

CHAPTER **16** *Career Paths in
Education and Training*



Learning Outcomes

After studying this chapter, you will be able to

- 16-1 compare and contrast career opportunities for teachers at various levels *within* schools.
- 16-2 summarize career opportunities for teachers and trainers *outside* of schools.
- 16-3 identify career opportunities in the professional support services pathway.
- 16-4 give examples of career opportunities in the administration and administrative support pathway.
- 16-5 evaluate employment opportunities and trends in the field of education and training.

Reading Prep

As you read this chapter, think about what you are learning. How does this compare and contrast with similar information you have learned in other classes?

Key Terms

nonsectarian	cooperative extension
prekindergarten programs	educators
self-contained classrooms	parent educators
middle schools	school guidance counselors
junior high	career counselors
collaborative learning	speech-language specialists
high school	children's librarians
special education teachers	curriculum
corporate trainers	curriculum developer
	program director

CTSO Event Prep

Learn more about an education professional support services career through job shadowing and interviewing a professional within the field. Develop an interview form prior to the experience to record information

about education requirements, work experience, and job duties. You may wish to expand your project by participating in an Educators Rising *Exploring Support Services Careers Competition*. See your adviser for further information.

Introduction

The education and training occupational category offers exciting professions in three career pathways: *Teaching and Training*, *Professional Support Services*, and *Administration and Administrative Support*. Each pathway addresses related occupations that require similar knowledge and skills. This chapter explores some of the occupations in each pathway, as well as the knowledge and skills necessary to succeed. By learning about the various types of career opportunities within this field, you can decide if a career in education and training is right for you.

16-1 Teaching and Training

Some of the job titles within the teaching and training pathway include teacher, child care worker and director, coach, fitness trainer, and nanny. Careers in teaching and training can be both frustrating and rewarding at the same time. They require patience, persistence, and an appreciation for diversity and individuality. What makes teaching truly different from many other professions is the potential long-term effect a teacher can have on the lives of others.

Think about the teachers you have known. Which were your favorites? What was it about these teachers that made them successful? Most likely, your favorite teachers were not all alike. Good teachers come in many forms. They may be outgoing and dramatic or soft-spoken and reflective. Their approaches to life can be very different from one another, too.

Although teachers may vary, good teaching requires a common set of skills. Effective teachers motivate, inspire, and influence their students, **16-1**. They communicate well with both students and adults. In addition, effective teachers are well organized as they deal with the planning, record keeping, and many administrative tasks that go along with the job. While there are many other skills, these are some of the most basic.

In the following sections, you will learn much more about aspects of teaching that you may not have considered. You may want to make opportunities to try out some of the tasks associated with teaching. You may choose to observe teachers and students. You may also take part in activities with children of various ages. With more knowledge, experience, and insight into your own goals and aptitudes, you will be better able to make a career decision.



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16-1 Effective teachers convey their own enthusiasm for learning. *What other attributes do effective teachers share?*



Cultural Connections The Rewards of Teaching

Many experienced teachers will tell you that teaching is inspiring and challenging, and each teaching experience is unique. Because every student has his or her own learning style and personality, teachers are challenged to find how to best help each individual learn.

Teaching is a career that makes a long-term difference in the world. Because learning takes time, seeing the effects of a teacher's efforts requires patience. Still, there are everyday victories. A young child successfully deals with conflict on the playground. A struggling student passes a difficult test. A reluctant reader chooses a challenging book from the library.

To be a successful teacher, understanding human lifespan development is critical. Teachers see their students develop physically, cognitively, and socio-emotionally. Teachers see their students learn, day by day.

Most teachers agree that seeing students develop new knowledge and skills and gain confidence can be the most rewarding part of teaching. Teachers have the satisfaction of knowing they played a significant role in that process.

Listening Activity

Interview a teacher whom you admire to find out what this person feels are the most rewarding parts of teaching. Why did this person decide to become a teacher?

Teaching in Schools

Most teachers work in schools. For teachers who work in a school system, there is a great variety of students and school settings. Schools range from small to large, rural to urban, and preschools to universities. Schools are public and funded by tax dollars or private and funded by other sources. Most private schools are sponsored by religious organizations, while the vast majority of schools are public, or **nonsectarian** (not based on any religious affiliation). Schools are normally divided by grade levels, **16-2**. The purpose of all schools, however, is the same—to promote learning.

