

# Hotline

---

Rock Hill School District Three of York County

To: Members of the Board of Trustees

From: Kelly Pew

C: Cabinet

Date: March 1, 2018

---

The following items have been included for your information:

Reminders: **Friday, March 2, 2018**

Community Visits

Lesslie - 8:30-9:45 a.m.

Castle Heights - 10:15-11:45 a.m.

**Friday, March 2, 2018**

Called Executive Session - 11:30 a.m.

Castle Heights Middle School – Room B-02

**Thursday, March 8, 2018**

RHS' Education Foundation Gala – 6:00 p.m.

Southern Charm Events - Waterford

**Friday, March 23, 2018**

Community Visits

Finley Road - 8:30-9:45 a.m.

York Road - 10:15-11:45 a.m.

**Friday, March 30, 2018**

Statement of Economic Interests deadline is March 30<sup>th</sup>

**Thursday, April 12, 2018**

2DAC – Two Days @ the Capitol - 9:00 a.m.

Columbia Metropolitan Convention Center (*new location*)

1101 Lincoln Street, Columbia, SC 29201

**(Contact C. Gammons for registration.)**

**Monday, April 16, 2018**

Board Retreat – 8:30 a.m. – 2:00 p.m.

Location: New RHS' Central Office (386 E. Black St.)

**Thursday, April 26, 2018**

League of Innovative Schools Spring Visit

Lunch @ 12:45 p.m.

@ New RHS' Central Office (386 E. Black St.)

**Board members are invited to lunch.**

**Please arrive at 12:30 p.m.**

1. **Information:** *February Board Data Session Follow-Up*
2. **Information:** *Superintendent's Event Calendar*

## **February Board Data Session Follow-Up**

At the February Board Data Session, there were several questions regarding the Career Readiness assessment. This document provides information in response to those questions.

### **WorkKeys Certificate Distribution**

Additional details were requested regarding the timeline for distribution of student assessment information. Certificates are processed and printed by the state after the assessment window has closed. The state then ships certificates to the high schools and they are distributed during students' homeroom or advisory courses. In the past, certificates have been distributed around October/November the academic year following the assessment. For the WorkKeys assessment, students also had the ability to login to their account online to view their scores.

### **Assessment Components and Details**

For the 2017-2018 academic year, the WorkKeys assessment has been replaced with the WIN Ready to Work assessment. Both the state's previous WorkKeys assessment and the upcoming WIN Ready to Work assessment are composed of an Applied Mathematics, Locating Information, and Reading for Information section. In addition, both assessments award Platinum, Gold, Silver and Bronze level credentials to students based on their performance on the three sections previously listed. Pages two through seven provide information on the credential awarded as well as learning objectives for the Applied Mathematics, Locating Information, and Reading for Information sections.

The WIN Ready to Work assessment also has a Soft Skills component that was not assessed with the WorkKeys exam. Pages eight through ten provide information on the Soft Skills section. Student performance on the Soft Skills section is not included in consideration for the level of credential the student is awarded.

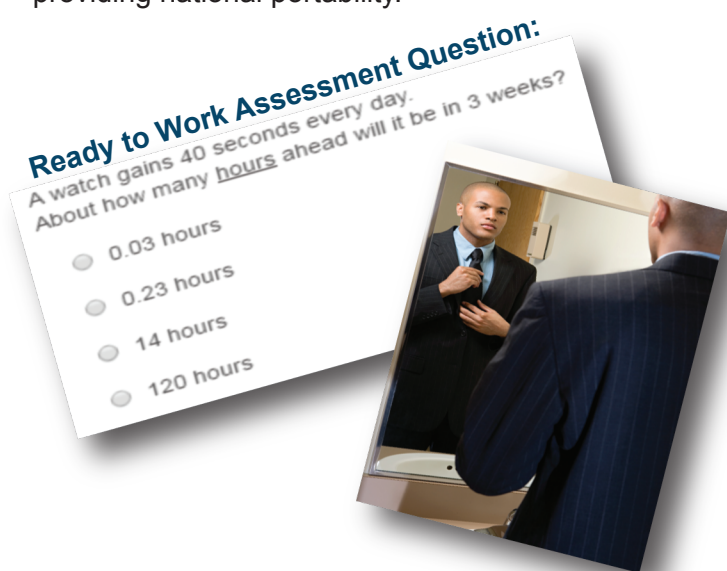
# win Ready to Work (R2W)

