

Elementary Career Information

January 2004

Did you know working full time for 40 years, averaging 40 hours a week for 50 weeks, you will spend 80,000 hours of your life at work. Compare that to a mere 17,000 hours a student spends in elementary through high school.

ASCA supports school counselors' efforts to help students focus on academic, personal/social and career development.
<http://schoolcounselor.org/>

The Career Activity Files are in pdf format. Please remember while looking for specific page numbers that they could be off by two or three pages +(i.e., page 22 could be 25) due to Roman numerals at the beginning of the booklet.

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Services Provided by Career Specialist

The Career Specialist in the Career Development Services Division can assist with career resources, the planning and implementation of K-12 ideas, in-service training, or technical assistance related to career development. The services of the career specialist in your area are provided at no cost to your school district by the Guidance Division of the Oklahoma Department of CareerTech. For more information, contact your local career specialist.

Location:

<http://okcareertech.org/guidance>

Click on: Career Specialist

Select: The career specialist closest to you.

Career Awareness

Career awareness (Grades K-6) helps lay the foundation for later successful career planning. Career awareness not only helps students become aware of career clusters or groups of occupations but also helps them understand the role of work. Knowledge of self and the development of self-confidence are also important in this stage.

Strategies used to help implement career awareness may include:

Curriculum infusion – identifying career competencies to be taught and “folding” them into academic curriculum.

Assessment of current career interests – including family histories, interest inventories, personal narratives, etc.

Life skills/personal development - including cooperative learning, self-esteem, self-confidence, individual learning styles, etc.

Career Fair

This manual will introduce educators to a fun, innovative approach on how to organize an outdoor career fair using career clusters. Students in K-8 will have the opportunity to touch, look, experience, and learn about occupations associated with vehicles. Forms and examples of correspondence are included to supply information to participating businesses. The first 15 people to respond to me by e-mail with their name and address will receive an abbreviated packet of this manual that was given out at EncycloMedia Conference.

Email: jhawk@okcareertech.org

Order *Careers on Wheels* (CS1031) by calling 1-800-654-4502 or online.

Location:

<http://okcareertech.org/cimc/catalog.htm>

Click On: Online Catalog

Select: Workforce Prep/Effect Teach/
Career Inf/Life Skills

Select: Career Information

View: *Careers on Wheels*

Cost: \$2.



Career Units

JEPES

Job Experience Program for Elementary Students (JEPES) This career awareness unit integrates all the National Career Development Guidelines with the Oklahoma State Department of Education P.A.S.S. objectives. A project designed to “employ” all students in Grades 4-5, it not only is a unit in social studies but also promotes school pride and student responsibility, lowers discipline problems, and helps students explore school-created jobs as possible career options.



Location:

<http://www.okcareertech.org/guidance>

Click On: Products – Career Activity File

Select: *School-Based Enterprises 2000*

View: JEPES: Job Experience Program for Elementary Students (pages 22-36)

Greeting Card Company

The Greeting Card Company was developed to help integrate business and industry within the classroom to give students hands-on awareness of the relationship between school and work. Students apply their knowledge of math, language arts, reading, social studies, and writing while working cooperatively in the real world of work to produce greeting cards.

Location: <http://okcareertech.org/guidance>

Click On: Products – Career Activity File

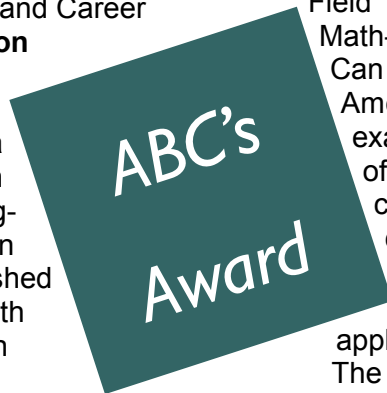
Select: *School-Based Enterprises (K-12) - 2000*

View: Greeting Card Manufacturing Company (pages 46-51)

Best Practices (pages 17-19)

ABC's Award

The ABC's of Career Awareness and Career Exploration Exemplary **recognition program** is intended to promote effective career awareness and exploration programs leading to a career planning process for youth and adults. It is designed to recognize **exemplary K-8 programs**. In the past year have you accomplished some of the following activities with your students: Career Fair, Prison



Field Trip, Drug Abuse Resistance Education, Math-A-Thon, Jump Rope for Heart, Aluminum Can Recycling Project, and Read Across America into your curriculum? Do you have examples of a planning calendar and copies of guidance lesson plans? You are a candidate for this award. Please consider calling for an application.

Contact Janet Hawkins at 405-743-5123 or jhawk@okcareertech.org for a revised application.

The application deadline is February 12, 2004.

Problem Solving

Students are faced with many decisions each day. Helping students develop strategies in order to become independent problem solvers is important. It is hard to solve a problem, however, unless we understand the problem. Use the example and worksheet with your students.



How do I solve the problem?

Location:

<http://okcareertech.org/guidance>

Click On: Products – Career Activity File

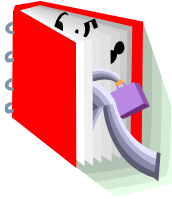
Select: *Employability Skills (K-12) - 2003*

View: Problem-Solving Steps and Worksheet (pages 23-24)

Resources: Career Lessons

Elementary career lessons can be found in each of the Career Activities Files.

Location: <http://okcareertech.org/guidance>
 Click On: Products – Career Activity File
 Select: Career Activity File by year.