Common School Designations

Level	Grades	Typical Ages
Preschool	Preschool	2 through 4
Prekindergarten	Prekindergarten	4 through 5
Elementary	Kindergarten through grades 4, 5, or 6	5 through 11
Middle school	Grades 5 or 6 through 8	10 through 13
Junior high	Grades 7 through 8 or 9	12 through 14
High school	Grades 9 or 10 through 12	14 through 18

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16-2 Although these are typical school designations, variations are fairly common. *What type of school would a 10-year-old student typically be in?*

Child Care, Preschool, and Prekindergarten Programs

More and more children are enrolled in educational programs prior to kindergarten. *Child care programs* focus primarily on providing a safe, caring, and challenging learning environment. Preschool and prekindergarten programs have a stronger educational focus. *Preschool programs* are generally for children ages 2 through 4. **Prekindergarten programs**, where available, are for children who will be in kindergarten the following year. Prekindergarten programs are often referred to as *Pre-K*.

Preschool and Pre-K teachers plan activities that build on children's curiosity and interest in play. These activities are based on experience with children and a thorough understanding of child development and learning. The activities help children develop the many skills they will need for kindergarten and beyond.

Elementary Schools

Significant developmental changes occur between kindergarten and fifth grade. The physical, intellectual, social, and emotional differences between a kindergartener and an 11-year-old are enormous. In this time span, small children grow into preteens. They learn to read, compute, and tackle more complex information. They make friends and figure out how to handle disagreements. They deal with feelings and develop a sense of who they are. In these early years, students often have classroom experiences that affect their success or failure in school, work, and even their personal lives.

Many elementary school teachers teach in **self-contained classrooms**. This means the same teacher and group of students remain in one classroom most of the day, with most or all subjects taught by one teacher. Elementary school classrooms are typically active and visually stimulating. Lessons may incorporate games, music, art activities, computer programs, and visuals, as well as textbooks and teacher presentations, **16-3**. Most traditional elementary schools employ



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16-3 Elementary school teachers use a variety of teaching methods.

teachers who specialize in one grade level, although some school systems are structured so teachers instruct across several grades.

Middle Schools and Junior Highs

Many schools place older preteens and young teens in their own school. They recognize that students these ages have different needs. **Middle schools** usually include grades 5 or 6 through 8. Schools with a **junior high** system include students in grades 7 through 8 or 9. Even if these students remain physically within the same building with younger grades, methods of teaching and learning change.

There are good reasons for these divisions. Brain development at this stage moves thinking to a higher level. Students think faster and more creatively. They can identify multiple solutions to problems. They also become able to think abstractly. Students who think abstractly are interested in why things are as they are. Abstract thinkers can also connect how they feel to what they are thinking.

These changes in thinking and learning make the role of middle school and junior high teachers different from that of elementary school teachers. Because students study topics in more depth, most teachers specialize in teaching one or two areas, such as social studies, science, or math. This means that students have several teachers during the day—preparing them for the system they will have in high school. Learning is often less structured, incorporating more projects and activities. Students can be lively and creative. Because learning social skills is so important in this stage of life, students often work in groups and solve problems together, **16-4**. This is known as **collaborative learning**.

Middle school and junior high students are expected to become more responsible for their own learning and behavior. Information and tasks are more complex. Students learn to structure their time and to make, organize, and carry out plans. Teachers help them systematically build these and other skills and habits needed for high school.



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16-4 Through collaborative learning activities, students are able to learn about subjects as they learn how to work with others.

High Schools

High school, grades 9 or 10 through 12, brings new subjects. General math gives way to algebra, geometry, and trigonometry. Topics are studied in much more depth. Students are also expected to take primary responsibility for their learning. In addition to often having homework in each subject every night, long-term projects are also common. Students are expected to ask for help if they do not understand topics. More assignments require complex thinking skills,

and students routinely practice solving problems by gathering and evaluating information.

High school teachers typically specialize in one subject or a group of related subjects. In small schools, however, teachers may have a more diverse teaching load. More content knowledge is needed to teach high school courses. Teachers must have at least a bachelor's degree from a four-year college or university and be certified to teach in their state. Training for high school teachers is more focused on the subject areas they have chosen.

Even with curriculum guidelines, teachers still have some flexibility in what and how they teach. They determine how much to emphasize various topics and how to best present them. Which topics will they assign for papers? Can a concept be learned most effectively through a teacher presentation, group discussion, lab experience, or some combination of these and other techniques? What methods used to promote learning is among the aspects controlled by individual teachers.

