

The Director's View is a publication of the Applied Arts Practicum Students  
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Published by Benjamin "Zayn" Bunch



# THE DIRECTOR'S VIEW

## BRADLEY COUNTY SCHOOLS



### **"MAKE A DIFFERENCE"**

In today's demands for the workplace, companies are seeking more from candidates than knowledge and experience. While the hard skills can make a good impression and possibly get the candidate an interview, they may not land the job. In our county many employers are asking the school system to work on soft skills. There is a job market for our graduates, but most of the business leaders reported they could find workers who have "hard skills" i.e. the capability to operate machinery or fulfill other tasks, but many potential hires lack soft skills. For a long time, the importance of soft skills has been undervalued.

Most companies assumed that people knew how to behave on the job and how to fit in as well as how to be on time, take initiative, and strive to be a top performer when working together on a daily basis. Not so today. So as educators, our questions center around what soft skills are valued the most. In general, the companies list the following:

- **Communication Skills:** The ability to be articulate when speaking but also have the ability to listen.
- **Adaptability:** Change is constant and therefore, it's important to have a good attitude while welcoming the unexpected.
- **Teamwork:** The ability to work well in group settings and demonstrating cooperation and compromise.
- **Integrity & Work Ethic:** Having a good personal reputation and doing whatever it takes to get the job done.
- **Positive Attitude:** Being optimistic, upbeat and inspiring. Positive energy flowing in the workplace is catchy.

As our teachers focus on incorporating these skills into the daily lesson plans, we invite our parents and our communities to partner with us in education. Working together we can build a better future for all of Bradley County.

*-Dr. Linda Cash, Director of Schools*

## IN SEPTEMBER'S EDITION

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# 2015

## Vol 1 - Issue 2

This Month's Focus:  
Soft Skills and how Bradley  
County Schools incorporate  
them into the classroom.



## HOPEWELL PARENT VOLUNTEER IS MAKING A DIFFERENCE

### **VOLUNTEER SPOTLIGHT**

The spotlight on a volunteer this month is about Linda Sue Webb. She is an amazing support person at Hopewell Elementary School and is bragged about throughout the county. Among the many soft skills that she portrays on a daily basis with the school is her ability to 'take on whatever task is given to her and complete it methodically'. Ms. Webb is an inspiration to other volunteers and plays a very important role in many projects and events that take place in the Hopewell community through the school. She shared with us this month, her love for helping the school through completing several given tasks in the time that she is on campus each week.


**[Click here for a spotlight video](#)**

## OCOEE MIDDLE SCHOOL EXPECTATION MATRIX PROMOTES SOFT SKILL TRAINING

In addition to academic skills, OMS intentionally promotes the soft skills that will assist our students in becoming successful and productive citizens. These same soft skills help to create a safe and positive school culture. Our Advisory Program incorporates lessons on goal setting, self-management strategies, Olweus anti-bullying rules and strategies, relationship building, and the Expectation Matrix. The Expectation Matrix is a main focus at the beginning of the school year, but referred to frequently throughout the year. The three R's: Ready, Respectful, and Responsible can be heard throughout the building during Advisory and in the classroom setting. Our goal is for our students to be aware of

the expectations, employ the three R's on a regular basis, and gain an understanding of the relationship between these soft skills and personal success.

