

Hillsdale Public Schools
Hillsdale, N.J.

CAREER AWARENESS
CURRICULUM

KINDERGARTEN - GRADE EIGHT

-2008 -

Career Awareness
Kindergarten - Grade Eight
Hillsdale Public Schools
- 2008 -

PURPOSE

Children must be exposed to the numerous careers which are now part of our ever-changing society. Education at the kindergarten through eighth grade levels must provide children with experiences which will introduce and expand their understanding of these careers, some new, others which have gone through radical changes. Boys and girls at these grade levels will be provided, through the interactive process, opportunities to develop an awareness of these careers in a positive and enlightened fashion and associated work skills.

The Career Awareness process in grades K – 2 will be taught by guidance counselors and third and fourth grade teachers. The Career Awareness process in grades 3 – 5 will be taught as a segment of the Reading/Language Arts, Science and Social Studies programs, an integrated approach. Certainly children will be directed to explore their interests through the inclusion of topics which will encourage sound concept formation.

Children in grades six - eight will interact in a pragmatic fashion to develop career-oriented skills and concepts through career classes, techlab, and a career day.

INSTRUCTION

Instruction will utilize a Unit Cluster approach in grades kindergarten through five. Fifteen clusters have been developed and grouped by the United States Office of Education. Although, a unit for each month has been suggested, grade levels may cover different cluster units which better integrate into their instruction during the school year.

Instruction in grades six through eight will work on topics which will concentrate on one's self and how to use personal resources to prepare for the world of work.

CLUSTER UNITS
KINDERGARTEN - FIVE

<u>Month</u>	<u>UNIT</u>
September	Manufacturing
October	Personal Service
November	Consumer Ed/Home Economics
December	Health
January	Communication/Media
February	Marketing/Distribution
March	Construction
April	Fine Arts & Humanities
May	Agriculture

Also, additional cluster units may be addressed in the instructional process, which include:

Business and Office

Hospitality and Recreation

Marine Science

Natural Resources/Environment

Transportation

During the school year, selected occupations indicated in each Cluster will be addressed as part of the Career Awareness class. The teacher may invite guest speakers to discuss a career. The presentation should include: background information, preparation for the career, as well as on the job training experiences, requirements of the career, and career outcomes and results.

Evaluation and Program Standards
Kindergarten – Eight

Instructors will be required to plan, in a systematic manner, based upon the Career Awareness continua, including: teacher planning, assessment of students/monitoring interim progress, rededication of student deficiencies, record keeping and reporting, teacher self-evaluation based on learning outcomes.

Program Standards

Sequence of Skills and Concepts to be Taught:	Base Curriculum to be taught to all children.
Primary Instructional Instrument:	Career Awareness Clusters
Teaching Units:	K – 4 Ten specified units per school year- one unit per month and five additional units which can be addressed as per the instructor.
	5 – 8 Topics addressed as per.
Reports:	As required per the instructor.
Speakers:	Determined by the instructor.
Homework:	Determined by the instructor.
Grading:	Tests, homework, reports, other requirements which may be assigned.

Student Learning Levels

Basic Skills:

Varied activities will be provided for children which reinforce concepts taught in the classroom.

Gifted and Talented:
(Knowledge Quest)

Different activities will be undertaken for children which will reinforce concepts taught in the classroom.

ESL:

Specific activities which take into consideration each child's language limitations will be put forth, which will further develop specified concepts.

Evaluation Criteria:

Students whose academic performance is deemed "satisfactory" will receive grades related to homework, testing, reports, and speaker assignments.

Academic & Professional Standards

9. Career Education and Consumer, Family and Life Skills

STANDARD 9.1 (Career and Technical Education) All students will develop career awareness and planning, employability skills, and foundational knowledge necessary for success in the workplace.

Strands and Cumulative Progress Indicators

By the end of Grade 4, students will:

A. Career Awareness and Planning

1. Describe various life roles and work-related activities in the home, community, and school.
2. Identify abilities and skills associated with various careers.
3. Identify reasons people work and how work habits impact the quality of one's work.

B. Employability Skills

1. Describe and demonstrate the importance of personal and interpersonal skills.
2. Identify positive work habits and attitudes necessary for home, community, and school.
3. Identify reasons for working as part of a team.