High school teachers usually have additional responsibilities besides teaching. They may monitor study halls, serve as advisors for school clubs, coach sports, and chaperone events. Some of these responsibilities are considered part of their regular teaching duties, while they may receive extra pay for others. Many teachers are willing to help students outside of class to make sure they understand assignments.

Online Opportunities for Teachers

Teachers at elementary, middle, and high school levels can find online job opportunities to use their skills and talents. Some states offer public education through online sources, and experienced teachers are needed to facilitate these remote or distance student learning opportunities. Services may include opportunities for teachers to offer online tutoring or academic skill building. Teachers commonly serve as tutors in math, science, and English. They may provide online homework assistance. In addition, teachers may be hired by outside companies to develop curriculum, create learning assignments, or write and evaluate exams.

During the global pandemic of 2020 and beyond, teachers had to pivot quickly to accommodate changing health precautions, and many learned how to teach remotely when necessary. As a result, more classes, programs, and even degrees or certificates are offered in an online format or modality.

Teaching Specialists

In addition to regular classroom teachers, most schools also rely on teachers who play special roles. In elementary school, students may have teachers who only teach music, physical education, or a foreign language. Reading specialists typically work with students who have difficulty with that key skill. They are trained to identify specific reading problems and help students move ahead.

Special education teachers, those who work with students who have special learning needs, also fall in this category. Special education teachers use various techniques to help students learn. The needs, strengths, and weaknesses of each individual student are carefully considered, and an Individualized Education Plan (IEP) is developed. This is done by a team of teachers and specialists (often a therapist and psychologist), in addition to the child's parents.

Many special education teachers work with students with mild to moderate learning difficulties. These students typically spend most of their day in regular classrooms. Some special education teachers assist students with specific impairments in speech, hearing, sight, or language. They often help regular classroom teachers adapt their teaching for these students. Others help children deal with emotional problems that impact learning. A few special education teachers work with students with more severe cognitive disabilities or autism. With these students, they work on both basic literacy skills and life skills. Life skills can include social, self-care, and job-related skills for high school students.

College and University Faculty

Many postsecondary teaching positions are available in trade and technical schools, community colleges, four-year colleges, and universities, **16-5**. Examples of jobs at this level include professor, assistant professor, associate professor, instructor, faculty member, or lecturer. In addition to teaching courses pertaining to a particular subject, educators must also conduct research in their field and publish their findings. Most postsecondary educators must have a Ph.D., but some community colleges may accept a master's degree. When working in trade and technical schools, professional work experience in a particular field is necessary to obtain employment.



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16-5 Postsecondary teachers instruct students beyond the high school level. *What are the educational requirements to become a postsecondary teacher?*



Safety Connections

Coaching Safety

Besides training athletes about rules and strategies for a particular sport, coaches are also responsible for the safety of each team member. Coaches must ensure that athletes follow safety guidelines and use proper safety equipment. Coaches need to recognize signs of injury or any other factors that may affect team members' well-being. Coaches must also ensure that athletes are not threatening the safety of another student, either intentionally or unintentionally.

Sports safety programs teach coaches about the prevention and care

of common illnesses and injuries. They review guidelines that can help ensure player safety. First-aid training is also necessary to safely treat injuries when they do occur. Courses in lifespan development, sports nutrition, and sports medicine are also helpful.

Speaking Activity

How can knowledge of lifespan development further promote the safety of athletes? With a partner, discuss how sports safety relates to physical, cognitive, and socio-emotional well-being.

Coaches

Many schools and universities also have coaches for specific sports and physical activities. Coaches are responsible for training students in the rules, practices, and strategies of a particular sport. They provide athletic training and nutritional advice. They ensure safety practices are being followed and maintained. Coaches also support athletes and help students develop their strategies and skills. Specialized coaches manage a particular team, such as basketball, football, or volleyball.

16-2 Teaching in Other Settings

Trained and skilled teachers do not always teach in the school system. Because education is key to so many aspects of society, teachers find their skills in demand in other places as well. Opportunities are quite varied. A few examples are described here.

Business and Industry

Many businesses and industries provide education to their employees. The teachers who provide this education are often called **corporate trainers**. The types of education they offer depend on the situation. Some programs focus on technical work skills, while others teach team building and leadership skills. International companies may hire people to teach employees moving to other countries the languages, customs, and work practices they will need to know.