**In study after study, employers identified a lack of skilled workers as their biggest challenge.**

**Ready to Work** is a workforce education and development tool, comprised of three proctored assessments: Applied Mathematics, Reading for Information, and Locating Information. It brings employers, learners/jobseekers, and education/workforce partners together in building a skilled workforce, while keeping and attracting businesses with high-wage jobs and national economic growth.

## Why were these assessments selected?

Research shows that these three fundamental skills are necessary for more than 85 percent of all jobs today; and these core skills are the basis for most other career readiness programs across the country, providing national portability.



## What skills do the assessments measure?

**Applied Mathematics** - Measures workplace mathematical reasoning and problem-solving skills from basic addition, subtraction, multiplication and division to multiple math functions like calculating percentage discounts and markups.

**Reading for Information** - Measures reading comprehension and reasoning skills when using written text on the job including memos, letters, directions, signs, notices, bulletins, policies and regulations.

**Locating Information** - Measures comprehension and application of workplace graphics such as charts, graphs, tables, forms, flowcharts, diagrams, floor plans, maps and instrument gauges.

## Let's WIN Together. Contact Us!

865.717.9461 (Toll Free)  
865.717.3333  
info@winlearning.com

1000 Waterford Place,  
Kingston, TN 37763  
winlearning.com



readiness redefined

Ready to Work



facebook/winlearning



twitter/@winlearning\_



# win Ready to Work (R2W)

## How does the credential align to the workforce?

The Ready to Work assessments provides a customized credential that learners/jobseekers can add to their portfolio. The credential shows the learners/jobseekers have mastered the skills and they are ready to work.

The assessments are generally scored on a scale from 3 to 7. The higher the learner/jobseeker scores, the greater his/her ability to perform more complex tasks and qualify for a broader range of jobs.

There are four certificate levels – Bronze, Silver, Gold, and Platinum. To earn a Bronze certificate, the learner/jobseeker must score a minimum of 3 on all assessments (Applied Mathematics, Reading for Information, and Locating Information). For Silver minimum of 4 is required, for Gold a minimum of 5 is required, and for Platinum a minimum of 6 is required.

The credential level (bronze, silver, gold, and platinum) is determined by the minimum or lowest score across all three tests. For example, a learner/jobseeker who scores a 4 in Applied Mathematics, 4 in Reading for Information, and 3 in Locating Information will earn a bronze certificate because the lowest of the three scores is 3.

## Did you know...

WIN Learning also provides online self-paced courseware to help learners/jobseekers prepare for the assessments and earn the Ready to Work credential.

The Career Readiness Courseware aligns to the Ready to Work assessments, making it a great resource for preparation or remediation. Contact WIN Learning to learn more.



readiness redefined



## Credential Levels

### PLATINUM: Level 6

Successfully pass a minimum of Level 6 in all assessments to be ready for **99%** of Jobs in the Workforce. Occupations include, but not limited too, Architect, Chemist, Geographer, Anesthesiologist, Agricultural Engineer.

