time.

- Demonstrate ethical behavior and responsibility.

Demonstrate accountability for individual performance.

- Come to activities/work consistently and on time.
- Are prepared for all activities/work.
- Are reliable co-workers in a group setting.

Trustworthiness: Grades K-2

Recognize different roles and responsibilities and is open to change.

Adapt to varied roles, responsibilities, and expectations.

- Work independently.
- Complete tasks and activities.

Learn leadership skills and demonstrate integrity, ethical behavior, and social responsibility.

Demonstrate integrity and ethical behavior.

- Understand the importance of telling the truth.
- Understand the concepts of character and core values.

Work productively and are accountable for their actions. Deliver quality job performance on time.

- Stay on task until work is completed.
- Understand concept of ethical behavior in producing work.

Demonstrate accountability for individual performance.

- Are punctual in daily activities.

Respect: Grades 9-12

Demonstrate leadership skills, integrity, ethical behavior, and social responsibility while collaborating to achieve common goals.

Use interpersonal skills to influence and guide others toward a goal.

- Positively support the work of others

Leverage the strengths of others to accomplish a common goal

- Communicate effectively
- Collaborate effectively
- Appreciate ideas of others
- Facilitate compromise that can lead to group consensus

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.

Perform work without oversight

- Demonstrate commitment to self/group/society
- Set and achieve high standards and goals
- Demonstrate core values

Demonstrate productivity and accountability by meeting high expectations.

Deliver quality job performance on time

- Demonstrate ethical behavior and works responsibly, reliably, and collaboratively with others

Respect: Grades 6-8

Communicate and work productively with others, considering different perspectives, and cultural views to increase the quality of work.



Work appropriately and productively with others.

- Demonstrate respectful behavior to group member ideas and opinions.
- Manage and resolve conflict as appropriate.
- Respect other's ideas in a group dynamic.
- Acknowledge own and other's good efforts.

Adapt and adjust to various roles and responsibilities in an environment of change.

Adapt to varied roles, responsibilities, and expectations.

- Listen to other points of view.
- Accept and appreciate diversity.

Work effectively in a climate of ambiguity and changing priorities.

- Understand conflict resolution from win-win perspective.

Demonstrate leadership, integrity, ethical behavior, and social responsibility in all environments.

Use interpersonal skills to influence and guide others toward a goal.

- Positively support the work of others.

Leverage the strengths of others to accomplish a common goal.

- Show sensitivity to others' views and ideas.

Demonstrate integrity and ethical behavior.

- Demonstrate the use of core values.

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.

Perform work without oversight

- Demonstrate commitment to self/group/society

Set and achieve high standards and goals

- Demonstrate core values

Respect: Grades 3-5

Communicate and work productively with others emphasizing collaboration and cultural awareness to produce quality work.



Work appropriately and productively with others.

- Demonstrate respectful behavior to group members.
- Exhibit appropriate behavior when faced with conflict.
- Interact positively as a team member.
- Respect other's ideas.
- Acknowledge quality efforts of self and others.

Adjust to various roles and responsibilities and understand the need to be flexible to change.

Adapt to varied roles, responsibilities, and expectations.

- Accept and appreciate diversity.

Works effectively in a climate of ambiguity and changing priorities.

- Understand how to approach handling conflict using a win-win perspective.

Practice leadership skills, and demonstrate integrity, ethical behavior, and social responsibility in all activities.

Use interpersonal skills to influence and guide others toward a goal.

- Understand how to listen to others and to share own ideas.

Leverage the strengths of others to accomplish a common goal.

- Acknowledge views and ideas of others.

Respect: Grades K-2

Communicate and work appropriately with others to complete tasks.

Work appropriately and productively with others.

- Demonstrate good listening skills.
- Work positively and effectively with others.
- Exhibit positive self-concept.
- Respect others.
- Cooperate with others.
- Acknowledge own and other's good efforts.

Use different perspectives to increase innovation and the quality of work.

- Are aware of others' feelings and opinions.

Use all the appropriate principles of communication effectively.

- Listen to others.
- Follow directions.

Recognize different roles and responsibilities and is open to change.

Adapt to varied roles, responsibilities, and expectations.

- Listen attentively.
- Respect others ideas.
- Accept and respect others.

Work effectively in a climate of ambiguity and changing priorities.

- Work toward conflict resolution.

Demonstrate appropriate risk-taking.