Large companies often employ corporate trainers as full-time employees. Others work for a specialty company that provides corporate trainers on an as-needed basis. Entrepreneurial opportunities also exist for corporate trainers who desire to be self-employed.

Businesses employ teachers for many other purposes, too. For example, a teacher may be hired by a cruise ship company to teach the history of cruise destinations. Teachers provide classes or one-on-one instruction to children undergoing long-term hospital treatment. Whatever the challenge, basic teaching skills are simply adapted to fit the situation.



Cultural Connections

Overseas Teaching Professions

English is taught as a foreign language in many schools and communities around the world. This provides teaching opportunities for English teachers who want to work abroad. Teaching experiences abroad may be short-term, often called *exchanges*, or long-term. Many teaching abroad programs partner with local schools, colleges, or universities.

Many private businesses or organizations also offer teaching opportunities abroad. These opportunities may be through a religious or nonsectarian organization. Teachers working in nonsectarian organizations help employees of local companies or organizations learn English skills, business terminology, conversational skills,

and terms relating to the profession or organization.

Some programs offer housing with a host family to submerge the participant in another culture, while the host family learns about the English language. This creates a cultural exchange in which people learn directly from each other. Exchange programs offer orientation classes and support for the teacher throughout the teaching abroad experience.

Writing Activity

Imagine yourself teaching English or another subject abroad. Write a one-page reflection paper about the pros and cons of teaching overseas.

Adult Education

In a society where jobs require up-to-date knowledge and skills, adult education is an ongoing need. Literacy programs, for example, may focus on teaching adults to improve reading skills or learn the English language. For adults without a high school diploma, alternative programs can provide the equivalent of a diploma. Other programs provide specific job or technical skills in areas such as computer training.

Adult education teachers plan, deliver, and evaluate educational programs. Their roles are similar to elementary, middle school, high school, and college educators, but their audience is different. Like other teachers, they use lecture, hands-on learning, computer programs, group work, and projects to teach course content. Their teaching must reflect the latest in their field's knowledge and practices. As in all teaching, personal interaction between students and the teacher is important.

Adult education programs are often government funded. Sometimes they are supported through private funds and/or corporate contributions. Community colleges and universities may also provide adult education programs, although these do not normally lead to a degree. Adult education teachers can also be found in job training centers, community centers, or any environment where training and education programs are needed, **16-6**.

Cooperative Extension Service

Cooperative extension educators, or agents, are community teachers. They provide educational programs in family and consumer sciences, 4-H youth development, agriculture, and community and rural development. They provide information and technical assistance for community residents on topics such as parenting, financial planning, and gardening.



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16-6 Adult education career opportunities range from teaching one course to full-time positions.

Cooperative extension educators commonly coordinate youth 4-H activities and recruit, train, and develop community leaders. They are professional employees of state universities who are supported by the federal government. Their varied duties include offering formal and informal educational programs to communities in their region.

Sports and Fitness Programs

Most communities have opportunities for people of all ages to learn and play sports and improve their physical fitness. These depend on coaches, athletic trainers, athletic directors, aerobics instructors, camp directors, and recreation specialists. These teachers must have sports and fitness knowledge and experience, although a college degree is not always required. They must be able to motivate others to learn and to accomplish goals. They may work for private gyms, community organizations such as the Boys and Girls Clubs of America, summer camps, or parks departments, **16-7**. Entrepreneurial opportunities are also available for people who want to be self-employed as coaches and trainers.

Knowledge and Skills

Teaching is a career field that offers variety, challenges, and rewards. For public schools, teacher preparation standards vary by state. Teacher



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16-7 Fitness clubs often hire instructors to lead exercise classes. *What are the typical requirements to become a fitness instructor?*

preparation can be described in four steps: high school education and training, college education and training, student teaching and experience, and certification, **16-8**. Trainer standards, on the other hand, vary by organization and the needs of the learners and may not require a degree or certification.

Teachers and trainers both must know how to teach. In other words, they must know how to effectively communicate and instruct. They must understand how children, youth, and adults change at different stages of life. They must know how to manage a classroom. They must know how to work with parents and administrators and how school systems work. If they work with adults, teachers need to understand the needs of their learners.

Teachers and trainers must have content knowledge and expertise in a subject. They must keep up-to-date. They need to know the English language, including writing and reading skills. They must teach what is required by the organization or their school, district, and state. Overall, they must meet the intellectual, physical, emotional, and social needs of students.

