

# ----- TOOL

## Descriptions for Success



### Job Description - Sample language

A great job/student/team member description includes the following:

- Summary of the expectations
- List of essential functions and responsibilities
- Qualities needed to do the job
- Qualities needed to work with others
- Required skills and abilities
- Manage demands
- Leadership responsibilities
- Personal accountability

Here you would write a two to three sentence description of what the job is. Let's take a freshman:

As a freshman your role is to come to school prepared to be your best. Enter our school as a citizen concerned for others and respectful to all. Enter each classroom curious and work to contribute, as well as demonstrate your skills. Participate in your community and represent yourself in the best possible way in and out of school.

**ESSENTIAL RESPONSIBILITIES** - As a freshman you are responsible for your:

- Mindset
- Materials
- Relationships
- Advocacy for others
- Assignments
- Citizenship
- Success - as defined by you

**QUALITIES NEEDED TO DO THE JOB** - As a freshman you need to focus on these qualities in order to be successful:

- Time management
- Management of assignments and materials
- Ability to work with others
- Empathy
- Respect for all around you
- Willingness to take risks with failure
- Completion of your assignments
- Acceptance of the learning associated
- Ownership of your success
- Demonstration of your knowledge

**QUALITIES NEEDED TO WORK WITH OTHERS** - As a freshman you will find the most success when you:

- Collaborate with others
- Are curious
- Advocate for yourself
- Demonstrate empathy
- Maintain optimism
- Look for best intent

**REQUIRED SKILLS & ABILITIES** - As a freshman you are required to:

- Manage your technology reasonably
- Balance multiple projects and assignments
- Demonstrate self-control and self-advocacy

**DEMANDS** - As a freshman we understand that there will be days that are longer than others, more difficult to manage and stressful. In order to be successful this year:

- Demonstrate perseverance
- Engage in the services of support to ensure mental and physical wellness
- Participate in activities outside of the school day
- Ask questions and seek clarity - do not leave uncertain or confused

**LEADERSHIP RESPONSIBILITIES** - As a freshman you are a leader in our school and community and in order to find success you should:

- Maintain optimism
- Be gritty
- Be kind
- Care for others and yourself
- Care for the school, halls, classrooms, and our campus
- Represent our school, your class, and our community with dignity and pride
- Be a role model for your classmates

**PERSONAL ACCOUNTABILITY** - As a freshman you are accountable and the best way to do that is to:

- Reflect on your progress
- Review your journey with a trusted and caring adult
- Improve every day
- Advocate for yourself when it becomes too stressful
- Complete your work and own your success

# Descriptions for Success

## Job Description - Template

A great job/student/team member description includes the following:

- |    |    |    |
|----|----|----|
| 1. | 3. | 5. |
| 2. | 4. | 6. |

Write a two to three sentence description of what the job is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ESSENTIAL RESPONSIBILITIES** - As a freshman you are responsible for your:

- |    |    |    |
|----|----|----|
| 1. | 3. | 5. |
| 2. | 4. | 6. |

**QUALITIES NEEDED TO DO THE JOB** - As a freshman you need to focus on these qualities in order to be successful:

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**QUALITIES NEEDED TO WORK WITH OTHERS** - As a freshman you will find the most success when you:

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|----|----|----|
| 1. | 2. | 3. |
|----|----|----|

This process has two other steps:

**1. Ask those on the other end of the description:**

- What is listed that you feel you can successfully do?
- Where will you need support, coaching, or training?

It is critical when you arrive with new expectations to allow people to process and visualize what it looks like, ask questions, train together and support each other. How you do that - the second step - is to teach, reinforce, and model.

**2. Teach, reinforce, and model:**

- Show people how to be optimistic, demonstrate through your actions how we don't quit on ourselves or others, find ways to humbly showcase examples without pointing out individuals.