- Share ideas with an open mind.
- Support others' suggestions.

Learn leadership skills and demonstrate integrity, ethical behavior, and social responsibility.

Use interpersonal skills to influence and guide others toward a goal.

- Compliment others' work.
- Use appropriate group communication skills.
- Listen to others.
- Accept constructive suggestions in a positive way.

Leverage the strengths of others to accomplish a common goal.

- Understand others may have different ideas and opinions.

Demonstrate integrity and ethical behavior.

- Understand the concepts of character and core values.

Responsibility: Grades 9-12

Communicate and work productively with others, incorporating different perspectives and cross-cultural understanding, to increase innovation and the quality of work.

Work appropriately and productively with others

- Manage and resolve conflict when appropriate
- Lead or support when appropriate

Adapt to various roles and responsibilities and work flexibly in climates of ambiguity and changing priorities.

Adapt to varied roles, responsibilities, and expectations

- Work independently or as a part of a team

Demonstrate leadership skills, integrity, ethical behavior, and social responsibility while collaborating to achieve common goals.

Demonstrate integrity and ethical behavior

- Accept ownership for actions

Demonstrate mental, physical, and emotional preparedness to accomplish the task.

- Organize required materials in a readily accessible format.
- Focus and become energized on the task objectives.

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.

Perform work without oversight.

- Understand that incomplete work-- even if excellent--is a failure
- Demonstrate commitment to self/group/society

Use time efficiently to manage workload

- Segment task into logical steps with appropriate estimates of time
- Build a timeline to facilitate completion of the task
- Prioritize steps in proper order

Assess one's own mastery of skills

- Understand the task
- Identify the depth and breadth of knowledge to be successful at a task
- Identify and utilize appropriate measure of knowledge

Set and achieve high standards and goals

- Set realistic goals that match aptitudes
- Engage in activities to improve skills that are relative to goals
- Demonstrate core values



Engage in effective problem solving process

- Evaluate and select the best resources in context of the problem, and allocates them appropriately
- Identify root cause of problem
- Detail a course of action in writing with sequence of steps involved
- Implement a solution and makes adjustments when there is need/opportunity for improvement

Demonstrate productivity and accountability by meeting high expectations.

Deliver quality job performance on time

- Set goals and establish timelines to reach required standards
- Take initiative to see job completed without compromising quality
- Demonstrate ethical behavior and works responsibly, reliably, and collaboratively with others

Demonstrate accountability for individual performance

- Come to work regularly and is on time all of the time
- Stay productive when on the job
- Take initiative to help others when own work is completed
- Accept responsibility for errors and corrects errors
- Learn from mistakes
- Follow through with work assignments
- Demonstrate willingness to work overtime
- Demonstrate flexibility to cross-train

Responsibility: Grades 6-8

Communicate and work productively with others, considering different perspectives, and cultural views to increase the quality of work.

Work appropriately and productively with others.

- Set and evaluate goals.
- Effectively communicate with group.
- Demonstrate respectful behavior to group member ideas and opinions.
- Manage and resolve conflict as appropriate.

Use appropriate principles of communication effectively.

- Listen to understand and appreciate the points of view of others.
- Listen to understand the ideas of others
- Follow directions.

Adapt and adjust to various roles and responsibilities in an environment of change.

Adapt to varied roles, responsibilities, and expectations.

- Work well independently and with a team.
- Accept and own mistakes as a part of learning.
- Carry out tasks and projects to completion.

Demonstrate leadership, integrity, ethical behavior, and social responsibility in all environments.

Demonstrate integrity and ethical behavior.

- Take ownership for actions.
- Demonstrate trustworthiness and honesty in all environments.
- Demonstrate the use of core values.

Demonstrate mental, physical, and emotional preparedness to accomplish the task.

- Keep own materials organized and gathers materials needed for the task.
- Prepare for and focuses on the task with enthusiastic anticipation.

Demonstrate initiative, self-direction, creativity, and entrepreneurial thinking while exploring individual talents and skills necessary to be successful.

Perform work without oversight.

- Assess the task and identify the priority/necessary actions to be taken.
- Understand the task's relationship to greater goal.
- Understand that incomplete work-- even if excellent--is not acceptable.
- Understand the importance of self-confidence.
- Find appropriate resources.
- Implement solutions.
- Demonstrate commitment to self/group/society.

