

WORK-RELATED BEHAVIORS

BEHAVIOR	DEFINITION
Complies with attendance	Maintains attendance record that is acceptable, based on district guidelines, and provides acceptable rationale for absence or release time.
Practices punctuality	Arrives on time for class and or work and from breaks, is on time for appointments.
Interacts with teachers and supervisors	Converses and interacts with teachers or supervisors in a respectful manner.
Cooperates as a team member	Performs as a member of a team, works smoothly with others; cooperates with others.
Seeks assistance appropriately	Seeks help, when needed, in a non-disruptive, patient, and cooperative manner.
Works unsupervised	Follows directions, consistently remains on task without supervision.
Completes tasks accurately and in a timely manner	Works at a pace and speed required to correctly complete assigned work.
Uses good judgment	Makes decisions that are logical, correct, and mature for a given situation in a work setting, shows evidence of the use of common sense.
Accepts changes	Adapts readily to changes in situations without becoming upset, showing emotional outbursts, or decreasing work production.
Accepts constructive criticism	Accepts criticism that identifies behaviors or manners of task performance, which should be changed to enhance success; attempts and desires to improve on required task.
Displays initiative	Is ready to work and begins work tasks promptly without being told.
Displays integrity	Demonstrates fair and honest behavior.
Displays frustration tolerance	Maintains emotional stability and work pace when faced with challenging, difficult, or pressured situations.
Displays good personal habits and manners	Avoids interrupting or disrupting others; does not use profane language.
Displays personal appearance required by situation	Practices good hygiene and wears appropriate clothing.
Displays safe use and proper care of materials and equipment	Demonstrates ability to safely use, maintain, and care for work station, tools, and materials.