

ELEMENTARY CAREER STUDIES

Teacher Notes

Elementary career studies emphasize career awareness and exploration – not career choice. Career exploration at the elementary school level should allow children to become more self-aware of their skills, abilities and interests and how those traits relate to future career goals. Integrating career conversations across the curriculum allows students to connect the classroom to the real world. The goal of elementary career studies is to provide:

- equal access to career exploration
- opportunities to explore interests, abilities, values and goals
- develop the mindset that learning is lifelong for any career they pursue

CAREER EXPLORATION CONTINUUM

PRIMARY GRADES

Students in kindergarten and 1st grade should be introduced to careers in their community. Students in the 2nd and 3rd grade can understand the similarities and differences between groups of careers making this an ideal time to introduce the [sixteen \(16\) career clusters](#). This organizational framework is important to future career development and understanding future career pathways. INTERMEDIATE GRADES

Rather than focusing on a career, students in the 4th and 5th grades should begin the process of self-discovery through exploring the knowledge, skills and working environments common to careers within the 16 clusters. The resource within this document, “Dig Deeper,” provides sample tasks that allow students to explore those skills and knowledge. The resource, “Is a Career in (*cluster*) for Me?” guides students to reflect to determine their interest in this cluster.

USING THIS DOCUMENT

These activities do not constitute a curriculum, rather they provide a variety of activities to be used within the context of a career studies program that spans K-5. Resources progress by grade level from kindergarten to 5th grade and may be modified to meet student needs. For each cluster, instructional routines may include:

- **Engage** students through videos, online activities, guest speakers or hands on activities
- **Explore** by using texts from the cluster book list as read alouds or part of the classroom library
- **Extend** learning by using resources from this document in learning centers, individual work or group projects

ACKNOWLEDGEMENTS

Special thanks is given to the [Delaware Career Resource Network](#) and the [Labor Market and Career Information \(LMCI\) department of the Texas Workforce Commission](#) for granting permission to revise and include their resources in this document.

FINANCE

Teacher Resource

Note: Careers in Finance are divided into pathways. Listed below are some of the careers found in each pathway and range from entry level to those that require post-secondary training, certificates and/or degrees. This list serves only to build educator background knowledge. Students are not introduced to career pathways until the 6th – 8th grade band.

Securities and Investments

Securities and investment professionals help individuals and businesses invest their money in products such as stocks and bonds that will earn money over time. They work in brokerage firms, investment banks and stock exchanges.

- Auditor
- Financial Analyst
- Personal Financial Advisor

Business Finance

Finance professionals manage policies and strategies for budgets, purchases, investments and taxes. Their expertise is critical for the financial well-being of a business.

- Treasurer
- Economist
- Budget Analyst

Accounting

Accounting professionals work with individual clients and businesses to record, summarize and analyze financial information necessary for management and decision-making

- Accountant
- Auditor
- Tax Preparer

Insurance

Insurance professionals provide services to individuals and businesses that protect them from financial loss. They analyze the needs of their clients to identify risks in order to recommend suitable plans or policies.

- Actuary
- Insurance Appraiser
- Underwriter

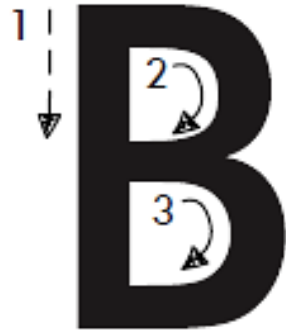
Banking Services

These professionals work in banks and other institutions to provide services such as checking accounts, credit cards and bill payment. They accept deposits, lend money and provide short-term investments, e.g., saving accounts and certificates of deposit.

- Loan Officer
- Debt Counselor
- Bank Teller

Alphabet Letter Printing Worksheet

Practice writing each upper case and lower case letter on the lines below as shown on the sample letters. Then write the name of the occupation.