### *Considering Others while Learning Together Successfully*

		EXPECTATION MATRIX				ROUTINE/SETTING		
		School Grounds (All settings) (Before, During, and After School)	Bus Areas	Restroom	Cafeteria	Classroom Instruction	Hallways, Walkways, & Other Passages	Assembly
RULE/EXPECTATION	Be Ready To...	<ol style="list-style-type: none"><li>1. Strive for Excellence</li><li>2. Touch Lives Through Service</li><li>3. Act With Integrity and Self control</li><li>4. Respect Others and Myself</li><li>5. Take Responsibility for my Decisions and Actions</li></ol>	<ol style="list-style-type: none"><li>1. Arrive and depart bus and school on time with all items needed for the day or evening</li><li>2. Stay in assigned areas</li></ol>	<ol style="list-style-type: none"><li>1. Enter with an attitude of respect for others and the facility.</li></ol>	<ol style="list-style-type: none"><li>1. If applicable, maintain a positive account balance.</li></ol>	<ol style="list-style-type: none"><li>1. Bring all necessary supplies to school. (Library card, pencils, paper, books, PE clothes, fees, lunch money, parent communication and permission forms, agenda, medical notes, etc.)</li><li>2. Arrive with an attitude of excellence and determination to learn and excel.</li><li>3. Recognize the diversity of others and be considerate of these differences.</li></ol>	<ol style="list-style-type: none"><li>1. Know the schedule for the day and where I am going.</li><li>2. Plan to arrive to my next destination with my pencils and other supplies.</li></ol>	<ol style="list-style-type: none"><li>1. Follow directions specific to the assembly you are attending</li><li>2. Sit in your designated seats</li><li>3. Walk in a single file line.</li></ol>
RULE/EXPECTATION	Being Respectful Means...	<ol style="list-style-type: none"><li>1. Apologize for rude behavior or when having done something by accident.</li><li>2. Listen, keep eyes on the speaker, and respond politely during assemblies and instructional times.</li><li>3. Treat others' property with care and appreciation.</li></ol>	<ol style="list-style-type: none"><li>1. Maintain appropriate volume and language during bus duty times and during transit on the bus.</li><li>2. Respect the property of others and maintain self-control.</li><li>3. Leave seating areas clean.</li></ol>	<ol style="list-style-type: none"><li>1. Maintain privacy and cleanliness.</li><li>2. Cell phones or other camera devices should not be used or in sight in these areas.</li></ol>	<ol style="list-style-type: none"><li>1. Say please and thank you to cafeteria staff.</li><li>2. Give others appropriate space to eat meals.</li><li>3. Allow fellow students to eat in a mannerly setting. (table manners, volume control)</li></ol>	<ol style="list-style-type: none"><li>1. Address teachers politely when asking for help without disrupting others.</li><li>2. Work teachers and substitutes to complete assignments as directed.</li><li>3. Enter the Library in such a way that allows teaching, learning, and reading to take place without interruption.</li></ol>	<ol style="list-style-type: none"><li>1. Allow others appropriate space.</li><li>2. Use "Inside Voice" volume level, being mindful of classes in progress.</li><li>3. Keep hands, feet, and other objects to myself.</li><li>4. Walk on the right side.</li><li>5. Treat others' property with care and appreciation.</li></ol>	<ol style="list-style-type: none"><li>1. Use "Inside Voice" volume level, being mindful of classes in progress.</li><li>2. Pay attention to those presenting.</li><li>3. Keep hands, feet, and other objects to myself.</li></ol>
RULE/EXPECTATION	Being Responsible Means	<ol style="list-style-type: none"><li>1. Engage in Emergency drills in a safe, orderly, and efficient manner.</li><li>2. Care for school grounds, band instruments, personal property, and others.</li><li>3. Enter all areas in a line and sit in assigned areas to facilitate efficient and safe student movement. (Ex: cafeteria, assemblies, classroom doorways)</li><li>4. Follow all School rules as outlined in Agenda</li></ol>	<ol style="list-style-type: none"><li>1. Be considerate to bus duty teachers, bus drivers, and fellow students.</li><li>2. Utilize lockers and correctly store backpacks.</li><li>3. Listen and watch for bus number, bus stop, or parent vehicle.</li><li>4. Stay in your seat.</li><li>5. During outside car dismissal, keep belongings on the sidewalk and away from the road.</li><li>6. Enter and exit vehicles safely and efficiently.</li></ol>	<ol style="list-style-type: none"><li>1. Use etiquette and efficiency during restroom use you don't interfere with instructional time.</li><li>2. Wash hands thoroughly.</li><li>3. Throw away trash and leave the facility as good as or better than the way you found it.</li><li>4. Use the Restroom between classes when possible.</li></ol>	<ol style="list-style-type: none"><li>1. Pick up and dispose of all trash after meals.</li></ol>	<ol style="list-style-type: none"><li>1. Communicate with others politely when completing tasks or learning new information.</li><li>2. Help distribute classroom materials at appropriate times in a manner that allows instructional time to begin promptly.</li><li>3. Move quietly and quickly into designated group-work locations in order to allow instruction and tasks to begin promptly.</li><li>4. Complete testing and assignments with integrity and validity.</li><li>5. Follow all classroom rules and procedures.</li></ol>	<ol style="list-style-type: none"><li>1. Know my locker combination.</li><li>2. Maintain an organized locker.</li><li>3. Move efficiently to my next destination.</li><li>4. Utilize and maintain hall pass records.</li></ol>	<ol style="list-style-type: none"><li>1. Keep up with any object you may have.</li><li>2. Do not leave any trash in the assembly area.</li></ol>