Academic & Professional Standards

9. Career Education and Consumer, Family and Life Skills

STANDARD 9.1 (Career and Technical Education) All students will develop career awareness and planning, employability skills, and foundational knowledge necessary for success in the workplace.

Strands and Cumulative Progress Indicators

Building upon knowledge and skills gained in preceding grades, by the end of Grade 8, students will:

A. Career Awareness and Planning

1. Demonstrate the ability to distinguish between job, occupation, and career.
2. Outline the steps in the career planning process.
3. Apply research skills to career exploration.
4. Analyze personal interests, abilities, and skills through various measures including self assessments.
5. Explore careers using hands-on real life experiences within the sixteen States' Career Clusters.
6. Develop an individual career plan and include in a portfolio.
7. Plan and conduct a cooperative project that addresses one of the problems faced by the school and /or community.

B. Employability Skills

1. Research local and state employment opportunities.
2. Develop an employment package that includes a job application, letter of interest, and resume.
3. Demonstrate job-seeking skills.
4. Describe and demonstrate appropriate work habits and interpersonal skills needed to obtain and retain employment.
5. Compare and contrast possible choices based on identified/perceived strengths, goals, and interests.
6. Identify and develop skills that are transferable from one occupation to another.

STANDARD 9.1.4 A. Career Awareness and Planning

1. Describe various life roles and work-related activities in the home, community, and school.

Developing skills to interact cooperatively with others

A. Describe how one's behavior influences the feelings and actions of others.

Personal relationships

Work environment

B. Demonstrate respect for the feelings and beliefs of others.

Personal friendships

Schoolmates

Adults

Work environment

C. Demonstrate skills in responding to criticism.

From peers

From teachers

From supervisors in workplace

STANDARD 9.1.4 A. Career Awareness and Planning

2. Identify abilities and skills associated with various careers.
3. Identify reasons people work and how work habits impact the quality of one's work.

A. Demonstrate employability skills and work habits, such as work ethic, dependability, promptness, and getting along with others, needed to get and keep a job.

B. Describe the importance of personal skills and attitudes to job success.

C. Identify career interest, abilities, and skills.

STANDARD 9.1.4 B. Employability Skills

1. Describe and demonstrate the importance of personal and interpersonal skills.
2. Identify positive work habits and attitudes necessary for home, community, and school.
3. Identify reasons for working as part of a team.

Students will show ability to:

A. Demonstrate reliable work behavior that includes being consistently punctual, maintaining regular attendance, completing tasks effectively, meeting assignment deadlines, following the chain of command, and following rules and grievance procedures.

B. Demonstrate positive work attitudes such as showing initiative, self-confidence, patience, dependability, honesty and integrity, maintaining confidentiality, controlling emotions, demonstrating a willingness to learn, exhibiting pride in work and demonstrating loyalty to the employer.

C. Exhibit good interpersonal skills that includes being courteous, showing respect and empathy for others, cooperating with and assisting others, accepting and following directions, performing as a team member, and showing respect for cultural diversity, individuals in nontraditional jobs and physically and mentally challenged individuals.

D. Maintain an image appropriate to the employment situations.

The importance of skills and attitudes to job success

A. Describe the relationship between positive work attitudes and success on the job. This includes demonstrating initiative, self-confidence, patience, dependability, honesty and integrity, maintaining confidentiality, controlling emotions, demonstrating a willingness to learn, getting along with others, exhibiting pride in work and demonstrating loyalty to the employer.

STANDARD 9.1.8 A. Career Awareness and Planning

1. Demonstrate the ability to distinguish between job, occupation, and career.
2. Outline the steps in the career planning process.

Developing career planning skills

- A. Explore and define a number of occupational groups and careers.
- B. Determine how the expectations of others affect individual career planning.
- C. Investigate various careers and discover that career development is an ongoing process.
- D. Identify personal goals that may be satisfied through a combination of work, community, and social or family roles.
- E. Practice developing a career plan: selecting areas of interest, matching interests with skills, selecting courses of study to meet goals of career choice, and identifying the satisfaction level to be attained by career choice.

