

# SCASD 21st Century Skills & Skill Definitions

based on: Partnership for 21st Century Skills - Framework for 21st Century Learning  
www.p21.org

## Category: Information, Media and Technology Skills

- Information Literacy

### **Access and Evaluate Information**

- Access information efficiently (time) and effectively (sources)
- Evaluate information critically and competently

### **Use and Manage Information**

- Use information accurately and creatively for the issue or problem at hand
- Manage the flow of information from a wide variety of sources
- Apply a fundamental understanding of the ethical/legal issues surrounding the access and use of information

- Media Literacy

### **Analyze Media**

- Understand both how and why media messages are constructed, and for what purposes
- Examine how individuals interpret messages differently, how values and points of view are included or excluded, and how media can influence beliefs and behaviors
- Apply a fundamental understanding of the ethical/legal issues surrounding the access and use of media

### **Create Media Products**

- Understand and utilize the most appropriate media creation tools, characteristics and conventions
- Understand and effectively utilize the most appropriate expressions and interpretations in diverse, multi-cultural environments

- ICT (Information, Communications and Technology) Literacy

### **Apply Technology Effectively**

- Use technology as a tool to research, organize, evaluate and communicate information
- Use digital technologies (computers, PDAs, media players, GPS, etc.), communication/networking tools and social networks appropriately to access, manage, integrate, evaluate and create information to successfully function in a knowledge economy
- Apply a fundamental understanding of the ethical/legal issues surrounding the access and use of information technologies

# SCASD 21st Century Skills & Skill Definitions

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## Category: Learning and Innovation Skills

- Creativity

### **Think Creatively**

- Use a wide range of idea creation techniques (such as brainstorming)
- Create new and worthwhile ideas (both incremental and radical concepts)
- Elaborate, refine, analyze and evaluate their own ideas in order to improve and maximize creative efforts

### **Work Creatively with Others**

- Develop, implement and communicate new ideas to others effectively
- Be open and responsive to new and diverse perspectives; incorporate group input and feedback into the work
- Demonstrate originality and inventiveness in work and understand the real world limits to adopting new ideas
- View failure as an opportunity to learn; understand that creativity and innovation is a long-term, cyclical process of small successes and frequent mistakes

- Innovation

### **Implement Innovations**

- Act on creative ideas to make a tangible and useful contribution to the field in which the innovation will occur

- Critical Thinking

### **Reason Effectively**

- Use various types of reasoning (inductive, deductive, etc.) as appropriate to the situation

### **Use Systems Thinking**

- Analyze how parts of a whole interact with each other to produce overall outcomes in complex systems

### **Make Judgments and Decisions**

- Effectively analyze and evaluate evidence, arguments, claims and beliefs
- Analyze and evaluate major alternative points of view
- Synthesize and make connections between information and arguments
- Interpret information and draw conclusions based on the best analysis
- Reflect critically on learning experiences and processes

- Problem Solving

### **Solve Problems**

- Solve different kinds of non-familiar problems in both conventional and innovative ways
- Identify and ask significant questions that clarify various points of view and lead to better solutions

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- Communication

### **Communicate Clearly**

- Articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts
- Listen effectively to decipher meaning, including knowledge, values, attitudes and intentions
- Use communication for a range of purposes (e.g. to inform, instruct, motivate and persuade)
- Utilize multiple media and technologies, and know how to judge their effectiveness a priority as well as assess their impact
- Communicate effectively in diverse environments (including multi-lingual)

- Collaboration

### **Collaborate with Others**

- Demonstrate ability to work effectively and respectfully with diverse teams
- Exercise flexibility and willingness to be helpful in making necessary compromises to accomplish a common goal
- Assume shared responsibility for collaborative work, and value the individual contributions made by each team member

## **Category: Life and Career Skills**

- Flexibility

### **Be Flexible**

- Incorporate feedback effectively
- Deal positively with praise, setbacks and criticism
- Understand, negotiate and balance diverse views and beliefs to reach workable solutions, particularly in multi-cultural environments

- Adaptability

### **Adapt to Change**

- Adapt to varied roles, jobs, responsibilities, schedules and contexts
- Work effectively in a climate of ambiguity and changing priorities

- Initiative

### **Manage Goals and Time**

- Set goals with tangible and intangible success criteria
- Balance tactical (short-term) and strategic (long-term) goals
- Utilize time and manage workload efficiently

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- Self-Direction

- **Work Independently**

- Monitor, define, prioritize and complete tasks without direct oversight

- **Be Self-directed Learners**

- Go beyond basic mastery of skills and/or curriculum to explore and expand one's own learning and opportunities to gain expertise
    - Demonstrate initiative to advance skill levels towards a professional level
    - Demonstrate commitment to learning as a lifelong process
    - Reflect critically on past experiences in order to inform future progress

- Social Skills

- **Interact Effectively with Others**

- Know when it is appropriate to listen and when to speak
    - Conduct themselves in a respectable, professional manner

- Cross-Cultural Skills

- **Work Effectively in Diverse Teams**

- Respect cultural differences and work effectively with people from a range of social and cultural backgrounds
    - Respond open-mindedly to different ideas and values
    - Leverage social and cultural differences to create new ideas and increase both innovation and quality of work

- Productivity

- **Manage Projects**

- Set and meet goals, even in the face of obstacles and competing pressures

- **Produce Results**

- Demonstrate additional attributes associated with producing high quality products including the abilities to:
      - Manage time and projects effectively
      - Multi-task
      - Collaborate and cooperate effectively with teams

## **SCASD 21st Century Skills & Skill Definitions**

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- Accountability

- Manage Projects**

- Prioritize, plan and manage work to achieve the intended result

- Produce Results**

- Demonstrate additional attributes associated with producing high quality products including the abilities to:
      - Work positively and ethically
      - Participate actively, as well as be reliable and punctual
      - Present oneself professionally and with proper etiquette
      - Respect and appreciate team diversity
      - Be accountable for results

- Leadership

- Guide and Lead Others**

- Use interpersonal and problem-solving skills to influence and guide others toward a goal
    - Leverage strengths of others to accomplish a common goal
    - Inspire others to reach their very best via example and selflessness
    - Demonstrate integrity and ethical behavior in using influence and power

- Responsibility

- Be Responsible to Others**

- Act responsibly with the interests of the larger community in mind