

34. Education and Training Cluster - Public Education Careers (4 hours)

Purpose/Abstract: To introduce students

NCCCS Adult Education Standards: R.3.2.4, W.5.2.4, M.1.2.12

Learning Objective:
By the end of the session, students will be able to:

- Discuss their experiences with public education employees to draw connections between their job and the soft skills required for each position
- Outline how every soft skill is required and applicable to public education careers
- Represent basic fractions on a number line

Soft Skills	communication, enthusiasm & attitude, teamwork, networking, problem solving & critical thinking, professionalism	Resources	<p>Skills to Pay the Bills (STPTB) (for instructor reference to define each soft skill category)</p> <p>Math: Draw Fractions on a Number Line Worksheet Education.com Fractions Learning Check Worksheet Education.com Equivalent Fractions: Number Lines Worksheet Education.com</p> <p>Public Education Careers</p> <p>NC Career Clusters Guide (for instructor reference)</p> <p>Handouts: Soft Skills for Public Education Careers - 1 for each pair</p>
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Additional Materials

- Soft Skills for Public Education Careers, one for each pair
- Art supplies (glue, glitter, markers, paint, etc.)
- Pencils, paper, and scissors
- Computers for student use

Icons	 Activity	 Check-In	 Review
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PREPARATION

- Review the worksheets and games on [education.com](#) and print out the following worksheets:
 - [Draw Fractions on a Number Line | Worksheet | Education.com](#)
 - [Fractions Learning Check | Worksheet | Education.com](#)
 - [Equivalent Fractions: Number Lines | Worksheet | Education.com](#)
- Review the [Instructional Support Guide](#) and print/prepare referenced scaffolds.



- Print handouts.
- Familiarize yourself with [O*NET](#)
- Familiarize yourself with [Skills to Pay the Bills](#), though it won't be used directly in this lesson.

INTRODUCTION (30 min)

Welcome students to the class!

Introduce the topic of public education careers and explain that in this lesson, they will explore various careers within the education and training cluster.

Provide examples of public education careers, such as:

- Teacher
- School Counselor
- School Administrator
- Special Education Teacher
- School Librarian
- School Psychologist
- School Nurse

Divide the students into pairs or small groups and ask them to discuss their personal experiences with public education employees. Have each group share one positive experience with the whole class.

Introduce the soft skills that will be the focus of the lesson: communication, enthusiasm & attitude, teamwork, networking, problem solving & critical thinking, and professionalism. Explain that these skills are essential in the education field and will be explored further in the lesson.

Share the objectives of the lesson.

VOCABULARY, READING & WRITING (45 min)

Write the following list on the board in two columns, in a jumbled order, and conduct an activity to have students match the soft skills to the definition. Let them know it's a review of the soft skills definitions that they've been introduced to at the beginning of the program.

- **Communication:** The ability to convey ideas, thoughts, and information effectively through verbal and non-verbal means, fostering clear understanding and active listening.
- **Enthusiasm & Attitude:** Demonstrating a positive and passionate approach to tasks and interactions, inspiring others with an optimistic outlook and dedication.
- **Teamwork:** Collaborating with others to achieve shared goals, valuing diverse perspectives, and contributing positively to group dynamics.
- **Networking:** Building and maintaining meaningful connections and relationships with individuals and organizations to exchange information and create opportunities.

- **Problem-Solving & Critical Thinking:** Analyzing situations, identifying challenges, and devising creative and logical solutions to address complex problems effectively.
- **Professionalism:** Exhibiting a high standard of conduct, ethics, and integrity in one's behavior, appearance, and interactions within a professional setting.

READING

Tell students that an important skill in being able to comprehend the information they read is using text features such as captions, bold print, subheadings, glossaries, indexes, electronic menus, and icons to efficiently locate key facts and information within a text.

Highlight that mastering this skill enables readers to navigate complex texts effectively, extract essential details, and gain a deeper understanding of the content, empowering them as critical thinkers and informed learners.

Pair students up and distribute the Soft Skills for Public Education Careers handout. Inform students that the passage is structured in a way that will help them locate information easily using bold print and subheadings.

Tell students to read the passage together and take a few minutes to discuss what they've read.

REFLECTION (15 minutes)

Bring the class together and ask the following questions, and choose a few volunteers to answer them.