STANDARD 9.1.8 A. Career Awareness and Planning

3. Apply research skills to career exploration.

Using skills to locate, evaluate, and interpret career information

- A. Demonstrate skills in using school and community resources through research and interviews to learn about various occupations.
- B. Describe skills needed to adjust to changing occupational requirements.

STANDARD 9.1.8 A. Career Awareness and Planning

4. Analyze personal interests, abilities, and skills through various measures including self assessments.

Understanding human uniqueness in preparing for a variety of life roles in a changing global society

- A. Identify personal likes and dislikes.
- B. Identify individual skills required to fulfill different life roles.
- C. Demonstrate an understanding of and appreciation for the similarities and differences among people.
- D. Describe stereotypes, biases, and discriminatory behaviors that might limit opportunities for people in various occupations.
- E. Identify non-traditional occupations and describe advantages and problems entering them.

STANDARD 9.1.8 A. Career Awareness and Planning

5. Explore careers using hands-on real life experiences within the sixteen States' Career Clusters.

Linking learning to work

- A. Relate academic performance and course of study to opportunities in the work world through career day.
- B. Describe school courses related to personal, educational, and occupational interests.

STANDARD 9.1.8 A. Career Awareness and Planning

6. Develop an individual career plan and include in a portfolio.

Developing career planning skills

- A. Explore and define a number of occupational groups and careers.
- B. Determine how the expectations of others affect individual career planning.
- C. Investigate various careers and discover that career development is an ongoing process.
- D. Identify personal goals that may be satisfied through a combination of work, community, and social or family roles.
- E. Practice developing a career plan: selecting areas of interest, matching interests with skills, selecting courses of study to meet goals of career choice, and identifying the satisfaction level to be attained by career choice.

STANDARD 9.1.8 A. Career Awareness and Planning

7. Plan and conduct a cooperative project that addresses one of the problems faced by the school and /or community.

- A. Demonstrate ability to set short and long term goals.
- B. Demonstrate the ability to work cooperatively with others to accomplish a task and problem solve in any setting.
- C. Demonstrate ability to develop schedules and use time efficiently and effectively.
- D. Demonstrate an understanding that ability, effort, and achievement are interrelated.

STANDARD 9.1.8 B. Employability Skills

1. Research local and state employment opportunities.

A. Identify and access resources, sources of information, and services in the school and community.

B. Use technology and printed resource materials to raise awareness of state employment opportunities.

STANDARD 9.1.8 B. Employability Skills

2. Develop an employment package that includes a job application, letter of interest, and resume.

A. Complete activities to determine career interests. This includes completing assessment instruments which help the learner identify their interests, abilities, and skills as they might apply to career choices.

B. Students will create a letter of interest, a job application, and a resume.

STANDARD 9.1.8 B. Employability Skills

3. Demonstrate job-seeking skills.

4. Describe and demonstrate appropriate work habits and interpersonal skills needed to obtain and retain employment.

A. Demonstrate an understanding of the importance of personal skills and attitudes to job success.

B. Demonstrate qualities that are needed to get and keep jobs. These can include: honesty, ethics, dependability, punctuality, getting along with others, responsibility, and initiative.

C. Demonstrate skills and attitudes essential for a job interview.

STANDARD 9.1.8 B. Employability Skills

5. Compare and contrast possible choices based on identified/perceived strengths, goals, and interests.

A. Describe how interests, aptitudes, and abilities relate to broad occupational groups.

B. Identify various ways that occupations can be classified.

STANDARD 9.1.8 B. Employability Skills

6. Identify and develop skills that are transferable from one occupation to another.

A. Identify skills that are transferable from one occupation to another.

B. Describe skills needed to adjust to changing occupational requirements.

September

Manufacturing

Accountant	Plumber
Advertising Agent	Press Operator
Aerospace Engineer	Production Controller
Apprentice	Programmer
Assembly Line Worker	Public Relations Director
Carpenter	Receiving Supervisor
Chemist	Repair Technician
Computer Operator	Researcher
Consumer Researcher	Safety Engineer
Craftsperson	Sales Manager
Data Processor	Sales Representative
Designer	Secretary
Die Maker	Shipper
Draftsperson	Shop Steward
Electrician	Supervisor
Engineer	Tool Maker
Forklift Operator	Traffic Supervisor
General Manager	Welder
Inspector	
Lathe Operator	
Lay-Out Person	
Machinist	
Maintenance Engineer	
Manager	
Material Handling Supervisor	
Mathematician	
Merchandiser	
Millwright	
Packer	
Painter	
Pattern Maker	
Personnel Director	
Physicist	
Planning Administrator	