High school is a perfect time to begin exploring the teaching field. It is also a good time to gain experience working with children and youth. You can set goals, gain experience, and learn more about children and youth. You can do well in school and observe the educational environment first-hand. You can explore college teacher preparation programs. You can apply to college programs that begin your career path toward teaching.

Education Requirements for Teaching and Training Occupations

Occupation	Education Requirements
Child care worker	High school diploma, Child Development Associate (CDA) credential
Nanny	High school diploma, Child Development Associate (CDA) credential
Child care director	Bachelor's degree, 1 to 5 years' work experience in related field
Teacher assistant	High school diploma or associate's degree
Preschool teacher	Associate's degree
Elementary school teacher	Bachelor's degree, state-issued license
Middle school teacher	Bachelor's degree, state-issued license
High school teacher	Bachelor's degree, state-issued license
Special education teacher	Bachelor's degree, state-issued license
Postsecondary teacher	Doctoral or professional degree
Coach	High school diploma, experience with the sport
Fitness trainer	High school diploma, certification

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16-8 Requirements for teaching and training occupations vary.

Case Study

Teaching Challenges

Samira always wanted to be a high school teacher. She enjoys helping others and has a variety of experience tutoring younger students, peers, and older adults. Samira earned a bachelor's degree and a teaching certificate. She is aware of the rewards of teaching, but is concerned about the many challenges. Although Samira has experience working closely with individuals, she lacks experience leading an entire classroom.

Samira is aware that the conditions under which teachers work are not always ideal. Classes can be large and workloads heavy. School districts vary in their ability to provide teachers with up-to-date textbooks, educational technology, and other learning aids. Schools also reflect the problems of society. Poverty, drug and alcohol abuse, and similar societal problems affect students. Teaching can also be emotionally draining. Teachers must sometimes cope with disrespect, unruly behavior, and even violence in schools.

Samira has a friend, Mark, who after teaching high school math for a year, decided that teaching was not the profession for him. Mark cautions Samira about potential scenarios and conflicts that can arise at any time while teaching. Samira is concerned that she may have a similar experience as Mark.

- What advice would you offer to Samira about her teaching concerns?
- How can Samira learn from Mark's experiences?
- What other opportunities relating to teaching and education could Samira investigate?





Checkpoint

1. *True or false?* Effective teachers are well organized as they deal with the planning, record keeping, and many administrative tasks that go along with the job.
2. *True or false?* Prekindergarten programs focus primarily on providing a safe, caring, and challenging learning environment, with less focus on educational content.
3. *True or false?* Some special education teachers assist students with specific impairments in speech, hearing, sight, or language.

16-3 Professional Support Services

There are many professional supporting roles within the field of education. These jobs are often creative and flexible, providing invaluable support to education and training systems. Similar to administration and administrative support, many of these jobs are highly specialized, **16-9**.

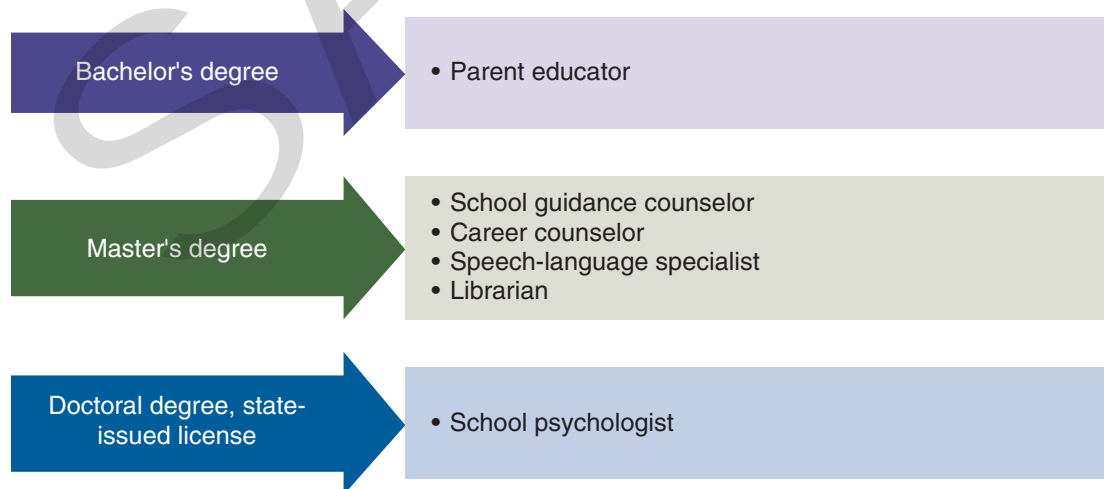
Sample Occupations

Job titles in the professional support services pathway include parent educator, school and career counselor, speech-language specialist, and children's librarian. All of these occupations require a degree. To become a parent educator, a bachelor's degree is required. Other occupations within this pathway typically require more than a bachelor's degree.