Use time efficiently to manage workload.



Set and achieve high standards and goals.

- Identify incremental steps for acquiring goals.
- Set short-term and long-term goals.
- Create a written plan toward accomplishing goals.
- Choose to engage in activities to improve skills that are relative to goals.
- Demonstrate core values.
- Evaluate progress and seek assistance to take corrective action when necessary when working toward accomplishing goals.

Engage in effective problem solving process.

- Implement the problem solving process, including identifying potential causes of problem.

Demonstrate productivity and accountability while aspiring to meet high expectations.

Deliver quality job performance on time.

- Know that quality means meeting high expectations, including timeliness.
- Make revisions based on self-analysis.
- Work with commitment until the expectations are met.
- Make needed adjustments to prevent problems.
- Do not compromise ethical behavior and responsibility.

Demonstrate accountability for individual performance.

- Demonstrate individual responsibility to be present and on time for all activities.
- Stay productive when completing work.
- Are willing to help others when own work is completed.
- Accept responsibility for and correct their errors.
- Learn from mistakes and creates solutions.
- Follow through with assigned work within a group.

Responsibility: Grades 3-5

Communicate and work productively with others emphasizing collaboration and cultural awareness to produce quality work.

Work appropriately and productively with others.

- Set appropriate goals.

Use different perspectives to increase innovation and the quality of work.

- Generate ideas with group members.
- Recognize the opinions and feelings of others.
- Appropriately accept constructive feedback.

Use appropriate principles of communication effectively.

- Are active listeners.
- Follow directions.

Adjust to various roles and responsibilities and understand the need to be flexible to change.

Adapt to varied roles, responsibilities, and expectations.

- Work well independently and with others.
- Understand and accept mistakes as a natural part of learning.
- Complete tasks and projects.
- Identify the stages needed to complete a project or task.
- Develop an awareness of effective strategies to improve project or task completion.

Practice leadership skills, and demonstrate integrity, ethical behavior, and social responsibility in all activities.

Use interpersonal skills to influence and guide others toward a goal.

- Provide positive encouragement to others on their work.
- Relate positively to others.
- Understand methods to influence others towards goals.
- Understand how to listen to others and to share own ideas.
- Accept and offer constructive comments.

Leverage the strengths of others to accomplish a common goal.

- Work as a member of a team to complete tasks.

Demonstrate integrity and ethical behavior.

- Take responsibility for own actions.



Demonstrate initiative, creativity, self-direction, and entrepreneurial thinking to produce successful outcomes.

Perform work without oversight.

- Assess the task and identify actions that must be taken.
- Understand cause-effect relationship in completing sequential steps.
- Understand that incomplete work is not acceptable.
- Understand the importance of self-confidence.
- Know how to access resources.
- Formulate solutions.
- Demonstrate commitment to self/group/society.

Use time efficiently to manage workload

Demonstrate productivity and accountability by producing quality work.

Deliver quality job performance on time.

- Produce quality work in a timely manner.
- Make revisions in work based on self-analysis and or recommendations.
- Work with commitment to produce a quality product.
- Demonstrate ethical behavior and responsibility.

Demonstrate accountability for individual performance.

- Come to activities/work consistently and on time.
- Are prepared for all activities/work.
- Stay actively engaged when completing work.
- Are able to edit their work.
- Learn from mistakes.
- Are reliable co-workers in a group- setting.

Responsibility: Grades K-2

Communicate and work appropriately with others to complete tasks.

Work appropriately and productively with others.

- Set goals.
- Demonstrate good listening skills.
- Share thoughts and ideas with others.
- Work positively and effectively with others.
- Exhibit appropriate behavior in various situations.
- Respect others.
- Cooperate with others.
- Acknowledge own and other's good efforts.

Recognize different roles and responsibilities and is open to change.

Adapt to varied roles, responsibilities, and expectations.

- Work independently.
- Work with others.
- Understand mistakes are not wrong/bad.
- Complete tasks and activities.
- Follow predetermined stages/steps needed to complete an activity or task.
- With teacher guidance, collaboratively generate strategies to improve an activity or task.
- Listen attentively.
- Respect others ideas.
- Accept and respect others.

Learn leadership skills and demonstrate integrity, ethical behavior, and social responsibility.

Use interpersonal skills to influence and guide others toward a goal.

Demonstrate integrity and ethical behavior.

