

# 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.

# GOVERNMENT and PUBLIC ADMINISTRATION

## Teacher Resource

**Note:** Careers in Government & Public Administration 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.

### Governance

People with careers in this pathway are responsible for making and carrying out public policies. Elected officials and their staff research, debate and vote on a variety of policies related to criminal justice, economics, education, etc.

- Governor
- Senator
- Mayor

### National Security

The military is responsible for keeping our country safe. These individuals work in a wide variety of occupations, such as running a hospital, maintaining a helicopter, operating a nuclear reactor and programming computers.

- Agent/Specialist
- Officer
- Combat Aircraft Pilot

### Foreign Service

People who work in this pathway serve in embassies, consulates and other diplomatic missions around the world. They analyze political and economic events and work to ensure the safety of American citizens abroad.

- Ambassador
- Diplomatic Courier
- Political Officer

### Planning

Professionals in this pathway develop plans to help communities make decisions about how to use their land and resources to build homes, shopping centers, hospitals, recreational centers, etc.

- Business Official
- Commissioner
- County Director

### Revenue and Taxation

Individuals in this pathway make sure that businesses and individuals pay their fair share of taxes. They review tax returns, conduct audits and collect overdue taxes.

- Assessor
- Tax Attorney
- Tax Auditor

### Regulation

These individuals have expert knowledge about an industry, the environment or technology and related laws and rules of each. They oversee regulations to protect our health, safety and the environment.

- Bank Examiner
- Cargo Inspector
- Immigration Officer

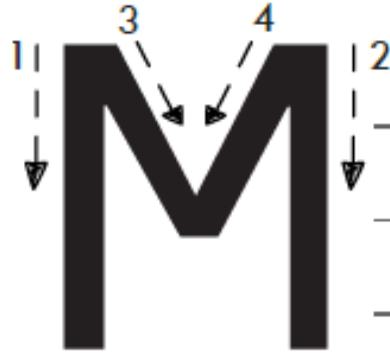
### Public Management and Administration

These professionals manage public services such as transportation and utility systems and oversee the use of resources that include finances and facilities.

- City Counselor Member
- City Manager
- Chamber of Commerce Director

# 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.



\_\_\_\_\_

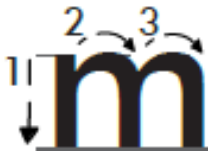
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\_\_\_\_\_

Mayor

\_\_\_\_\_

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# 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.