Parent Educators

Some school districts, hospitals, places of worship, and other community organizations provide parent educators. **Parent educators** come from a variety of

Education Requirements for Professional Support Services



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16-9 Most careers in the professional support services pathway require at least a master's degree.



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16-10 Many employers request that career counselors have a master's degree. *What do career counselors do?*

counselors may work in colleges or government career centers, **16-10**. Entrepreneurial opportunities are available for those who wish to work in private practice.

Speech-Language Specialists

Communication is critical to learning. Some children struggle with speech. They may stutter, struggle to form sounds and words, or have trouble hearing or understanding language. When a child struggles with speech or language disorders, it affects their learning. **Speech-language specialists** are trained to diagnose and provide treatment that helps each individual student. They work closely with the student's doctor, family, and teachers to address the speech or language challenge at all levels.

Children's Librarians

Libraries and other learning resources are an important part of every school. Librarians specialize in books and other online materials that can enhance learning. They order books, maps, computer software, and other visual materials that boost learning. Some librarians specialize in resources for young children, **16-11**. They are called **children's librarians**. Other librarians specialize in older children, teens, or adult needs. Besides remaining current in what is available and desired, they offer reading sessions or story times, teach reading or research skills, and help students navigate computer software or online resources.

Knowledge and Skills

Occupations in the professional support services pathway require highly specialized knowledge and skills plus these personal qualities—creativity, patience,

backgrounds and offer training and encouragement to parents. They may facilitate discussion among parents of newborns. They may organize playgroups that focus on good parenting skills. They may offer classes on how to communicate with teens. Parenting coaches can share knowledge and skills while offering encouragement and a community for parents to interact and ask questions.

School and Career Counselors

Counselors are an important type of support professional. **School guidance counselors** help students learn social skills, solve issues, cope with personal crises, and make education and career decisions. They can help students determine their interests, aptitudes, and abilities, and decide which courses they need to take to follow a specific career path.

Career counselors help people make career decisions by leading them through the process of choosing and preparing for a career. They often offer assistance in completing résumés and preparing for interviews. Career



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16-11 Children’s librarians may work in schools, public or private libraries, museums, or bookstores. *What job skills must a children’s librarian possess?*

and caring. These professionals must be able to work well with students, teachers, family members, and other professionals in the community one-on-one or in a group setting. They must have the desire to contribute to a student’s success. Providing support services and then evaluating outcomes is critical in order to enhance the student’s learning and environment.

Checkpoint

1. *True or false?* Parent educators help people make career decisions by leading them through the process of choosing and preparing for a career.
2. *True or false?* Speech-language specialists work closely with the student’s doctor, family, and teachers to address the speech or language challenge at all levels.
3. *True or false?* Occupations in the professional support services pathway require highly specialized knowledge and skills plus these personal qualities—creativity, patience, and caring.

16-4 Administration and Administrative Support

There are many people involved in successfully running an educational organization, such as a school, day care center, or museum. In addition to instructors, schools and educational organizations need staff to help the organization run smoothly. Supporting staff in educational organizations is called *administration*

Education Requirements for Administration and Administrative Occupations

Bachelor's degree

- Program director
- Interpreter
- Translator

Master's degree

- Curriculum developer
- Elementary, middle, or high school principal
- Postsecondary college administrator

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16-12 Minimum education requirements vary for entry-level positions in the administration and administrative support pathway.

and administrative support. People working in these careers mainly work behind the scenes. Essentially, they help lead, manage, and support the instructors. These professionals must also be comfortable working with many people, as a learner, leader, and team member.

Sample Occupations

Schools and universities could not efficiently function if only instructors were present. Administrative support help manage daily job duties involved in an educational organization. Administrative support comes in many forms, **16-12**. Examples of administration duties include deciding what will be taught, training and supporting teachers or instructors, and measuring the effectiveness of teaching and student learning. These professionals also lead and manage other educational activities within the organization. Professionals in administration and administrative support roles have at least an associate's degree. Many positions require a higher degree, such as a bachelor's or master's degree. Examples of job titles in administration and administrative support include curriculum developer and program director.

