

ROAR - Expectations of Professionalism

R espect	<ul style="list-style-type: none">✓ Be polite to colleagues (peers) and management (teachers)✓ Perform assigned tasks✓ Share ideas (collaborate) with colleagues and management✓ Keep work area clean✓ Give full attention to team discussions and work tasks (use of electronic devices only when approved by management)
O rganization	<ul style="list-style-type: none">✓ Be at your assigned workstation (desk) and have all necessary equipment (pencil, paper folder) ready for completion of tasks prior to start time (before the second bell rings)✓ Turn in assigned tasks by due dates✓ Put things back where they belong✓ Check in with management (teacher) after an absence to see what assigned tasks needed to be completed
A wareness	<ul style="list-style-type: none">✓ Come up with solutions; do not just identify problems✓ Make sure to understand both assigned tasks and management's expectations for your work✓ Show a positive attitude✓ Maintain appearance according to company's dress code policy✓ Use professional language and polite tone when interacting with colleagues and management
R esponsibility	<ul style="list-style-type: none">✓ Ask questions when you do not understand assigned tasks or expectations✓ Actively complete work tasks with full intention of doing your best work✓ Recognize when you need to learn or get better and actively work toward improvement and better understanding✓ Be willing to put in extra time when it is needed to get the job done right