\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_



Secret Service

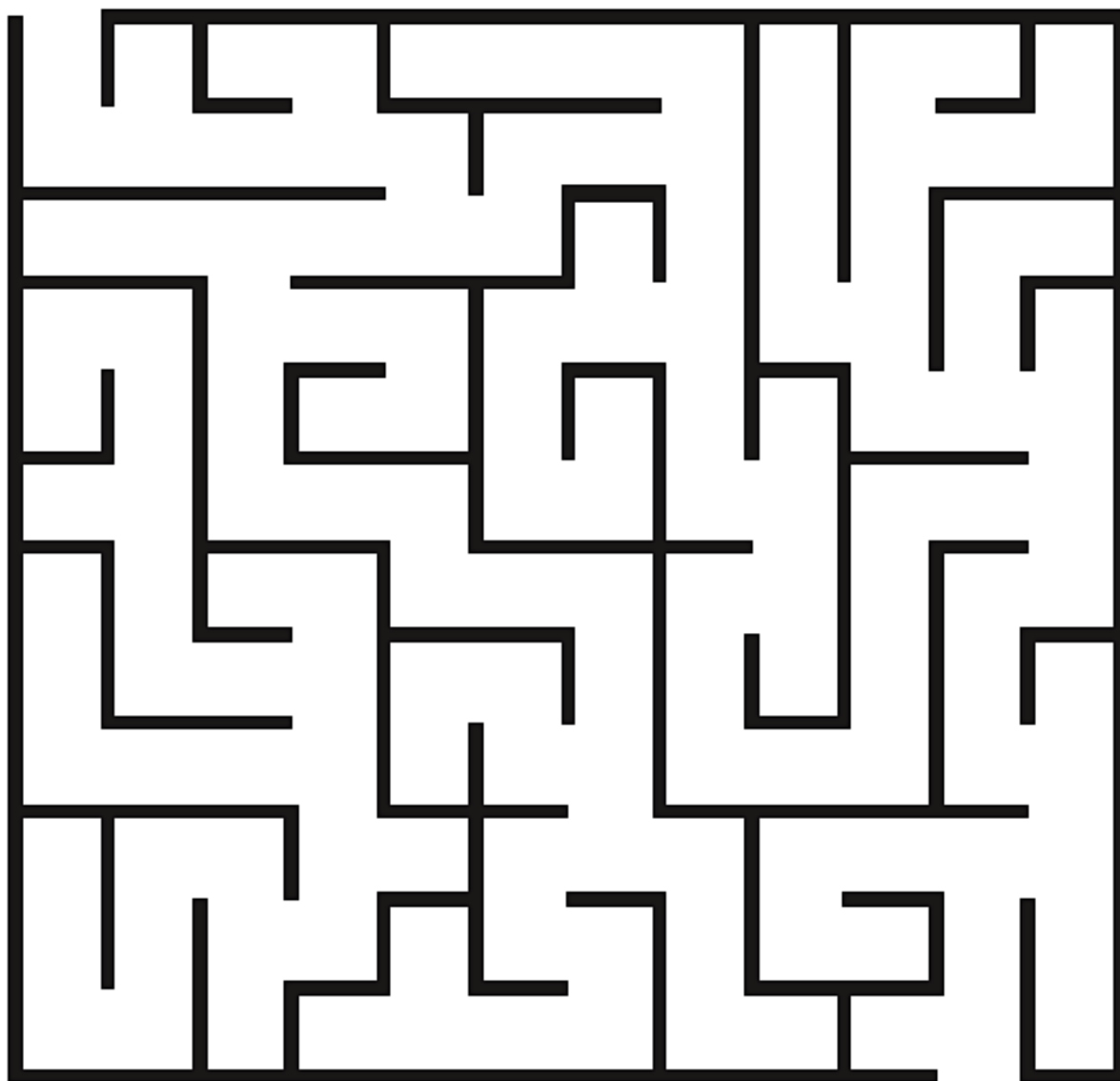
# MAIL CARRIER



A mail carrier works mostly outdoors, delivering mail to your home. They also collect mail from public mail boxes.

## MAIL CARRIER MAZE ACTIVITY

Help the mail carrier find his way through the maze to get to the mailbox to deliver the mail.



# MILITARY OFFICER



The military keeps our country safe. They serve in one of the five branches, air force, army, coast guard, marines and navy.

# President



**Directions:** Use these words to complete the paragraph below:

**thirty-five**

**armed forces**

**Air Force One**

**executive**

**Secret Service agents**

**natural-born citizen**

The president must be a \_\_\_\_\_ of the United States and at least \_\_\_\_\_ years old. He is in charge of the \_\_\_\_\_ branch of government. The president is in the \_\_\_\_\_ commander-in-chief of the \_\_\_\_\_. He uses \_\_\_\_\_ when he flies and is protected by \_\_\_\_\_.





Government & Public  
Administration

### Sample Careers

1. Mayor
2. City Clerk
3. Military Officer
4. City Treasurer
5. \_\_\_\_\_

*Can you think of another?*

Careers in the Government & Public Administration cluster keep the government running. They make policies to keep us safe. They manage money to run the government, provide education, fix our roads and assist those in need. Some work in offices to serve the public. Other travel throughout the city, county or state as part of their regular duties.





Name \_\_\_\_\_

**Draw a picture of the mayor giving a speech.**

**If you were mayor, what would you do first? Why?**

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

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# LOCAL LEADERS

## Who are they? What do they do?

**Directions:** Visit your local town or city webpage. Write the name of the individual(s) responsible for each of the department below. What services do they provide? Write those in the boxes below.

Mayor	City Council	City Administration
County Clerk/Treasurer	City Attorney	Fire Department
Police Department	Planning Department	Water & Sewer
Trash & Recycling	Parks and Recreation	Public Library

# GOVERNMENT & PUBLIC ADMINISTRATION

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

MAYOR  
CARGO INSPECTOR  
CITY CLERK  
FIELD OFFICER  
LOBBYIST  
TAX ATTORNEY  
CITY PLANNER  
ASSESSOR

COMBAT PILOT  
SECRET SERVICE  
CENSUS CLERK  
COMMISSIONER  
GOVERNOR  
PRESIDENT  
SENATOR  
AMBASSADOR

Play online at: <http://bit.ly/35zCna3>

## 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
Speak to a local city or government official to learn about an important issues in your area.	Work with other students to create a mind map of possible solutions. Choose 2 or 3 of the solutions and identify pros and cons of each. Share with the local official.
Talk to someone from the chamber of commerce to learn about the local businesses.	Create a flyer to promote a <i>Shop Local</i> campaign to support small businesses.
Interview a local veteran to learn about the military branch in which they served.	Create an infographic to describe the role of each military branch.
Research duties of elected offices, e.g., president, secretary, treasurer.	Run for class officer. Choose one of the offices. Write and deliver a campaign speech.
Research parliamentary procedure to learn how it's role in helping meetings run smoothly.	Create an order of business for a class meeting.

## Is a Career in Government and Public Administration for Me?

Would you be interested in a career in Government & Public Administration? 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
Be involved in and/or follow politics			
Negotiate, defend and debate ideas and topics			
Plan activities and work cooperatively with others			
Work with details			
Perform a variety of duties that may change often			
Analyze information and interpret it to others			
Travel and see things that are new to me			
PERSONAL QUALITIES THAT DESCRIBE ME	YES	NO	MAYBE
Good communicator			
Competitive			
Service minded			
Well organized			
Problem solver			
SCHOOL SUBJECTS THAT INTEREST ME	YES	NO	MAYBE
Government			
Social Studies			
Language Arts			
Math			
Foreign Language			

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

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

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