Curriculum Developer

Before a school year or course begins, the information that will be taught must be decided, developed, and planned. **Curriculum** describes the material and content taught in a school or program. Curriculum includes all the courses taught in a program of study and the material taught in each course.

A **curriculum developer**, also called an *instructional coordinator*, helps develop course content in a program of study or specific course. Curriculum developers stay informed of educational standards set at national, state, and district levels. They ensure the curriculum meets educational standards and will prepare students for the next course or level of education, **16-13**. Curriculum developers may recommend the purchase of instructional materials, such as textbooks, teaching aids, learning equipment, and technology.

Curriculum developers are also responsible for training instructors. This may include training them on how to use materials effectively in the classroom. Curriculum developers may also attend and lead sessions relating to new research, teaching strategies, or other new developments within the field. They may also observe a classroom and provide feedback to the instructor for improving teaching methods.

Program Director

A **program director** oversees the mission, goals, and programs of an organization, such as a child care center. Program directors develop programs, organize how they are run, and evaluate the program's progress and success. They hire caregivers, instructors, and supporting staff, and provide orientation and training. This is a supervisory position that requires a combination of educational expertise and experience. Most program directors also work with state and federal agencies to secure grants, maintain health and safety regulations, and stay up-to-date with current developments relating to their program.

Knowledge and Skills

To work in any career within the administration and administrative support pathway, professionals use a variety of knowledge and skills. They have foundational skills in addition to the skills needed to work in the education and training industry. They are also comfortable working closely with others, managing staff, and recognizing legal and political factors relating to job duties and the organization.

Many careers in the administration and administrative support pathway involve management and leadership. Administration professionals supervise and/or train instructors or caregivers within an educational institution. This requires knowledge of the most up-to-date research, teaching strategies, educational standards, technology, and health and safety practices, **16-14**. They



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16-13 Curriculum developers establish the curriculum that helps teachers determine what to teach. *How do curriculum developers decide on a particular curriculum?*



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16-14 Administration and administrative support professionals are comfortable attending and leading training sessions.

must not only be aware of recent trends and development, but also know how to incorporate new knowledge into their organization. They enjoy lifelong learning. Administration professionals enhance the learning environment and motivate learners. They also support and motivate the instructors.

Administration and administrative support professionals are also aware of legal, cultural, and political factors that are relevant to the organization. Many laws and regulations are involved in educational settings. Administration professionals are informed of these laws. They are also culturally knowledgeable and comfortable with diversity. They address political concerns and may create new rules and regulations to better ensure the organization continues to run smoothly.

Checkpoint

1. *True or false?* Administrative support professionals must also be comfortable working with many people, as a learner, leader, and team member.
2. *True or false?* A program director oversees the mission, goals, and programs of an organization, such as a child care center.
3. *True or false?* Careers in the administrative support pathway rarely involve management and leadership positions.



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16-15 If you want to teach, develop the knowledge, skills, and qualities that will make you a great teacher. *What is the current job outlook for teaching positions?*

16-5 Employment Opportunities and Trends

Fortunately, there will always be a need for talented professionals in the field of education and training. Education is the key to a successful society. Children need to be educated to be contributing members of society. Adults need to learn new skills and knowledge. In fact, job outlook predictions show that over the next 10 years, the United States will need over two million new teachers in schools alone. This is because many current teachers will be retiring soon and there is a national movement for educational reform. Many people believe that having more well-trained teachers will help students get a better education, **16-15**.

Teachers of core subjects, such as math and science, and teachers who speak more than one language will be in demand. *Bilingual education* (teaching in two

languages) is growing in many parts of the country. Teachers who have the skills to teach in two or more languages will be in great demand.

Teacher shortages already exist in some geographic areas, including inner-city and rural schools. In addition, population growth is expected to be greater in some states than others. Consequently, the demand for teaching jobs is expected to increase. Taking advantage of opportunities currently available can help you develop the knowledge, skills, and qualities that make an excellent teacher.



Checkpoint

1. *True or false?* There is a growing need for teachers in the United States due to retirements and educational reform.
2. *True or false?* Bilingual education is growing in many parts of the country.
3. *True or false?* Teacher shortages already exist in some geographic areas, including inner-city and rural schools.