October

Personal Service

Animal Groomer	Marriage Counselor
Animal Keeper	Maintenance Worker
Animal Trainer	Personal Trainer
Airline Flight Attendant	Piano Tuner
Baker	Psychologist
Barber	School Bus Driver
Bartender	Social Worker
Bellhop	Tailor
Butcher	Valet
Butler	Veterinarian
Chef	Wine Steward
Cosmetologist	Wait Staff
Child Care Attendant	Yoga/Pilates Instructor
Caterer	
Cook	
Dietitian	
Dressmaker	
Dry Cleaner	
Elevator Operator	
Exterminator	
Funeral Director	
Guide	
Hair Stylist	
Health Salon Operator	
Housekeeper	
Hotel & Restaurant Manager	
Hostess	
Kitchen Help	
Kitchen Supervisor	
Karate Instructor	
Kennel Operator	
Laundry Worker	
Maid	
Manicurist	

November

Consumer Ed/Home Economics

Appliance Repair Technician	Knit Worker
Beautician	Lighting Advisor
Biochemist	Market Researcher
Bridal Consultant	Model
Buyer	Nutritionist
Chemist	Party Planner
Color Specialist	Pattern Designer
Consumer Analyst	Print Designer
Cook	Restaurant Owner
Custodian	Retailer
Designer	Salesperson
Dietitian	Sewing Instructor
Dry Cleaner	Shoemaker
Dyer	Stylist
Exporter	Supermarket Personnel
Fabric Designer	Tailor/Dressmaker
Fabric Specialist	Textile Chemist
Family Relations Consultant	Upholsterer
Fashion Coordinator	Wait Staff
Fashion Designer	
Fashion Journalist	
Fast Food Service	
Financial Consultant	
Food and Drug Administrator	
Garment Manufacturer	
Home Economist	
Home Delivery Service	
Homemaker	
Hostess	
Hotel Manager	
Housekeeper	
Importer	
Interior Decorator	
Kitchen Helper	

December

Health

Anesthesiologist
Biologist
Chemist
Cook
Dental Hygienist
Dentist
Dietitian
Food and Drug Inspector
Food and Drug Supervisor
Food Technologist
General Practitioner
Hospital Administrator
Hospital Service Worker
Internist
Laboratory Technician
Laundry Worker
Licensed Practical Nurse
Medical Artists and Photographer
Medical Librarian
Medical Secretary
Medical Social Worker
Medical Technologist
Nutritionist
Occupational Therapist
Optician
Optometrist
Orderly
Osteopath
Pathologist
Pediatrician
Pharmacist
Physical Therapist
Physician
Physiologist
Podiatrist
Psychiatrist
Public Health Supervisor
Registered Nurse
Safety Engineer
Speech Therapist
Surgeon
Surgical Technician
Veterinarian
X-Ray Technician

January

Communication/Media

Actor/Actress	Producer
Airport Flight Controller	Publisher
Announcer	Programmer
Art Director	Radio Operator
Audio Engineer	Reporter
Broadcast Technician	Screen Reporter
Cartoonist	Script Reporter
Cast Director	Set Designer
Camera Technician	Singer
Commercial Artist	Stage Assistant
Composing Machine Operator	Telephone Operator
Columnist	Telegrapher
Critic	Translator
Copyright Expert	Video Camera Engineer
Court Reporter	Wardrobe Specialist
Dispatcher	
Director	
Disc Jockey	
Editor	
Electrician	
Film Editor	
Film Camera Operator	
Film Processor	
Foreign Correspondent	
Graphic Artist	
Layout Artist	
Light Technician	
Librarian	
Lyricist	
Music Director	
Newspaper Carrier	
Proofreader	
Photographer	
Printing Press Operator	