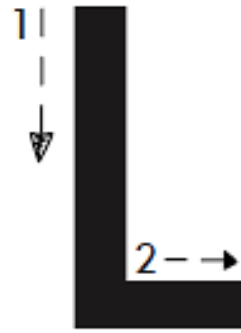




Bank Teller

Alphabet Letter Printing Worksheet

Practice writing each upper case and lower case letter on the lines below as shown on the sample letters. Then write the name of the occupation.





Loan Officer

COIN NAMES & VALUES

Directions: Write the name of the coins. Use these words.

penny

nickel

dime

quarter









Directions: Draw a line to match the value to the correct coin.

1 cent

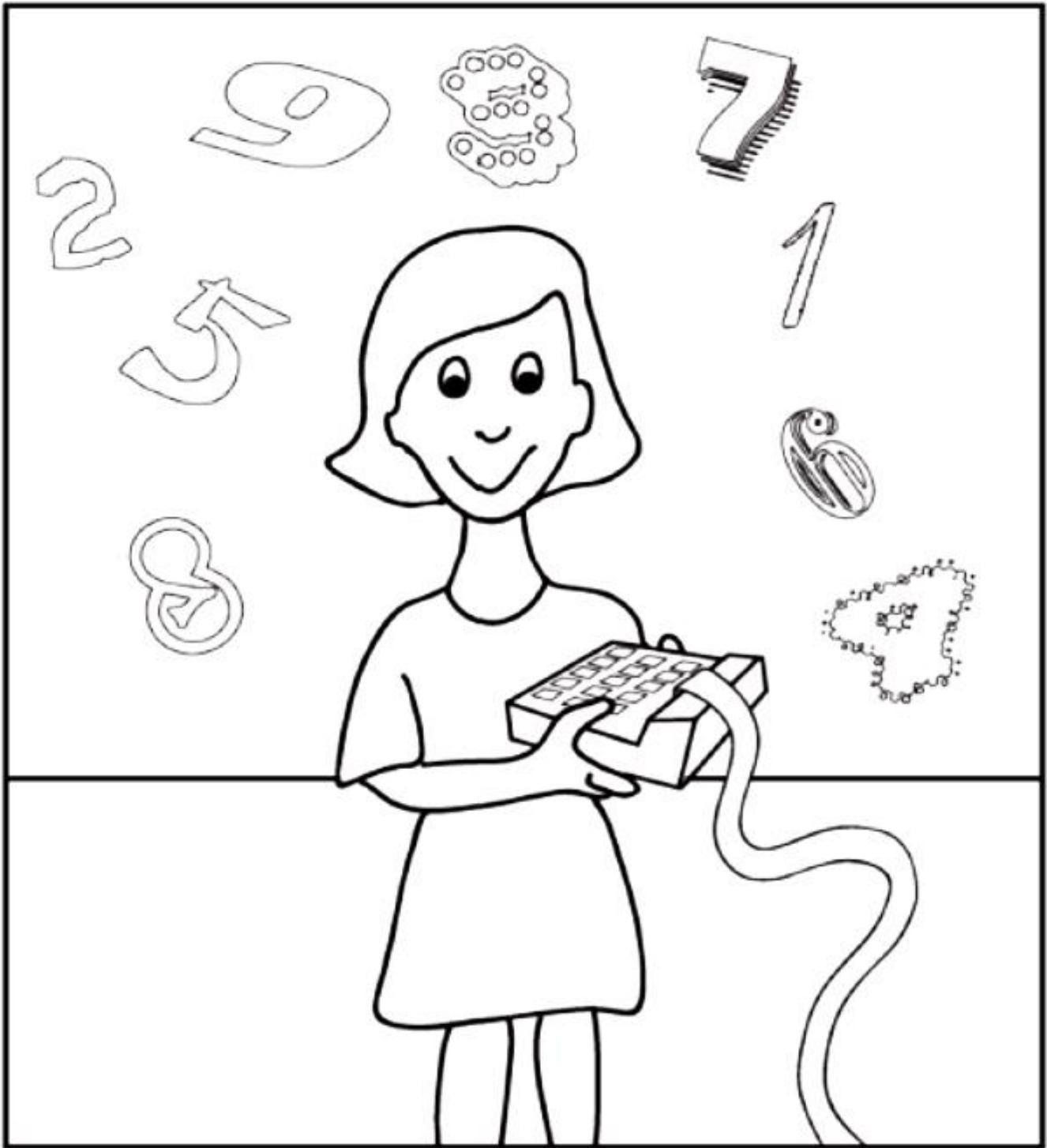
5 cents

10 cents

25 cents



ACCOUNTANT



ACCOUNTANT

Accountants like to work with numbers. They help businesses and families manage their money and pay their taxes.

BANK TELLER