Summary

- 16-1** Traditional classroom teaching and training opportunities exist at the preschool through adult level of education.
- 16-2** Professionals in the field may work in schools or businesses, in-person or online. Entrepreneurial opportunities are also available.
- 16-3** Professional and administration support service careers help run the educational organization. Professionals may work in highly specialized subject areas with other faculty members, students, or community members. Keeping up-to-date on the latest knowledge within the field is critical.
- 16-4** Examples of career opportunities in the administration and administrative support pathways include curriculum developer, program director, college administrator, interpreter and translator, and elementary, middle, or high school principal.
- 16-5** Teachers will always be needed in society, but there is an ongoing teacher shortage. Demand for workers in the field of education and training is only going to increase.
- C. Teachers specialize in teaching one or two areas, such as social studies, science, or math, to accommodate more depth in topics.
- D. Training for teachers at this level is more focused on the subject areas they have chosen, but there is more flexibility in how they present information.
2. Businesses and industries use _____ to provide education on technical skills, team building, leadership skills, and more to their employees.
- A. corporate trainers
B. adult education programs
C. cooperative extension educators
D. sports and fitness programs
3. _____ help students learn social skills, solve issues, cope with personal crises, and make education and career decisions.
- A. Speech-language specialists
B. Career counselors
C. Children's librarians
D. School guidance counselors
4. A _____ oversees the mission, goals, and programs of an organization, such as a child care center.
- A. program director
B. curriculum director
C. instructional coordinator
D. interpreter
5. Which of the following is *not* true about employment opportunities and trends in the education and training field?
- A. There will always be a need for talented professionals in the field of education and training.
B. Job outlook predictions show that over the next ten years, the United States will need over two million new teachers in schools alone.
C. Bilingual education is a shrinking field in many parts of the country.
D. Teacher shortages already exist in some geographic areas, including inner-city and rural schools.

Vocabulary Activity

With a partner, locate photos or graphics online that depict the terms. Print the graphics or use presentation software to show your graphics to the class, describing how they depict the meaning of the terms.

Review and Assessment

- Which of the following is *true* about teaching in elementary schools?
 - Teachers plan activities that build on children's curiosity and interest in play.
 - Many teachers teach in self-contained classrooms where most or all subjects are taught by one teacher in one classroom.

Core Skills

1. **Writing.** Interview a teacher or other professional in your school about the rewards and challenges of a career in education. Write a reflection paper summarizing the interview.
2. **Speaking.** Find a newspaper article or online report about a public policy issue affecting K-12 schools in your area. Report on the issue to your class.
3. **Listening.** Interview a person established in his or her career. Ask the person how new ideas, methods, and standard procedures or expectations are learned on the job. Do they employ corporate trainers?
4. **Reading.** Go to a library or search online to find a magazine for teachers or trainers. Read at least five of the articles.
5. **Math.** Prepare a practical math lesson and teach it to someone else. You could teach someone how to figure gas mileage, measure a room, or convert tablespoons to cups when measuring in cooking.
6. **CTE Career Readiness Practice.** Obtain a copy of a career-search book (such as the latest edition of *What Color Is Your Parachute?*). Read the book. Then write a book report analyzing and identifying the important guidelines the author suggests for finding meaningful employment, including identifying your personal career and educational goals. Select two topics you found most valuable to share with the class. Give evidence from your reading to support your reasoning.

Research

1. Find out who decides the curriculum that will be taught in your school, district, and state. How are curricula decisions made?
2. Research a career in the occupational category of education and training.

What required courses and other electives would you need to pursue this career? Create a plan of study to record your findings.



Event Prep

Practice for the HOSA Human Growth and Development final by answering the following questions.

1. The demand for teachers is expected to increase. Which type of teachers are expected to be most in demand?
 - A. Special-education teachers
 - B. History teachers
 - C. Teachers who have PhDs
 - D. Teachers who speak two or more languages

Topic: *Cultural Considerations*

2. Which of the following is most typically true of elementary school teachers?
 - A. They teach in self-contained classrooms and specialize in one grade level.
 - B. They specialize in one grade level and teaching one or two subject areas.
 - C. They specialize in teaching one or two subject areas and provide less structured learning, incorporating independent projects.
 - D. They provide less structured learning, incorporate independent projects, and teach in self-contained classrooms.

Topic: *Middle Adulthood*

3. Starting in middle school students often work in groups and solve problems together, a process known as _____.
 - A. collaborative learning
 - B. self-contained classrooms
 - C. brainstorming
 - D. independent study

Topic: *Adolescence*