### GOLD: Level 5

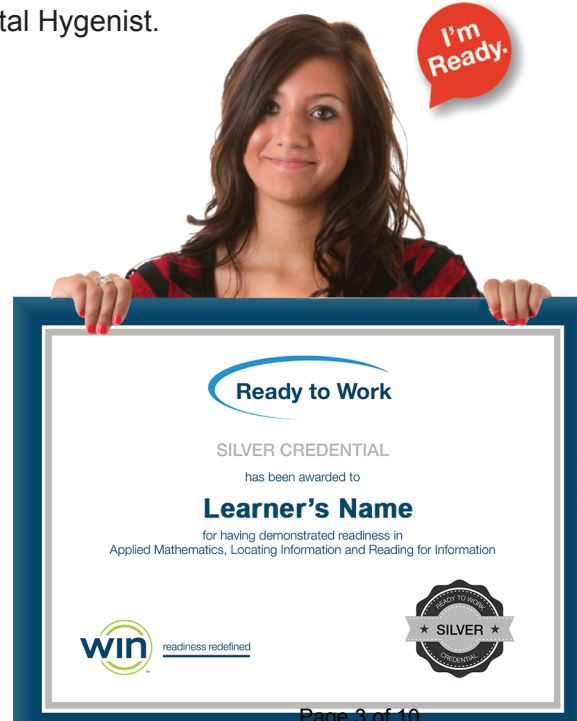
Successfully pass a minimum of Level 5 in all assessments to be ready for **90%** of Jobs in the Workforce. Occupations include, but not limited too, Credit Analyst, Aircraft Mechanics, Medical Transcriptionist, Acute Care Nurses, Social Worker.

### SILVER: Level 4

Successfully pass a minimum of Level 4 in all assessments to be ready for **65%** of Jobs in the Workforce. Occupations include, but not limited too, Insulation Installer, Roofer, Chef, Pipelayer, Flight Attendent, Machinist.

### BRONZE: Level 3

Successfully pass a minimum of Level 3 in all assessments to be ready for **35%** of Jobs in the Workforce. Occupations include, but not limited too, Construction Laborer, Electrician Assistant, Cement Mason, Dental Hygienist.



I'm Ready.

Applied Mathematics
<b>Level 3</b>
<ul style="list-style-type: none"> <li>Solve problems that require a single type of mathematical operation (addition, subtraction, multiplication, and division) using whole numbers</li> <li>Add or subtract negative numbers</li> <li>Change numbers from one form to another using whole numbers, fractions, decimals, or percentages</li> <li>Convert simple money and time units (e.g., hours to minutes)</li> </ul>
<b>Level 4</b>
<ul style="list-style-type: none"> <li>Solve problems that require one or two operations</li> <li>Multiply negative numbers</li> <li>Calculate averages, simple ratios, simple proportions, or rates using whole numbers or decimals</li> <li>Add up to three fractions that share a common denominator</li> <li>Add commonly known fractions, decimals, or percentages (e.g., <math>\frac{1}{2}</math>, .75, 25%)</li> <li>Multiply a mixed number by a whole number or decimal</li> <li>Put information in the right order before performing calculations</li> </ul>
<b>Level 5</b>
<ul style="list-style-type: none"> <li>Decide what information, calculations, or unit conversion to use to solve the problem</li> <li>Look up a formula and perform a single-step conversion within or between systems of measurement</li> <li>Calculate using mixed units (e.g., 3.5 hours and 4 hours 30 minutes)</li> <li>Divide negative numbers</li> <li>Find the best deals using one- and two-step calculations and then compare results</li> <li>Calculate the perimeters and areas of basic shapes (circles and rectangles)</li> <li>Calculate percent discounts or markups</li> </ul>
<b>Level 6</b>
<ul style="list-style-type: none"> <li>Use fractions, negative numbers, ratios, percentages, or mixed numbers</li> <li>Rearrange a formula before solving a problem</li> <li>Use two formulas to change from one unit to another within the same system of measurement</li> <li>Use two formulas to change from one unit in one system of measurement to a unit in another system of measurement</li> <li>Find mistakes in questions that belong at Levels 3, 4, and 5</li> <li>Find the best deal and use the result for another calculation</li> <li>Find areas of basic shapes when it may be necessary to rearrange the formula, convert units of measurement in the calculation, or use the result in further calculation</li> <li>Find the volume of rectangular solids</li> <li>Calculate multiple rates</li> </ul>