## Walker Valley Seniors Complete Mock Interviews



"First, thank you for letting me be involved in interviewing the Advanced Manufacturing seniors. What ever preparation the faculty is doing with these students definitely needs to continue. I was impressed with the poise, passion, and confidence displayed by the students. While they all performed at different levels, all did very well overall. They also were very receptive to feedback for improvement. They interviewed as well as or even better in some cases as adults I have interviewed. Seeing the caliber of students and the activities held to help their students prepare for the real world makes me proud to be a parent of a Walker Valley student! And I have to add....Mustang Band Rocks!!"

*- Angie Leamon, Whirlpool Corporation*





## **NORTH LEE ELEMENTARY: MENTORING SOFT SKILLS**



North Lee is finding a unique way to teach “soft skills” to struggling kindergarten and first grade students. This is the second year of the Mentoring Program, which matches exemplary fourth grade students with kindergarten and first graders that may need a “buddy.” This is an opportunity for the fourth grade students to pass down some of their knowledge to younger children who may need some guidance in regard to social skills. Mentors are trained and then asked to spend 20 hours with their “buddies” throughout the school year. This time is usually spent playing on the playground, eating breakfast together, reading in the hallways, or helping out in their classrooms. We have found this program to be a win-win situation for all students involved.

**BRADLEY CENTRAL  
STUDENT BODY**

## PRESIDENT: LEADING BY EXAMPLE

## STUDENT SPOTLIGHT



The student in our spotlight this month is Lily Freeman, a senior at Bradley Central High School. Lily has worked very diligently to gain the respect of her peers through participation in Student Council. She is the Student Body President and has overseen several service projects as well as being a proven leader in leading by example. Some of the soft skill traits that Lily personifies are 'having good manners, being courteous and considerate'. She is approachable and carries a smile on her face throughout the day. Lily is always well-mannered and treats her teachers and peers with the utmost respect. She never meets a stranger. When we met with Lily this month, she shared with us what approach she takes in making great things happen.

[Click here for a spotlight video](#)

## SOFT SKILLS: PREPARING ALL STUDENTS FOR THE FUTURE

According to Wikipedia, the term "**Soft Skills**" is often associated with a person's Emotional Intelligence Quotient also known as "*soft skills EQ*". These are the cluster of '*personality traits, social graces, communication aptitudes, language usage, personal habits, interpersonal skills, abilities to managing people, and leadership capabilities*' that characterize relationships with other people. Soft skills contrast to hard skills, which are generally easily quantifiable and measurable such as software knowledge and basic technical skills. A person's soft skill EQ is an important part of their individual contribution to the success of an organization. Particularly those organizations dealing

with customers face-to-face are generally more successful, if they train their staff to use these skills. Screening or training for personal habits or traits such as dependability and conscientiousness can yield significant return on investment for an organization. For this reason, soft skills are increasingly sought out by employers in addition to standard qualifications. Bradley County Schools is working to enrich the culture of soft skills learning throughout each of the grade levels.