Bank tellers cash checks, deposit money, and collect loan payments. They work on computers and use machines that count money.

MONEY COUNTING ACTIVITY

Count the coins in the piggy bank. Write the total amount on the line below.

\$ _____

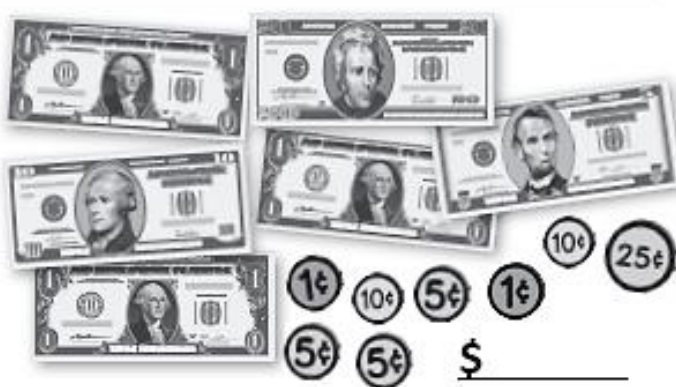
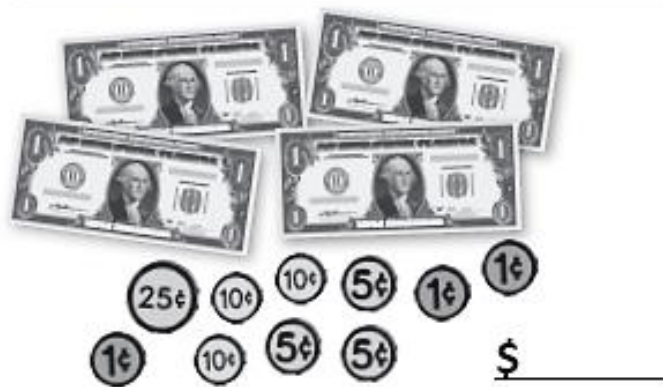
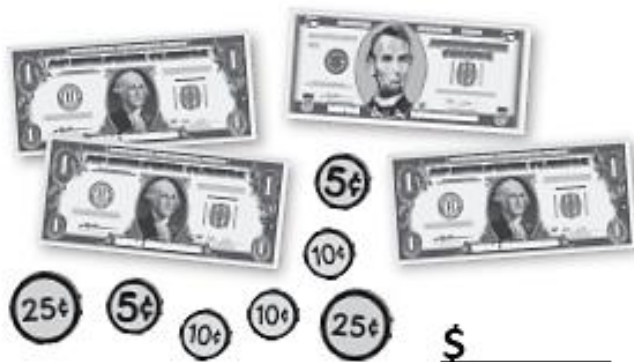


Bonus Question: Mary's grocery total came to \$1.76, does she have enough money to pay the bill?

COUNTING MONEY ACTIVITY

Count the total amount in each group and write it on the line.

\$16.28
□ □
dollars cents





Sample Careers

1. Credit Analyst _____
 2. Accountant _____
 3. Bank Teller _____
 4. Insurance Adjuster _____
 5. _____
- Can you think of another?

