



**Title:** Introduction Activity: Education and Training Career Cluster #2

**Grade:** 6

**Career Development Model:**

Career Exploration

**Nebraska Career Readiness Standards:**

- Contributes to employer & community success
- Manages personal career development

**Objective:**

- Students will identify different job titles to introduce career opportunities in the Education and Training career cluster.
- Students will list job titles of workers they see in their school belonging to other career clusters outside of Education and Training.

**Materials and Supplies Needed:**

- Copies of or Internet access to the school district employee list
- Access to student e-mail
- Copies for every two students of "Education and Training at School Careers Chart" handout
- Copies for each student of Education and Training Cluster at a Glance.

**Class Instructions:**

Time: 30 - 40 minutes

Part 1

1. On a scratch piece of paper, have students create a list of all the employees they come into contact with on a normal school day who help them learn. Challenge them to think beyond just the teachers but exclude custodial and lunchroom staff.
2. Direct students to set their list aside for a few moments.
3. Distribute the Education and Training Cluster at a Glance.
4. Lead a discussion about Education and Training jobs that come together to make a school function. Highlight the importance of each job in the overall function of the

district.

(Note: You may want to add examples that exist in your district that are not listed on the handout, such as ESL/ELL Teacher, Gifted and Talented Director, School Psychologist, Reading Specialist/Teacher, Speech and/or Language Pathologist, etc.)

5. Pair up the students.
6. Distribute an "Education and Training at School Career Chart" handout to each pair of students.
7. Have the pairs bring their lists together and fill in the "Education and Training at School Career Chart" handout with the jobs they had listed.
8. Have the pairs locate the district listing of employees on the Internet or print and make copies of the district employees (one per pair). Direct students to complete the chart based on the resource they've been given (Internet page or copied list).
9. Discuss the final chart and the range of careers it takes for a school to function.

## Part 2

1. Tell the class they're going to participate in an e-mail interview where they are the interviewer.
2. Ask students what they know about interviews and capture their responses on the board.
3. Create a classroom list of interview questions pertaining to educational and training careers.  
(Examples: How would you describe your job responsibilities? Why did you choose this career? What degree or training did you need to get this job? How is the majority of your time spent?)
4. Assign student pairs to a specified position and/or person in your school district  
(Note: You could let them choose, but you may want to assign people you know well and diversify the list so it's not all teachers).

5. Create a general format that all students will use for the e-mails. For example:
  - a. Proper heading: "Dear ,"
  - b. First paragraph: Introduce that you (the student) are studying careers and are looking for some information about educational and training careers. Mention that pairs of students are collecting information that will be shared with the class. Invite/ask the person to answer some brief interview questions.
  - c. Second paragraph: List the questions.
  - d. Third paragraph: Thank them for their time and share that you are excited to hear back from them.
  - e. Proper closing: "Sincerely," and both students' names
  
6. Direct students to their student e-mail and give them (or show them how to get) the address of the person they're e-mailing.
  
7. Draft and send the e-mail. Emphasize the importance of spelling, punctuation, etc. Perhaps you'll want to view the e-mail prior to them sending it.  
(Note: You could have them all CC or BCC you, as well).
  
8. In a few days, check e-mails and have students share their findings.
  
9. Re-emphasize how all of these careers are crucial to each student's education – even if they don't always see or even know these people.
  
10. Continue encouraging exploration of these careers that are in very high demand in Nebraska.

**Credits/Sources:**

Nebraska Career Education

# Education and Training at School Careers Chart

Who are the administrators and administrative support staff at school?	Who are the people who give professional support services?	Who are the teaching and training staff?