✓ Tell students to use the bold print and subheadings to help locate the information quickly.

1. *Which soft skills are required for all the listed careers?*
2. *What are the soft skills that are important for a school psychologist?*
3. *Which of the listed careers require networking skills?*
4. *How do special education teachers use problem solving skills?*
5. *How do librarians demonstrate teamwork/ collaboration skills?*

Summarize the importance of soft skills for public education careers.

Lower Level	Higher Level
Pair students with higher level students. Walk around and help them understand how to locate information easily using subheadings and bold print.	Encourage students to share examples of where they've seen these skills being demonstrated by those in the listed careers with the rest of the class.

MATHEMATICS (60 min)

Explain to students that they will practice representing fractions on a number line. Remind them that fractions represent parts of a whole or a quantity. Emphasize that the number line helps visualize the relative position of fractions in relation to whole numbers. Use visual aids and examples to help students understand the concept.

Use this [worksheet](#) as an example to help you explain the concept to the students. Invite students to solve for a few after you've provided examples.

Distribute [Fractions Learning Check](#) worksheet. Allow students 10 minutes to solve it and answer any questions.

Once students have completed the worksheet, pair students up and distribute [Equivalent Fractions: Number Lines](#) to each pair.

Allow 15 minutes for students to solve the worksheet. Circulate the classroom and clarify any doubts that students have.

 REFLECTION (15 minutes)

Bring the class back together and review the answers to the worksheets.

- ✓ Have 2-3 volunteers summarize how to locate fractions on a number line.

Lower Level	Higher Level
Pair students up with higher level students for the worksheet activity. Keep visual aids accessible for students to understand how to identify fractions.	Encourage students to explain equivalent fractions to their partner and to the rest of the class with their own examples.

GROUP WORK (60 min)

Divide the students into seven small groups, with each group focusing on one specific public education career (Teacher, School Counselor, School Administrator, Special Education Teacher, School Librarian, School Psychologist, School Nurse). Provide each group with a large chart paper titled with their assigned career. Instruct them to work together to create a comprehensive chart listing both soft skills and other skills required for that particular job.

Encourage students to brainstorm and collaborate to identify the soft skills necessary for success in their chosen career. They should consider skills such as communication, empathy, teamwork, problem-solving, adaptability, and professionalism. For example, the "Teacher" group might include "Active Listening" as a soft skill, explaining how teachers must listen attentively to their students' needs and concerns. Tell students to be prepared with specific examples of how each listed skill will be applied by professionals in their assigned careers.

In addition to soft skills, prompt the groups to consider other skills that are relevant to their respective careers. These may include subject-specific knowledge, technology proficiency, classroom management, counseling techniques, data analysis, research skills, and more. For instance, the "School Counselor" group might include "Crisis Intervention" as an essential skill, highlighting the need to handle sensitive situations effectively.



Let students know that they can use the internet to find the required information for the career assigned to them. Additionally, share this [link](#) to help them find what skills are required for each career.

REFLECTION (25 minutes)

✓ Have each group present their research and ask these follow-up questions to guide a discussion.

1. *How do soft skills and other skills complement each other in specific public education careers?*
2. *Can you identify any skills that are common across multiple careers within education?*
3. *How might certain skills be more critical in specific educational roles compared to others?*

Emphasize the importance of a well-rounded skill set in public education careers, and how a combination of soft skills and technical expertise enhances the effectiveness and impact of educators and support professionals.

Instructor Note: Ensure that the groups are a balanced mix of low and high level learners.

INDEPENDENT WORK TIME (30 min)

Provide students a choice between these two activities and allow them to work independently on their choice.

1. Fractions in Everyday Life: Students will find examples of fractions in everyday life and draw them on a piece of paper.
2. Students will read through careers that interest them in [Public education careers](#) and take notes on what they read.

WRAP-UP & REFLECTION (15 min)

Recap the main points of the lesson: the importance of soft skills in public education careers and representing fractions on a number line.

Check for understanding by asking a few questions related to the objectives and standards.

Encourage students to continue exploring soft skills and considering careers in public education.

Distribute exit slips to students.

Ask for a few volunteers to share their reflections.

Collect and review the answers.

Soft Skills for Public Education Careers

Directions:

- Read the passage below with your partner.
- Discuss what you understand from the passage.