February

Marketing/Distribution

Accounting Executive	Sales Engineer
Advertising	Secretary
Bookkeeper	Sign Manufacturing
Broker	Shipping Clerk
Buyer	Shopper
Consultant	Store Buyer
Cashier	Store Executive
Commercial Artist	Survey Worker
Credit Manager	Stock Clerk
Economist	Supervisor
Display Worker	Traffic Manager
Delivery Person	Typist
Demonstrator	Warehouse Person
Exporter	Wholesaler
Fashion Coordinator	
Floor Manager	
Inspector	
Importer	
Insurance Agent	
Interviewer	
Model	
Office Machine Service Technician	
Package Designer	
Public Relations Personnel	
Purchasing Agent	
Product Designer	
Product Manager	
Real Estate Agent	
Receiving Clerk	
Research Director	
Recruiter	
Sample Distributor	
Sales Manager	
Salesperson	

March

Construction

Architect
Asbestos Remover
Building Contractor
Building Inspector
Building Wrecking Supervisor
Bulldozer Operator
Carpenter
Cement Mason
Chimney Technician
Civil Engineer
Contractor
Crane Operator
Electrical Engineer
Electrician
Engineer
Floor Installer
Glazier
Heavy Equipment Operator
HVAC
Ironworker
Janitor
Laborer
Landscape Contractor
Painter
Paperhanger
Pipe Fitter
Plasterer
Plumber
Riveter
Sanitary Engineer
Safety Engineer
Steelworker
Stonemason
Supervisor

Surveyor
Telephone Installer
Welder

April

Fine Arts and Humanities

Actor/Actress	Jewelry Designer
Agent	Lay-Out Designer
Anthropologist	Linguist
Archeologist	Lighting Expert
Architect	Lyricist
Art Appraiser	Make-Up Artist
Art Director	Model
Art Teacher	Music Teacher
Artist	Musician
Backstage Hand	Newsperson
Beauty Consultant	Orchestra Member
Biographer	Painter
Camera Operator	Photographer
Cartoonist	Playwright
Choreographer	Poet
Cinematographer	Producer
Ceramic Artist	Proofreader
Commercial Artist	Publisher
Comic Illustrator	Reporter
Comic Writer	Researcher
Clergy	Restorer
Critic	Scenery Specialist
Curator	Set Designer
Dancer	Silk Screen Operator
Designer	Sound Technician
Director	Special Effects Operator
Editor	Stage Technician
Fashion Designer	Technical writer
Film Editor	Translator
Free Lance Advertiser	Wardrobe Person
Geologist	Writer
Graphic Artist	
Historian	
Illustrator	

May

Agriculture

Agricultural Engineer
Agricultural Extension Agent
Agricultural Researcher
Agronomist
Beekeeper
Biological Careers
Entomologist
Farmer
Fisher
Forester
Home Economist
Horticulturist
Landscape
Microbiologist
Pathologist
Scientist
Soil Conservationist
Teacher
Tree Surgeon
Veterinarian

June

Public Service

Ambulance Driver
Assessor
Attorney
Auditor
Border Patrol
Explosive Expert
Bus Driver
Building Inspector
Counselor
Census Clerk
Council Member
Civil Service Clerk
Clergy
Conservationist
Crossing Guard
Dietitian
Detective
County Clerk
Court Clerk
Elected Official
Fire Chief
Firefighter
Fire Inspector
Garbage Collector
Game Warden
Health Inspector
Immigration Inspector
Internal Revenue Worker
Janitor
Judge
Librarian
Mayor
Meter Person
Military

Public Utilities Worker
Parole/Probation Officer
Parcel Post Carrier
Police
Postmaster
Park Ranger
Principal
Recreation Director
Road Inspector
Sanitary Inspector
School Nurse
Social Worker
Toll Collector
Teacher
Technician
Town Clerk
Welfare Worker
Warden

Business and Office

Accountant
Accounting Clerk Payroll
Auditor
Bank Teller
Bank President
Bookkeeper
Bond Analyst
Bond Trader
Certified Public Accountant
Checking Clerk
Cashier
Computer Programmer
Court Reporter
Credit Manager
File Clerk
Human Resources
Insurance Claims Adjuster
Insurance Clerk
Interviewer
Job Analyst
Legal Secretary
Manager
Mathematician
Messenger
Office Clerk
Public Relations Officer
Recruiter
Real Estate Broker
Records Clerk
Reserve Officer
Salesperson
Secretary
Securities Trader
Shipping Clerk
Stenographer
Tax Accountant