Applied Mathematics (Continued)
<b>Level 7</b>
<ul style="list-style-type: none"><li>• Solve problems that include nonlinear functions and/or that involve more than one unknown</li></ul>
<ul style="list-style-type: none"><li>• Find mistakes in Level 6 questions</li></ul>
<ul style="list-style-type: none"><li>• Convert between systems of measurement that involve fractions, mixed numbers, decimals, and/or percentages</li></ul>
<ul style="list-style-type: none"><li>• Calculate multiple areas and volumes of spheres, cylinders, or cones</li></ul>
<ul style="list-style-type: none"><li>• Set up and manipulate complex ratios or proportions</li></ul>
<ul style="list-style-type: none"><li>• Find the best deal when there are several choices</li></ul>
<ul style="list-style-type: none"><li>• Apply basic statistical concepts (calculate percent change)</li></ul>



Reading for Information	
<b>Level 3</b>	
• Choose the correct meaning of common, everyday workplace words	
• Apply instructions to a situation that is the same as the one in the reading materials	
• Choose the correct meaning of a word that is clearly defined in the reading	
• Identify main idea and clearly stated details	
• Choose when to perform each step in a short series of steps	
<b>Level 4</b>	
• Identify important details that may not be clearly stated	
• Choose what to do when changing conditions call for a different action (follow directions that contain “if-then” statements)	
• Use the reading material to figure out the meaning of words that are not defined.	
• Use the reading material to figure out the meaning of words that are not defined.	
<b>Level 5</b>	
• Identify the paraphrased definition of a technical term or jargon that is defined in the document.	
• Figure out the meaning of a word based on how the word is used.	
• Identify the correct meaning of an acronym that is defined in the document.	
• Apply technical terms and jargon and relate them to stated situations.	
• Apply straightforward instructions to a new situation that is like the one described in the material.	
• Apply complex instructions that include conditionals to situations described in the materials.	
<b>Level 6</b>	
• Identify implied details	
• Use technical terms and jargon in new situations	
• Figure out the less common meaning of a word based on context	
• Apply complicated instructions to new situations	
• Apply general principles from the materials to similar and new situations	
• Figure out the principles behind policies, rules, and procedures	
• Explain the rationale behind a procedure, policy, or communication	
<b>Level 7</b>	
• Figure out the meaning of difficult, uncommon words based on how they are used	
• Figure out the meaning of jargon or technical terms based on how they are used	
• Figure out the general principles behind policies and apply them to situations that are quite different from any described in the materials	



Locating Information
<b>Level 3</b>
<ul style="list-style-type: none"><li>• Fill in one or two pieces of information that are missing from a graphic</li><li>• Find one or two pieces of information in a graphic</li></ul>
<b>Level 4</b>
<ul style="list-style-type: none"><li>• Understand how graphics are related to each other.</li><li>• Find several pieces of information in one or two graphics</li><li>• Summarize information from one or two straightforward graphics</li><li>• Identify trends in one or two straightforward graphics</li><li>• Compare information and trends shown in one or two straightforward graphics</li></ul>
<b>Levels 5 and 6</b>
<ul style="list-style-type: none"><li>• Identify trends shown in one or more detailed or complicated graphics</li><li>• Compare information and trends from one or more complicated graphics</li><li>• Summarize information from one or more detailed graphics</li><li>• Sort through distracting information</li></ul>



# Essential Soft Skills (ESS)

## Closing the Soft Skills Gap for Today's Workforce.

The consequences of unemployment and underemployment can be long lasting and include reduced wages, decreased productivity and shortened career opportunities. Nearly 6.7 million young adults are out of school and out of work.

We must look to develop a skilled workforce that has both the hard and soft skills necessary to succeed in today's global economy.

### Skills Assessed

Cooperate with Others  
Resolve Conflict and Negotiate  
Solve Problems and Make Decisions  
Observe Critically  
Take Responsibility for Learning



The **Essential Soft Skills** assessment focuses on essential soft skills, such as problem solving, goal setting, decision-making, and self-direction, because these skills play a vital role in workplace success.