Soft skills are essential qualities and attributes that individuals possess that enhance their effectiveness in various professional settings, including public education careers. In this reading passage, we will explore the significance of soft skills in specific roles within the field of education. Let's examine how soft skills play a vital role in the success of teachers, school counselors, school administrators, special education teachers, school librarians, school psychologists, and school nurses.

Soft Skills for Teachers:

Effective teachers possess a diverse range of soft skills that contribute to a positive and impactful learning environment. **Strong communication skills** allow teachers to convey complex ideas clearly and build strong connections with students and parents. Their **enthusiasm and positive attitude** foster a love for learning among their students, encouraging them to explore and achieve their potential. Teachers exemplify **teamwork** by collaborating with colleagues to develop innovative teaching methods and address challenges collectively. Additionally, **problem-solving and critical thinking skills** enable them to adapt to the needs of their diverse students and create inclusive and engaging lesson plans.

Soft Skills for School Counselors:

School counselors play a pivotal role in guiding students towards academic success and emotional well-being. **Effective communication** is a cornerstone of their role, as they actively listen to students' concerns and offer support. Their **networking** abilities allow them to connect students with valuable resources and opportunities. School counselors often face complex situations that require strong **problem-solving skills** to address academic, personal, and social challenges faced by students. Maintaining a **professional and empathetic** demeanor helps build trust and fosters a safe space for students to seek guidance.

Soft Skills for School Administrators:

School administrators oversee the efficient functioning of educational institutions. **Effective communication** is vital for articulating the school's vision, mission, and policies to teachers, staff, students, and parents. Their **teamwork** skills are crucial for creating a collaborative work environment that promotes professional growth and student achievement. Administrators often face intricate challenges, necessitating strong **problem-solving** abilities to devise solutions that benefit the entire school community. Professionalism is of utmost importance for school administrators, as they lead by example and set high standards for others to follow.

Soft Skills for Special Education Teachers:

Special education teachers exhibit an exceptional set of soft skills tailored to meet the unique needs of students with disabilities. Effective communication helps them establish rapport with students, their families, and the larger support network. Their enthusiasm and positive attitude create a nurturing and inclusive classroom environment. Collaboration with other educators, therapists, and specialists is essential to provide holistic support to students with diverse learning requirements. Special education teachers demonstrate exceptional problem-solving and critical thinking skills to adapt and modify teaching strategies based on individual students' strengths and challenges.

Soft Skills for School Librarians:

School librarians are more than just keepers of books; they serve as valuable resources for both students and teachers. Exceptional **communication skills** enable them to assist students in finding relevant reading materials and conducting research. Their **enthusiasm** for literature and learning inspires a love for reading in students. Librarians work **collaboratively** with teachers to integrate literature and research into the curriculum, supporting a holistic learning experience. **Problem-solving skills** come into play when organizing and managing library resources efficiently to cater to the diverse needs of the school community.

Soft Skills for School Psychologists:

School psychologists play a crucial role in supporting students' mental and emotional well-being. Their **communication** skills allow them to build rapport and trust with students while providing counseling and guidance. Their **enthusiasm and positive attitude** create a safe and welcoming atmosphere for students to share their feelings and concerns. **Collaboration** with teachers, parents, and other professionals is vital to develop effective intervention strategies. School psychologists' **problem-solving and critical thinking** abilities help identify and address behavioral and emotional challenges that may impact a student's academic performance.

Soft Skills for School Nurses:

School nurses ensure the well-being of students by providing medical care and health education. **Effective communication** helps them establish rapport with students, making them feel comfortable seeking help. Their **enthusiasm and positive attitude** help alleviate fear and anxiety in students when facing health issues. **Collaboration** with teachers and parents is essential to ensure seamless integration of health plans into the educational environment. **Problem-solving** skills come into play when assessing health concerns and determining appropriate responses and care.

Reflection Exit Slip

In one sentence, describe what you learned in this lesson.

Today, I learned _____.

Is one of the careers discussed today of interest to you? Why or why not?

I liked / did not like _____ career because _____.

Is there anything you still need help understanding?

What's one question you have?

Circle the emoji that shows how you feel about your mastery of content in this lesson.



Happy



Smart



Confused



Sad



Angry