## **BRADLEY COUNTY FACULTY SPOTLIGHT**



**WATERVILLE COMMUNITY  
ELEMENTARY WELCOMES  
NEW PRINCIPAL**

**ADMINISTRATOR  
SPOTLIGHT**

The spotlight on an administrator this month is featuring Jennifer Huskins, the new principal for Waterville Community Elementary School. Mrs. Huskins comes to us from Hamilton County where she was the headmistress for the Chattanooga Charter School of Excellence. Though being from the Chattanooga region, her experience as an administrator also stretches north to Pennsylvania where she worked at a West Philadelphia charter school for a few years. Mrs. Huskins is a wonderful example of 'Leadership'. She is a wonderful team player as she listens to others in developing projects to benefit the entire school. Mrs. Huskins places herself in the middle of school events to be a part of the growth in morale and help connect the abilities of each individual in a diverse group. As Mrs. Huskins is settling in at Waterville, she spoke with us about her excitement to be a part of such a great school and community.

**[Click here for a spotlight video](#)**

# SOFT SKILLS PREFERRED BY EMPLOYERS

Soft skills are behaviors that have been refined over time more than they are instinctive traits. Students who have these skills have the potential of performing well at work while paving the way to good relationships in all areas of their life. When compared to hard skills, soft skills are highly valued by employers because they are hard to find. The soft skills most often sought by employers include:

1. - *The capability to concede, convey and convince*
2. - *Doing a job methodically and appropriately*
3. - *An ability to acknowledge mistakes and correct them*
4. - *Have good manners, be courteous and considerate*
5. - *Be honest and show integrity*
6. - *Show flexibility and be adaptable*
7. - *Be a problem solver along with the ability to see things from someone else's viewpoint*
8. - *Appreciate mentoring, coaching and the love of learning*
9. - *Be self-assured but modest*
10. - *The capability to lead but also to work as part of a diverse team*
11. - *Have common sense*
12. - *The ability to understand and follow directions as well as the ability to think spontaneously should difficulties take place*
13. - *The capacity to examine a problem and create a resolution*
14. - *Be an optimist*

**NEW OCOEE MIDDLE BAND  
DIRECTOR CARRIES ON A  
LEGACY**



# TEACHER SPOTLIGHT



This month, the teacher spotlight is cast on Spencer Hughes, the newly appointed band director at Ocoee Middle School. Mr. Hughes embodies the soft skill trait of 'Optimism' in everything he does. His encouraging characteristics are contagious. The overall positive culture that he creates for his band students help them to believe that they may achieve whatever they put their mind to accomplish. When speaking with Mr. Hughes this month, he shared with us his passion for being a positive influence and where his love for teaching comes from.

**[Click here for a spotlight video](#)**

## **BRADLEY CENTRAL HIGH: PROMOTING SOFT SKILLS THROUGH INTERNSHIPS**



At Bradley Central High School students in the sportsmedicine clinical internship class, under the direction of Drew German, ATC, have a variety of opportunities. These students are offered a chance to shadow, intern, and work out in the community as well as BCHS. Each student in this class is given a home work site in which they will intern around 4 hours per week. In addition these students have the opportunity to participate, assist and directly work as student athletic trainers at each home football game. The student's responsibilities include taping wrist, hands, and fingers prior to the game. These students are also responsible for proper hydration of the football team during the game, as well as any first aid or taping needs that may arise during a Friday night football game. As a result of this internship students demonstrate teamwork and attendance, responsibility, and work ethics skills. Another large gain for the students is the ability to communicate with players, patients, athletic trainers and other medical professionals as they learn the fundamental skill sets to take to the next level.

## **CHARLESTON ELEMENTARY: PROMOTING SOFT SKILLS THROUGH SAFETY PATROL**



Students at Charleston Elementary are greeted in the morning with a smile, a “good morning,” and sometimes even a hug! Fifth grade students that are members of the school Safety Patrol are the first to greet students each morning and the last to send them on their way home in the afternoon. Safety Patrol members serve as school leaders by assisting students during arrival and dismissal, acting as crossing guards, and monitoring students. Charleston SRO Paul Silveira wants members of the Safety Patrol to “develop responsibility, leadership skills, and the respect of fellow students.” Younger students listen and look up to members of the Safety Patrol, as they are identified by their bright yellow safety sashes and belts, worn each day with pride. These students also assist teachers and are recognized as leaders in the classroom. The Safety Patrol program is a valuable endeavor that recognizes student leaders and focuses on student safety and security.