

EDUCATION

FIELD - K-12

Teaching: Pre-school, Elementary, Middle, and Secondary

Administration: Principalship, Superintendency

Special Services: Reading, Title 1, Guidance Counseling, School Psychology, School Social Work, Occupational and Physical Therapy, Audiology and Speech Pathology, Library/Information Services, Special Education, English as a Second Language, Curriculum Supervision, Subject Area

EMPLOYERS

Elementary, middle and secondary schools: public, private, Montessori, etc.

Day care centers and nursery schools

Boards of Education

STRATEGIES

Complete a college level teacher preparation program. Obtain teaching certificate/license for desired subject area and/or grade level. Requirements for certification/licensure vary by state. Obtain dual certification for better employability. Private schools may not require certification or licensure. Obtain master's degree in subject area for increased employability. Get involved in student teacher organizations. Acquire teaching experience. Obtain Ph.D. and certificate in school administration. Graduate study required for "special service" areas. Obtain master's degree in area to become specialist. Requirements for certification and/or accreditation vary by state.

FIELD- HIGHER EDUCATION

Teaching

Research

Administration

Student Affairs

Information/Library Services

EMPLOYERS

Four-year colleges and universities

Two-year and community colleges

Technical schools

Medical and professional schools

STRATEGIES

Earn Ph.D. to teach and research at four-year institutions. Master's or Ph.D. degree is required to teach at two-year schools. Earn a Ph.D. in higher education administration for upper level positions in university administration. Earn master's in student personnel, student development, or counseling for student affairs positions. Obtain master's in library/information sciences. Gain related experience through student positions such as

Resident Assistants, Orientation Leaders, etc. Seek leadership roles in campus organizations.

FIELD - ADULT AND CONTINUING EDUCATION

Inservice Education
Staff Development
Professional Development
Leisure-oriented Education
GED Preparation
Literacy Development
English as a Second Language
Consulting

EMPLOYERS

K-12 school systems
Boards of Education
Colleges and universities
Two-year and technical schools
Community organizations: YMCA, Red Cross, etc.
Correctional institutions
Hospitals
Museums
Professional associations
Nursing homes/Adult day care
Vocational services
Consulting Firms

STRATEGIES

Attain a master's or Ph.D. degree in adult education or a graduate degree in a subject or specialized area. Gain a reputation of expertise and experience in a subject, profession, art, craft or trade. Obtain teaching or instructional experience. Determine certification or accreditation standards for areas of interest.

FIELD - BUSINESS AND INDUSTRY

Corporate Training
Human Resources
Sales
Customer Service
Publishing, Editing, and Technical Writing
Curriculum Development
Consulting

EMPLOYERS

Public and private corporations
Consulting firms
Marketing companies
Bookstores
Publishers: Textbook, newspaper, magazine, book
Test-preparation companies
Software companies
Staffing agencies

STRATEGIES

Take some general business and computer courses. Earn a graduate degree in human resource development. Gain experience in organizational development or marketing. Become current with business and industry literature and news. Develop strong word processing, editing, and desktop publishing skills.

FIELD - GOVERNMENT

Administration
Planning
Evaluation
Management
Research and Writing
Teaching
Social Work

EMPLOYERS

Federal government agencies: Department of Education, Department of Defense, Overseas schools for military dependents, Department of Labor, Educational Resources Information Center (ERIC), Health and Human Services, Library of Congress, National Archives and Records Administration, National Science Foundation, National Endowment for the Arts, National Endowment for the Humanities, Peace Corps, Americorps, Social service agencies, State and local government

STRATEGIES

Learn federal, state, and local job application procedures. Gain experience and an advanced, typically Ph.D, degree for high-level positions in government.

FIELD - NONPROFIT

Teaching or Training
Programming
Public Relations
Administration

Fundraising
Case Managing
Lobbying

EMPLOYERS

Adoption agencies
Scouts
Camps
United Way agencies
YMCA/YWCA
Group homes
Mental health clinics
Hospitals
Community recreation centers
Other public or private social service organizations
State/national professional associations

STRATEGIES

Gain experience through volunteer work or internships. Develop writing and public speaking skills. Learn to work with people of various backgrounds. Add additional coursework in area of interest such as human services, counseling or psychology. Consider certification in special education for greater employability. Seek grant writing experience to increase opportunities.

GENERAL INFORMATION

Develop excellent communication skills, verbal and written.

Develop good computer skills.