Transcriber
Typist

Hospitality and Recreation

Acrobat	Promoter
Animal Trainer	Publicity Agent
Amusement Operator	Ranger
Athlete	Recreation Director
Athletic Director	Riding Instructor
Auto Racer	Skiing Instructor
Ball Boy/Girl	Smoke Jumper
Bellhop	Social Director
Boating Director	Swimming Instructor
Bowling Instructor	Taxi Driver
Caddy	Theater Manager
Camp Counselor	Tennis Instructor
Charter Pilot	Ticket Agent
Concession Salesperson	Tour Guide
Convention Director	Travel Agent
Crafts Teacher	Umpire
Desk Clerk	Usher
Door Attendant	Ventriloquist
Entertainer	YMCA Director
Equipment Salesperson	
Exerciser	
Exhibitor	
Flying Instructor	
Golf Instructor	
Grounds Keeper	
Hotel Chef	
Hotel Maintenance Engineer	
Jockey	
Judo Instructor	
Lifeguard	
Magician	
Master of Ceremonies	
Museum Director	
Park Administrator	
Physical Education Director	
Pool Director	

Marine Science

Aquatic Biologist
Bacteriologist
Biological Oceanographer
Botanist
Chemical Oceanographer
Chemical Extractor
Coast Guard
Computer Data Specialist
Deep Sea Diver
Deck Hand
Diving Supervisor
Dredge Operator
Dockmaster
Drilling Supervisor
Ecologist
Fish Culturist
Fish Farmer
Fish Retailers
Fishers
Fish and Game Warden
Geographer
Geological Oceanographer
Hatchery Person
Laboratory Worker
Life Guard
Marine Architect
Marine Engineer
Marine Geographer
Mariner
Meteorologist
Motor Boat Mechanic
Oceanographer
Sailor
Sea Aquarium Manager
Scuba Diver
Seismographer

Water Environmentalist
Zoologist

Natural Resources/Environment

Air Analyst
Agronomist
Aquatic Biologist
Biochemist
Biophysicist
Botanist
Camp Counselor
Construction Engineer
Conservationist
Civil Engineer
Chemist
Custodian
Dairy Worker
Ecologist
Engineer
Exterminator
Fire Fighter
Fire Warden
Field Health Officer
Field Inspector
Florist
Food and Drug Supervisor
Forester
Game Warden
Garbage Collector
Gardener
Geographer
Geophysicist
Geologist
Greenhouse Manager
Grounds Keeper
Horticulturist
Hydrographer
Hydraulic Engineer
Industrial Inspector
Laboratory Attendant

Landscape Architect
Life Scientist
Lumber Worker
Mechanical Engineer
Marine Scientist
Meteorologist
Naturalist
Oceanographer
Park Supervisor
Pathologist
Physical Scientist
Sewage Disposal Worker
Soil Analyzer
Surveyor
Traffic Engineer
Tree Surgeon
Wildlife Specialist
Zoologist

Transportation

Aeronautical Engineer
Airline Flight Attendant
Airport Ground Controller
Air Traffic Controller
Armored Car Driver
Auto Assembler
Auto Mechanic
Barge Captain
Body Repair Technician
Bus Driver
Captain
Car Salesperson
Conductor
Copilot
Crew Chief
Deck Hand
Dispatcher
Engineering Officer
Flight Engineer
Furniture Mover
Ground Controller
Ground Service
Locomotive Engineer
Longshore Worker
Mariner
Mechanic
Parking Lot Attendant
Pilot
Railroad Conductor
Safety Engineer
Sailor
Service Station Attendant
Ship Builder
Ship Engineering Officer
Ship Captain
Ship Cook

Shipping Clerk
Steward
Switch Operator
Taxicab Driver
Telegrapher
Track Operator
Traffic Manager
Travel Agent
Travel Guide
Truck Driver
Utility Person

