CAREERS IN EDUCATION

Course Syllabus

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Careers in Education is designed to introduce students to career opportunities and related skills within the Education and Training cluster. The course highlights the requirements, roles, and responsibilities of various personnel in the education and training field, including classroom teachers, non-teaching certified personnel, school administrators, special population professionals, social workers and counselors, athletics professionals, and auxiliary professionals. Career and Technical Student Organizations are integral, co-curricular components of each career and technical education course. These organizations enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and access opportunities for personal and professional growth. Students in the Education and Training cluster affiliate with FCCLA. Foundational standards, shown in the table below, are an important part of every course. Through these standards, students learn and apply safety concepts; explore career opportunities and requirements; practice the skills needed to succeed in the workplace; take advantage of leadership, teamwork, and personal growth opportunities afforded by Career and Technical Student Organizations; and learn and practice essential digital skills.

Foundational Standards:

Students will…

1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.

2. Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.

3. Explore the range of careers available in the field and investigate their educational requirements and demonstrate job-seeking skills including resume-writing and interviewing.

4. Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.

5. Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.

Content Standards:

The student will...

1. Compare and contrast the requirements, roles, and responsibilities of classroom teachers in various fields and age groups, including certification requirements. Examples: early childhood, elementary, secondary, postsecondary; career and technical, fine arts, world language, general electives, special education, English learners, gifted education

2. Explore and report on the requirements, roles, and responsibilities of various certified personnel, other than classroom teachers. Examples: library media specialist, reading coach, math coach, technology coach

3. Research and describe types of school environments. Examples: public, private, charter, magnet, virtual, urban, suburban, rural

4. Describe leadership opportunities in which teachers may be involved outside the classroom. Examples: club sponsors, school leadership teams, class sponsors, committee sponsors, department heads

5. Explore and report on the requirements, roles, and responsibilities of careers serving special populations. Examples: speech pathologist, occupational therapist, psychometrist, director of special education, Board Certified Behavior Analyst

6. Explore and report on the job requirements, roles, and responsibilities of administrators at various levels of education. Examples: education specialist, assistant principal, principal, daycare director, district administrator, state administrator, AHSAA personnel, Child Nutrition Program director a. Describe the issues and concerns usually handled by administrators. Examples: school climate, school safety, teacher evaluation, effective leadership

7. Examine the roles of auxiliary support personnel to determine their requirements and responsibilities in education settings. Examples: bookkeeper, administrative assistant, registrar, Child Nutrition Program worker

8. Compare and contrast the requirements, roles, and responsibilities of school counselors and social workers.

9. Explore and report on the requirements, roles, and responsibilities of specialized careers in educational settings. Examples: nurse, lawyer, communications director, accountant, dietician, school resource officer, IT director, career coach

10. Explore and report on the requirements, roles, and responsibilities of persons involved with physical education and sports. Examples: physical education teacher, assistant coach, head coach, college coach, athletic director, athletic trainer

11. Investigate international education practices and compare them to traditional American education practices. Examples: history of education, age requirements, certification requirements, school structure, testing requirements, post-secondary options, curriculum, funding, scheduling

12. Explore and report on career opportunities for working internationally in the education field. Examples: Department of Defense Education Activity, teaching English internationally, virtual teaching, Peace Corps, faith-based schools outside the United States, American International Schools

13. Complete and document an extended job shadowing experience in a school setting.

14. Develop a report on the job shadowing experience. Examples: daily journal, oral report, class discussion

15. Create and deliver a presentation summarizing insights about educational practices and activities, connecting requirements, roles, and responsibilities to observations made during in-person or virtual visits or job shadowing. Examples: written report, audio-visual presentation, slide show, portfolio, competitive event

16. Formulate questions and conduct interviews to obtain information, and answer interview questions succinctly and coherently. Examples: interview as an applicant, conduct interviews based on career choices

Fees: **$25 Class Supplies Fee (required for all ACTC students)**
$15 membership fee for FTA (Future Teachers of Alabama) Organization
$20 FCCLA membership fee

Career and technical student organizations are integral, co-curricular components of each CTE course. These organizations serve as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth. **Please use the included insert with my GoFan link and QR Code to pay your fees if possible or use cash or ONE check for the total amount may be paid to ACTC by September 5, 2025.**

Assessment Procedures:

Daily assignments, tests and quizzes, discussion/participation, and project presentation are used in assessing student learning and progress throughout the course. Students who have an excused absence will have **3 days** to turn in make-up work.

Grading:

Major Grades 65% Minimum of 3 per 9 weeks (Tests or Projects)
Minor Grades 35% Minimum of 6 per 9 weeks (Daily work, quizzes or class assignments)

Grading scale:
100 – 90 A 89 – 80 B 79 – 70 C 69 – 60 D 59 – 0 F

Available credential: CDA (Child Development Associate Credential) – lab and practicum hours will count toward the CDA, but more hours and coursework will be required. Seniors will be offered the opportunity to take the Praxis ParaPro Exam for a paraprofessional certification (possible fee – more discussion on this opportunity will come at a later date)

Class Rules & Expectations: Be respectful, be responsible, be kind. All rules of the Code of Conduct and ACTC Student Handbook apply to this class. Please be seated and ready for instructions when the bell rings. Disregard for our class rules and procedures will initiate a student/teacher conference, parent contact and/or office referral. In short, you are a pre-professional.

Classroom Management Plan:
As a classroom teacher at Autauga County Technology Center, I will adhere to the following procedures for consequences in the event of Class A Violations (as listed in the Teacher Bill of Rights and in the ACBOE Code of Conduct):
◊ First offense - Student-Teacher Conference
◊ Second offense - Parental Notification
◊ Third offense - Parent-Teacher-Admin Conference
◊ Fourth offense - Refer to Office as Habitual Class A Offender

Personal Devices: Cell phone, airpods, or headphones usage is not allowed in the classroom

Classroom Supplies Needed: You will only need to purchase a **vinyl folder with prongs and pockets**. All other classroom supplies will be covered by your mandatory $25 class fee.

Classroom Resources Provided:
Textbooks:
Teaching
Working With Young Children
Hacking Classroom Management

Various articles & books from educational contributors
YouTube videos from various contributors such as:
Special books for special kids
Jack Hartmann Kids Music Channel
Edutopia

Classroom communication: **"Parent Square" App**

**********Please sign and return this page along with your class fees.**********

I have read the classroom syllabus and management plan, and agree to follow all rules and procedures. I understand that the student's image may be featured on the ACTC website, ACTC social media, or lobby TV.

_____	_____	_____	_____
Student's Printed Name	Student's Signature	Date	class period

_____	_____
Parent/Guardian's Signature	Date

Parent/Guardian's phone number : _____

Class fees payment: (check method of payment) _____ cash _____ check _____ GoFan

My payment includes fees for:
_____ $25.00 (mandatory) class supplies fee

_____ $15.00 FTA Membership

_____ $20.00 FCCLA Membership

_____ **TOTAL PAYMENT**