- Understand taking responsibility for own actions.
- Understand the importance of telling the truth.
- Understand the concepts of character and core values.

Demonstrate mental, physical, and emotional preparedness to accomplish the task.

- Understand the concept of being organized.
- Stay on task until the task is completed.

Develop initiative and demonstrate self-direction in activities.

- Perform work without oversight.
- Use time efficiently to manage workload.
- Assess mastery of skills.
- Set and achieve high standards and goals.
- Engage in effective problem solving process.

Work productively and are accountable for their actions.

- Deliver quality job performance on time
- Demonstrate accountability for individual performance



Fairness: Grades 9-12

Communicate and work productively with others, incorporating different perspectives and cross-cultural understanding, to increase innovation and the quality of work

Work appropriately and productively with others

- Determine people's strengths and assign roles accordingly
- Contribute to a team by sharing information and expertise

Use different perspectives to increase innovation and the quality of work.

- Gather input from all group members

Adapt to various roles and responsibilities and work flexibly in climates of ambiguity and changing priorities.

Adapt to varied roles, responsibilities, and expectations.

- Consider multiple perspectives and represents a problem in more than one way

Demonstrate leadership skills, integrity, ethical behavior, and social responsibility while collaborating to achieve common goals.

Use interpersonal skills to influence and guide others toward a goal.

- Maintain an open mind

Leverage the strength of others to accomplish a common goal.

- Communicate effectively
- Collaborate effectively
- Appreciate ideas of others
- Facilitate compromise that can lead to group consensus

Fairness: Grades 6-8

Communicate and work productively with others, considering different perspectives, and cultural views to increase the quality of work.

Use appropriate principles of communication effectively.

- Listen to understand and appreciate the points of view of others.
- Listen to understand the ideas of others



Work appropriately and productively with others.

- Demonstrate respectful behavior to group member ideas and opinions.
- Respect other's ideas in a group dynamic.
- Collaborate with others toward a common goal.
- Acknowledge own and other's good efforts.

Adapt and adjust to various roles and responsibilities in an environment of change.

Adapt to varied roles, responsibilities, and expectations.

- Listen to other points of view.

Work effectively in a climate of ambiguity and changing priorities.

- Understand conflict resolution from win-win perspective.

Demonstrate leadership, integrity, ethical behavior, and social responsibility in all environments.

Demonstrate integrity and ethical behavior.

- Demonstrate the use of core values.

Demonstrate initiative, self-direction, creativity, and entrepreneurial thinking while exploring individual talents and skills necessary to be successful.

Assess mastery of skills.

- Effectively share knowledge at appropriate times.

Set and achieve high standards and goals.

- Demonstrate core values.

Fairness: Grades 3-5

Communicate and work productively with others emphasizing collaboration and cultural awareness to produce quality work.

Use different perspectives to increase innovation and the quality of work.

- Generate ideas with group members.
- Recognize the opinions and feelings of others.
- Appropriately accept constructive feedback.

Adjust to various roles and responsibilities and understand the need to be flexible to change.

Adapt to varied roles, responsibilities, and expectations.

- Listen with an open mind.

Demonstrate appropriate risk-taking.

- Consider alternative or new ways to complete

Practice leadership skills, and demonstrate integrity, ethical behavior, and social responsibility in all activities.

Leverage the strengths of others to accomplish a common goal.

- Demonstrate listening, speaking and questioning skills.
- Work as a member of a team to complete tasks.
- Acknowledge views and ideas of others.
- Understand the value of compromise.

Fairness: Grades K-2

Communicate and work appropriately with others to complete tasks.

Work appropriately and productively with others.

- Acknowledge own and other's good efforts.

Use different perspectives to increase innovation and the quality of work.

- Are aware of others' feelings and opinions.

Use all the appropriate principles of communication effectively.

- Listen to others.

Recognize different roles and responsibilities and is open to change.

Adapt to varied roles, responsibilities, and expectations.

- Respect others ideas.
- Accept and respect others.

Demonstrate appropriate risk-taking.

- Are open to consider new ideas or alternative ways to complete tasks.
- Share ideas with an open mind.
- Support others' suggestions.

Learn leadership skills and demonstrate integrity, ethical behavior, and social responsibility.

Use interpersonal skills to influence and guide others toward a goal.

- Listen to others.

Leverage the strengths of others to accomplish a common goal.