Demonstrate enthusiasm and energy for the field.

Need desire to work with and help people.

Obtain part-time, summer, internship, or volunteer experience with the age group you intend to work with in various settings: pre-schools, daycares, camps, community agencies, adult centers, YMCA's, etc.

Participate in co-curricular activities and related organizations to broaden skills, interests, and opportunities.

Bachelor's degree is sufficient for certification/licensure to teach K-12 in most states. Obtain a master's degree for advancement and increased earning potential. Advanced degree required for specialists, education administration, college teaching and other professional positions.

Maintain current knowledge of state and national legislation regarding teacher licensure.

Identify transferable skills learned in teaching applicable to alternative careers: effective communication with people, verbal and written, teaching and instruction, program planning, organization and record-keeping, working under pressure and meeting deadlines, motivational skills, creativity, working autonomously, decision-making, problem solving, and research skills.

Skills Associated with this Major

- Ability to teach / train
- Ability to teach to different levels
- Computer skills
- Creativity
- Dealing with parents or guardians
- Decision making
- Explaining ideas clearly
- Flexibility
- Lesson planning
- Organization
- Planning
- Summarizing ideas
- Team player
- Writing and presenting ideas

Typical Work Activities

- Advising Students
- Conflict Resolution
- Discipline
- Evaluating Student Performance
- Leading Discussions
- Planning Courses
- Performing Administrative Duties
- Organizing Events
- Interacting with Faculty and Parents
- Problem Solving

Sample Occupations

(Please ask a career advisor for help in identifying resources for the following occupations. Note that some of these occupations require an advanced degree.)

- Adult Education Teacher
- Alumni Relations Coordinator
- Athletic Coach
- Athletic Director
- Child Life Specialist
- Curriculum Specialist
- Day Care Administrator
- Education Management
- Education Materials Sales
- Education-Training Administrator
- Educational Resource
- Educational Therapist
- Employee Trainer
- Financial Aid Counselor
- Grant Writer
- Guidance Counselor
- Historic Site Administrator
- Instructor, College/University
- Librarian
- Media Center Specialist
- Missionary Worker
- Physical Education Instructor
- Preschool Administrator
- Registrar/Admissions Director
- Resource Teacher
- School Psychologist
- Social Services Volunteer
- Special Education Administrator
- Speech Pathologist
- Student Admissions Administrator
- Student Affairs Administrator

- Student Personnel Administrator
- Training Specialist
- Teacher, Elementary
- Teacher, Industrial Arts
- Teacher, Kindergarten
- Teacher, Special Education
- Teacher, Secondary School
- Tutor
- Vocational Rehab Counselor

Sample Occupational Settings

- Churches
- Colleges/Universities
- Community Centers
- Consulting Firms
- Educational Publishers
- Elementary Schools
- Federal Government Agencies
- Health services
- High Schools
- Hospitality Agencies
- Hospitals
- Human Resources
- Libraries
- Middle Schools
- Private Schools
- State Government Agencies

Job and Internship Search Links

ABC Teaching Jobs

<http://abcteachingjobs.com/>

Academic Employment Network

<http://www.academploy.com/>

Education America Network

<http://www.educationamerica.net/>

Education and Teaching Jobs

<http://www.nationjob.com/education/>

ESL Employment

<http://www.eslemployment.com/>

K-12 Job Search

<http://k-12jobs.com>

National Association of Teachers' Agencies: helping teachers find jobs

<http://www.jobsforteachers.com>

National Educators Employment Network

www.teachersatwork.com

National Educators Employment Review - job listings and articles

<http://www.thereview.com>

Online Teacher/Administrator Electronic Application
<http://schooljobs.dpi.state.nc.us/>

Private School Employment Network - jobs, resume database
<http://www.privateschooljobs.com>

Quintessential Careers (teaching jobs internet sites)
http://www.quintcareers.com/teaching_jobs.html

School Spring
<http://www.SchoolSpring.com>

Student Affairs Job Search (Higher Education Jobs)
<http://www.StudentAffairs.com>

Teach for America
<http://www.teachforamerica.org/tfa/>

Teachers.net: subscribe to job alert for new jobs, view jobs already listed, job talk, references, tools and web sites
<http://www.teachers.net/jobs/jobalert>

Teachers-Teachers.com: free service that allows teachers to market themselves to public and private schools nationwide
<http://www.Teachers-Teachers.com>

