

Job Description Rubric

Name: _____ Date: _____

Teacher: _____

LESSON GOAL Understand the need for a job description and the importance of understanding work expectations.

ESSENTIAL QUESTION How does a job description affect the way I perform the tasks for which I am responsible?

STUDENT EXPECTATIONS

1. Participate in a role-play about work and job descriptions.
2. Research job description.
3. Write a job description for a job or role at home, school or community.
4. Write a reflection about job expectations and writing a job description.

Multiply the points by the weighted score and record in the total column for each rubric. Then tally the total points for the final score.						
Weighted Score	Category	Exceeding 9-10 Points	Meeting 6-8 Points	Approaching 3-5 Points	Emerging 0-2 Points	Total
1	Book Discussion Contribute to discussion to understand the difficulty of unclear expectations.	Took initiative in discussion to offer thoughtful comments.	Contributed to discussion of book.	Made minimal contribution to discussion.	Did not participate in discussion.	
2	Job Role-Play Participate in role-play and contribute to discussion to develop an understanding of how specific expectations affect how work is completed.	Took appropriate initiative in discussion to relay examples of how job descriptions are effective.	Contributed to discussion of job descriptions.	Made minimal contribution to discussion but understood job descriptions.	Did not participate in discussion or demonstrate understanding of job descriptions.	
1	Personal Responsibilities Discussion Contribute to the sharing and reflecting of personal responsibilities held.	Took appropriate initiative in discussion to demonstrate understanding of the importance of job expectations.	Contributed to discussion of the importance of job expectations.	Made minimal contribution to discussion but understood the importance of job expectations.	Did not participate in discussion or demonstrate understanding of job expectations.	
2	<input checked="" type="checkbox"/> ASSIGNMENT 1 Job Description Research Reflection Write a reflection on self-selected job descriptions.	Took initiative to complete the research of three different job descriptions and completed a thoughtful reflection.	Completed research and reflection of three job descriptions with assistance.	Unable to complete research of three job descriptions and minimally reflected on research.	Did not research job descriptions or complete a reflection.	
2	<input checked="" type="checkbox"/> ASSIGNMENT 2 Written Job Description Write a job description for a role held at a job, at home or in the community.	Followed the template and completed a thorough job description.	Was able to write a job description.	Was able to complete at least part of the job description.	Was not able to work on job description.	
2	<input checked="" type="checkbox"/> ASSIGNMENT 3 Reflection Demonstrate understanding of a job description and its effect on job performance.	Wrote a thoughtful reflection that demonstrated thorough understanding of the importance of a job description.	Completed a reflection that demonstrated understanding of what a job description is.	Made an effort to complete the reflection and demonstrated some understanding of the importance of a job description.	Made minimal effort to reflect on the importance of job descriptions.	