- Share tasks necessary to complete a group task.
- Understand others may have different ideas and opinions.
- Understand the concept of compromise.

Demonstrate integrity and ethical behavior.

- Understand the concepts of character and core values.

Caring: Grades 9-12

Communicate and work productively with others, incorporating different perspectives and cross-cultural understanding, to increase innovation and the quality of work.

Work appropriately and productively with others

- Demonstrate respectful behavior to group member ideas and opinions.
- Recognize own and other's good efforts

Use different perspectives to increase innovation and the quality of work

- Gather input from all group members

Demonstrate leadership skills, integrity, ethical behavior, and social responsibility while collaborating to achieve common goals.

Use interpersonal skills to influence and guide others toward a goal

- Positively support the work of others
- Build relationships

Demonstrate productivity and accountability by meeting high expectations.

Deliver quality job performance on time

- Demonstrate ethical behavior and works responsibly, reliably, and collaboratively with others

Demonstrate accountability for individual performance

- Take initiative to help others when own work is completed



Caring: Grades 6-8

Communicate and work productively with others, considering different perspectives, and cultural views to increase the quality of work.

Work appropriately and productively with others.

- Demonstrate respectful behavior to group member ideas and opinions.
- Acknowledge own and other's good efforts.

Use different perspectives to increase innovation and the quality of work.

- Understand the opinions and feelings of others.

Use appropriate principles of communication effectively.

- Listen to understand the ideas of others

Demonstrate leadership, integrity, ethical behavior, and social responsibility in all environments.

Use interpersonal skills to influence and guide others toward a goal.

- Positively support the work of others.
- Build relationships.

Leverage the strengths of others to accomplish a common goal.

- Show sensitivity to others' views and ideas.

Demonstrate integrity and ethical behavior.

- Demonstrate the use of core values.

Demonstrate productivity and accountability while aspiring to meet high expectations.

Demonstrate accountability for individual performance.

- Are willing to help others when own work is completed.

Caring: Grades 3-5

Communicate and work productively with others emphasizing collaboration and cultural awareness to produce quality work.

Work appropriately and productively with others.

- Demonstrate respectful behavior to group members.
- Interact positively as a team member.
- Acknowledge quality efforts of self and others.

Adjust to various roles and responsibilities and understand the need to be flexible to change.

Works effectively in a climate of ambiguity and changing priorities.

- Understand how to approach handling conflict using a win-win perspective.

Practice leadership skills, and demonstrate integrity, ethical behavior, and social responsibility in all activities.

Use interpersonal skills to influence and guide others toward a goal.

- Provide positive encouragement to others on their work.
- Relate positively to others.

Caring: Grades K-2

Communicate and work appropriately with others to complete tasks.

Work appropriately and productively with others.

- Acknowledge own and other's good efforts.

Learn leadership skills and demonstrate integrity, ethical behavior, and social responsibility.

Use interpersonal skills to influence and guide others toward a goal.

- Compliment others' work.
- Initiate positive interactions with classmates.



Citizenship: Grades 9-12

Communicate and work productively with others, incorporating different perspectives and cross-cultural understanding, to increase innovation and the quality of work.

Work appropriately and productively with others

- Collaborate effectively with other teams/team members toward a common goal

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.

Perform work without oversight

- Demonstrate commitment to self/group/society

Citizenship: Grades 6-8

Communicate and work productively with others, considering different perspectives, and cultural views to increase the quality of work.

Work appropriately and productively with others.

- Collaborate with others toward a common goal.

Demonstrate initiative, self-direction, creativity, and entrepreneurial thinking while exploring individual talents and skills necessary to be successful.

Perform work without oversight

- Demonstrate commitment to self/group/society.

Citizenship: Grades 3-5

Communicate and work productively with others emphasizing collaboration and cultural awareness to produce quality work.

Work appropriately and productively with others.

- Cooperate with others in a group setting.

Demonstrate initiative, creativity, self-direction, and entrepreneurial thinking to produce successful outcomes.

Perform work without oversight.

- Demonstrate commitment to self/group/society.

Citizenship: Grades K-2

Communicate and work appropriately with others to complete tasks.

Work appropriately and productively with others.

- Describe the concept of community.
- Respect others.
- Cooperate with others.

Develop initiative and demonstrate self-direction in activities.

Perform work without oversight.

- Understand the importance of commitment to self and group.
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