The questions in this subject area present situations that the learner might encounter at work and possible actions that could be used to deal with the situation. Essential Soft Skills questions require the learner to select the best and worst option for that particular situation.

### Essential Soft Skills Assessment Question:

The Company where you work has these two signs hanging in a work area.



You stumble upon two co-workers discussing the foolishness of these signs. They ask your opinion. How should you handle this situation?

	Best	Worst
Discuss the advantages of prohibiting movement in the area.	<input type="checkbox"/>	<input type="checkbox"/>
Excuse yourself and ask your supervisor what you should say.	<input type="checkbox"/>	<input type="checkbox"/>
Kindly make your supervisor aware of what is going on.	<input type="checkbox"/>	<input type="checkbox"/>
Tell your co-workers about the safety of pedestrians in the area.	<input type="checkbox"/>	<input type="checkbox"/>

## Let's WIN Together. Contact Us!

865.717.9461 (Toll Free)  
865.717.3333  
[info@winlearning.com](mailto:info@winlearning.com)

1000 Waterford Place,  
Kingston, TN 37763  
[winlearning.com](http://winlearning.com)



[facebook/winlearning](https://www.facebook.com/winlearning)



[twitter/@winlearning\\_](https://twitter.com/winlearning_)



readiness redefined







# Essential Soft Skills (ESS)

## Research Based Skills Assessment

The Essential Soft Skills assessment was developed based on the national Equipped for the Future (EFF) applied learning standards, the U.S. Department of Labor's work on SCANS, and O\*NET. Managers, workers, and supervisors from across industries identified the skills from the EFF Standards as critical for entry-level workers to succeed in today's workplace and global economy. These skills are listen actively, read with understanding, use mathematics to solve problems, solve problems and make decisions, cooperate with others, resolve conflict and negotiate, observe critically, and take responsibility for learning.



## Who can benefit from the Essential Soft Skills Assessment?

Employers benefit from having employees earn the Essential Soft Skills Credential in important ways, such as in reducing turnover, improving productivity, and maximizing on-the-job training. With the Essential Soft Skills Credential, employees are more likely to work in teams to achieve mutual goals and objectives, demonstrate willingness to work, show initiative, and display responsible behaviors at work, including avoiding absenteeism and demonstrating promptness.



## Did you know...

WIN Learning also provides a blended solution to prepare learners/jobseekers for the assessment to earn the Essential Soft Skills Credential.

The WIN Soft Skills courseware aligns to the Essential Soft Skills assessment; making it a great resource for preparation or remediation. Contact WIN Learning for more information.



readiness redefined





Resolve Conflict
• Acknowledge conflict by defining conflict
• Acknowledge conflict by identifying areas of agreement and disagreement
• Acknowledge conflict by accurately restating conflict with some detail and examples
• Generate options for resolving the conflict that have a win/win potential.
• Negotiate an agreement that will satisfy the conflicted parties using a range of strategies to facilitate negotiation.
• Negotiate an agreement that will satisfy the conflicted parties by monitoring the process for its effectiveness and fairness
• Evaluate the results of the negotiation
Cooperate with Others
• Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for others' ideas, opinions, and contributions
• Use strategies to seek input from others to understand their actions and reactions
• Offer clear input on personal interests and attitudes so that others can understand one's actions and reactions and to clarify one's position
• Try to adjust one's actions to consider the needs of others and/or the tasks to be accomplished
Take Responsibility for Learning
• Identify how you learn effectively
• Identify a learning goal
• Select and use strategies and information appropriate to learning goal
• Monitor/manage progress toward achieving learning goal
• Monitor effectiveness of learning process
Solve Problems and Make Decisions
• Identify problem to be solved or decision to be made
• Understand and communicate root causes of problem
• Generate possible solutions that address the root causes of the problem
• Evaluate options and select the one most likely to succeed based on apparent causal connection and appropriateness to the context
• Plan and implement chosen solution
• Monitor effectiveness toward a solution



[illegible]