[Career Lesson](#)

[Career Activity File](#)

Job Traits/Skills - *School-to-Work Sustainability –1999*
 Cupcake Sale - *School-Based Enterprises – 2000*
 Promoting an Activity - *School-Based Enterprises – 2000*
 Marketing Survey - *School-Based Enterprises – 2000*
 Scanning Photos - *Career Portfolios - 2001*
 Career Development Planning - *Career Portfolios – 2001*
 Building a Skills Portfolio - *Career Portfolios – 2001*
 Our Pizza Shack - *Counseling Tools for a Guidance Program -2002*
 Matching Skill to Occupation -*Employability Skills - 2003*
 Occupational Tools - *Employability Skills - 2003*

Career Development Activities

Other lessons can be found in the *Career Development Activities – Elementary, CS1100*. The lessons offer classroom activities in areas such as math, science, language arts, and social studies. The lessons are divided by the 12 **National Career Development Guidelines**, which help students understand the direct connection between what they are learning and what they will be doing in the future.

Lessons include:

Getting Along with Others/Teamwork

COMPETENCY II: Skills to Interact Positively with Others

Importance of School

COMPETENCY IV: Awareness of the Benefits of Educational Achievement

Relationship Between School and Work

COMPETENCY V: Awareness of the Relationship Between Work and Learning

Study Skills/Work Habits

COMPETENCY VII: Awareness of the Importance of Personal Responsibility and Good Work Habits
 Order by calling 1-800-654-4502. Cost: \$7.

Comprehensive Guidance Program

School counselors no longer work in isolation; instead, they partner with teachers to implement a written comprehensive school counselor program.

The program reduces confusion; aligns goals and objectives with the school's mission; and leads to student achievement . . .

The program reduces confusion, aligns goals and objectives with the school's mission, and leads to student achievement as demonstrated by data. (<http://schoolcounselor.org>)

The program should reflect current education reform movements, including the No Child Left Behind legislation, which mandates all federally funded programs be accountable for and directly connected to student learning and student improvement.

Location:

<http://okcareertech.org/guidance>

Click On: Products - Career Activity File

Select: *Counseling Tools for a Guidance Program (K-12)- 2002*

View: School Guidance Program Plan (page 5-28)

Career Portfolio

Video Portfolio - At the beginning of school when students bring in crayons, paper, and facial tissue, ask for a blank videotape. Enlist class students to video each other while standing next to a growth chart reading, drawing, or working math problems at different times of the year.



Career Portfolio can include academic materials.

Hybrid Portfolio – Fold an 11" x 17" paper in half. This results in a brochure-like product with four pages. Place the resume on the front page, and then use the remaining pages for work samples, honors, awards, and information.

Location:

<http://okcareertech.org/guidance>

Click On: Products – Career Activity File

Select: *Career Portfolios (K-12) - 2001*

View: Career Awareness – Video Portfolio (page 32)

**OKLAHOMA DEPARTMENT OF
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Preparing Oklahomans for
success in the workplace.

COIN CLIMB/CAREER CARNIVAL

Explore careers with two outstanding interactive multimedia CD-ROM programs. This package (CS1012) includes *COIN Climb* for students in grades K-2 and *Career Carnival* for Grades 3-6. Software is networkable.
Reduced Cost: \$180

To order call
1-800-654-4502

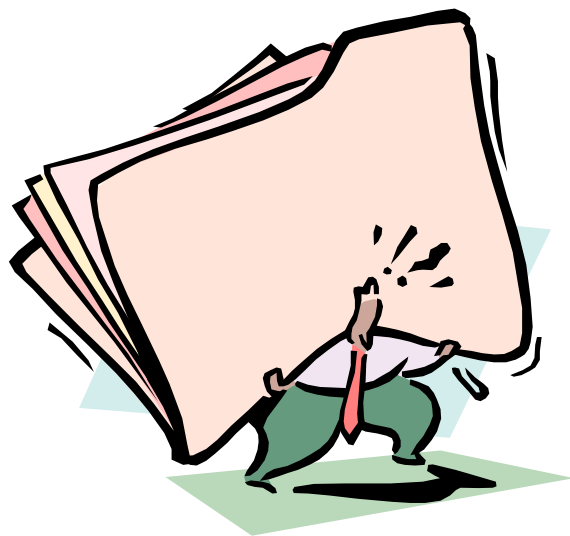
National Career Development Guidelines

The National Career Development Guidelines (NCDG) represent a major nationwide effort to foster career development at all levels. They are a competency-based approach to career development designed to help plan quality career guidance and counseling. The Guidelines address four developmental levels—Elementary School, Middle School/Junior High School, Senior High School, and Adult. They focus on three career development areas—self-knowledge, educational and occupational exploration, and career planning. The NCDG contain competency areas that represent knowledge, skills, and abilities individuals should master to deal effectively with their own career development. The NCDG also identify specific indicators that describe behaviors needed to demonstrate mastery of career development competencies. The NCDG were developed to assist the process of creating a national awareness that certain competencies are required of students to be prepared for the world of work. The National Guidelines are intended to strengthen existing guidance programs, **not to replace them**. The source of these NCDG is the National Occupational Informational Coordinating Committee (NOICC).
Location: <http://okcareertech.org/guidance>
Click On: Career Information
Select: Products
View: National Career Development Guidelines (12 competencies)

How to Get Organized

Have you ever said, "I have so much paperwork that I've little time to actually counsel." This article could provide organizational tools to assist you.

Location: <http://okcareertech.org/guidance>
Click On: Products - Career Activity File
Select: *Counseling Tools for a Guidance Program (K-12) - 2002*
View: Navigating Streams of Paper (page 43)



Too much paperwork day in and day out.