US Teach
www.usteach.com

Want to Teach
<http://www.wanttoteach.com>

International Teaching Links

AASSA - South America
www.aassa.com

Best Bets for Teaching Abroad
<http://www.cie.uci.edu/iop/teaching.html>

Department of Defense Schools
<http://www.dodea.edu/>

Education Jobs in the UK

<http://www.education-jobs.co.uk>

ELT News - for English Teachers in Japan

www.eltnews.com/home.shtml

English Job Maze (ESL/EFL jobs)

www.englishjobmaze.com

ESLworldwide.Com - an Internet recruiting company focused on ESL teachers interested in teaching English overseas

<http://ESLworldwide.com>

European Council of International Schools

www.ecis.org

Footprints Recruiting

<http://www.footprintsrecruiting.com/index.php>

Friends of World Teaching

www.fowt.com

Jobs in Education in Canada

www.jobsineducation.com

Institute of International Education

www.iie.org

International School Services

www.iss.edu

International Teaching Links

<http://jobsmart.org/electra/question/intl.htm>

NAFSA - Association of International Educators

www.nafsa.org

Teaching English in Korea, Japan and China

<http://asiafacts.kingston.net/>

<http://www.aacircle.com.au/>

<http://www.eslmonkeys.com/teacher/findajob.html>

Teaching Jobs Overseas

www.joyjobs.com

Threshold Training Associates (teacher training center for teachers of English as a Second or Foreign Language

<http://www.intesolprague-teflcourses.com>

Web sites for Teaching Abroad

<http://www.transitionsabroad.com/listings/work/esl/bestwebsites.shtml>

Career Planning Links

American School Directory

<http://www.asd.com/cgi-bin/asd/DSHomePage>

Chat rooms for teachers, lesson plans, job center, bookshelf, web tools and much more

<http://teachers.net>

Classroom Connect - conferences, best k-12 Internet links, products, online materials and online teacher contacts

<http://www.classroom.net/>

Common Core of Data: Information on Public Schools and US School Districts

<http://nces.ed.gov/ccdweb/school/district.asp>

Education Homepage

<http://www.columbia.edu/%7Eesss31/Education/>

Education Week on the Web: archives, magazine articles, jobs by region and title, some job fairs <http://www.edweek.org>

Galaxy Professionals Guide to Information

<http://galaxy.einet.net/galaxy/Social-Sciences/Education.html>

Locate Private Schools

<http://www.locateprivateschool.com/>

MiddleWeb's 10 Great Web Sites for Teachers

<http://www.middleweb.com/10TeachingSites.html>

Mighty Mentors: matches retired and experienced teachers with students and new teaching graduates; site includes an FAQ section with tips on how a student can get the most out of the mentor/protégé relationship

<http://www.mightymentors.com>

Peterson's Education Center: k-12 schools

<http://www.petersons.com/k12front.html>

Private School Review

<http://www.privateschoolreview.com/>

Public School Review - research public school information

<http://www.publicschoolreview.com/>

Resources on Teaching Portfolios

<http://grad.uwyo.edu/pict/portfoli.htm>

Salary relocation calculation and school reports (research schools)

<http://www.homefair.com/homefair/usr/nrs/home.html?type=to>

Teacher Certification Requirements, State by State

<http://www.academploy.com/certif.cfm>

Teachers Edition Online: helping tools and ideas for busy teachers

<http://www.teachnet.com>

Teachers Helping Teachers: provides basic teaching tips to inexperienced teachers; ideas that can be immediately implemented into the classroom

<http://www.pacificnet.net/~mandel/>

"What to Expect Your First Year of Teaching" article by Department of Education

<http://www.ed.gov/pubs/FirstYear>

Yahooligans! Teachers' Guide

<http://www.yahooligans.com/tg/>

Professional Association Links

American Education Research Association

<http://www.aera.net/>

American Federation of Teachers

<http://www.aft.org/index.htm>

National Education Association

<http://www.nea.org/>

Resources of Education Societies

http://www.lib.uwaterloo.ca/society/education_soc.html

US Department of Education

<http://www.ed.gov/>

Miscellaneous Resources

Education America Network (includes cover letter tips and samples)

<http://educationamerica.net>

Education World - a site for articles, lesson plans, curriculum, technology in the classroom, job listings newsletter, school issues, and a career center.

<http://www.education-world.com/>

Job Profiles for Educators

<http://www.jobprofiles.org/edu.htm>

US Charter Schools

http://www.uscharterschools.org/pub/uscs_docs/index.htm