Careers in the Finance cluster work with money. They help people and businesses account for money they spend or invest. People in these occupations use lots of math when they work. They may work in banks, insurance and tax offices or in most any business. You can be a budget analyst, cashier, insurance agent or loan officer and be in this career cluster.





Name _____

Draw a picture of a teacher in their classroom.

If you were a teacher, what grade would you like to teach? Why?

Would you like to do this type of work? Explain why or why not.

CAREERS IN FINANCE

I	E	K	L	O	A	N	O	F	F	I	C	E	R
A	N	G	B	A	N	K	M	A	N	A	G	E	R
E	S	S	G	B	A	N	K	T	E	L	L	E	R
C	T	R	U	S	T	O	F	F	I	C	E	R	A
A	A	U	T	R	E	C	O	N	O	M	I	S	T
M	O	R	T	G	A	G	E	B	R	O	K	E	R
O	T	S	Y	L	A	N	A	T	E	G	D	U	B
D	A	T	A	P	R	O	C	E	S	S	O	R	S
A	E	O	C	A	O	C	C	E	T	O	A	T	O
R	C	U	T	D	T	P	S	E	A	G	G	G	C
S	R	T	U	E	I	B	M	U	E	G	R	C	T
B	T	T	A	N	D	R	S	R	F	A	E	A	E
L	B	C	R	T	U	U	F	C	O	T	T	N	N
A	O	L	Y	E	A	S	E	T	T	O	Y	F	T

INSURANCE AGENT
 AUDITOR
 MORTGAGE BROKER
 BANK MANAGER
 ACTUARY
 DATA PROCESSOR

TRUST OFFICER
 LOAN OFFICER
 BANK TELLER
 BUDGET ANALYST
 ECONOMIST

Play online at: <http://bit.ly/38qK0S5>

DIG DEEPER

Note: These tasks serve only to generate ideas and connect real world activities to academic content. **Exploratory Tasks** may be teacher led through a class project, demonstration or assignment. **Extension Tasks** may be modified to align with ELA, math, science or social studies content through writing, determining/comparing costs, human impact, etc.

Exploratory Tasks	Extension Tasks
Make a t-chart. List needs on one side and wants on the other.	Identify a want. Create a plan to save for the item. Include possible ways to earn money.
Interview an adult about typical monthly expenses. List the items and an approximate amount.	Review the list. Color code items that are wants and those that are basic needs.
Interview adults about ways they are paid, e.g., hourly, salary, tips, etc.	Create an infographic of the information you collect. Include advantages and disadvantages of each.
Examine a pay stub from a sample paycheck to identify the deductions adults must pay.	Create a flip book listing each deduction and describing the purpose of each.
Make a list of different payment methods, e.g., checks, debit card, online services, etc.	Create a pro and con list of each form of payment.

Is a Career in Finance for Me?

Would you be interested in a career in Finance? Below are knowledge and skill statements related to the careers in this cluster. Read each statement. Decide if this describes you by checking the Yes, No or Maybe box.

THINGS I LIKE TO DO	YES	NO	MAYBE
Work with numbers			
Work to meet a deadline			
Make predictions based on existing facts			
Have a framework of rules by which to operate			
Analyze financial information and interpret it to others			
Handle money with accuracy and reliability			
Take pride in the way I dress and look			
PERSONAL QUALITIES THAT DESCRIBE ME	YES	NO	MAYBE
Trustworthy			
Orderly			
Self-confident			
Logical			
Methodical or efficient			
SCHOOL SUBJECTS THAT INTEREST ME	YES	NO	MAYBE
Math			
Economics or financial literacy			
Social Studies			

Did you check YES most often? If so, continue to explore careers and opportunities in this cluster. And don't forget to focus on your math and science classes to build the academic skills you need for these careers.

Did you check NO most often? If so, don't worry. There are hundreds of jobs to explore in the other 15 career clusters.

Did you check MAYBE most often? If so, continue to explore this cluster as well as investigating how your skills and interests may be a good match in other clusters.