



Career Advising Policy and Suggested Activities by Grade Level

Teays Valley Local School District



Updated 7/2/17

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career field, as well as how to tie these interests and strengths to their academic and career goals. Teays Valley Local Schools has a comprehensive career advising curriculum that addresses three questions that are essential to higher student achievement and a more qualified workforce:

- **Who am I?** By answering this question, students learn about themselves and become aware of the world of work. During the earlier grades, students begin to think about the concept of work/vocations and the numerous work opportunities available in their future. Students take required career-related assessments during the middle grades to assist with identifying personal strengths and weaknesses as well as likes and dislikes.
- **Where am I going?** By answering this question, students will explore and investigate the world of work to discover which career, based on previous assessments and experiences, would best “fit” them as an individual. Much of the exploration takes place during the middle grades through their work in OCIS and the creation of their career portfolio. This plan guides the student in grades 9-12.
- **How am I going to get there?** By answering this question, students begin to develop a plan to manage previous information and continue to gather career- related information in an educational and career planning portfolio beginning in the middle grades. Planning is the key for students and their families to reach educational and career-related goals. An important part of this process is for students to take appropriate coursework at the secondary level to prepare them for the next step after high school. In addition, students and their families are assisted in the process for postsecondary admissions and financial aid.

Teays Valley's board adopted plan for career advising:

The Board views career advising as helping students understand themselves relative to their abilities, aptitudes, interests, attitudes, strengths and limitations. This process is meant to assist students in the development of their potential and their decisions relating to educational and career matters.

1. Provide students with grade-level examples linking schoolwork to one or more career field(s) through use of the State Board adopted career connections.
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3. Create a plan to provide career advising to students in grades six through 12.
4. Provide additional interventions and career advising for students who are identified as at risk of dropping out of school using both research- and locally-based methods developed with input from classroom teachers and guidance counselors.
5. Train employees on advising students on career pathways, including the use of online tools.
6. Develop multiple, clear academic pathways students can use to earn a high school diploma.
7. Identify and publicize courses in which students can earn both traditional academic and career-technical credit.
8. Document career advising provided to each student.
9. Prepare students for their transition from high school to their postsecondary destinations.

TVSD Board Policy: IJA

Adopted 4/27/15

Career Awareness

Elementary Grades (K-5)

In this elementary grade band, students become familiar with careers through learning that connects classroom instruction to future work. Career awareness strategies show students various types of careers and stimulate interest in future work.

Why is career awareness important at the elementary level?

- Develop work-readiness skills such as working and playing with others, making decisions, solving problems and being a leader
- By linking school and careers, we help children understand that school is important and that success can open doors to his or her ideal career.
- Help children to start to connect their passions and interest to goals. For example:
 - Do they like working alone or in a group?
 - Would they rather work inside or outside?
 - Would you like to make things or sell things?

Elementary Career Tubs:

Elementary counselors have developed lessons by grade level. These lessons include activities and read-alouds that align with each grade level career development goal. The career tubs are circulated to elementary teachers by guidance counselors. These career lessons are meant to be integrated into reading, writing and social studies lessons at each grade level.

School-wide Career Exploration Opportunities:

The purpose of the school-wide activities should be to raise awareness of careers in Ohio's 16 career clusters. Possibilities include:

- Distributing information for Kids on Campus - Sponsored by Pickaway HELPS
- Events or school-wide activities that have a career focus could include
 - Book displays in the school library with a career focus
 - Guest readers that can talk about their careers
 - An elementary career day to highlight particular career clusters
 - College Day
 - Field Trips to local cluster-related business/industry (4th grade Ag Day)

Website Resources to expose students to career possibilities available at all grade levels:

- Kids.gov
- [Virginia Career View](#)
- [Know it All](#)

Kindergarten

Students at this grade level should learn that people have jobs and a variety of jobs exist. Students learn that the actions in our day-to-day lives will someday contribute to the type of worker we are (i.e., working in groups, getting along with people).

Guidance Lesson: *Incredible, Flexible You*

- Social Thinking Curriculum - Helps students to see how their interaction within a group impacts others.

A sample of classroom activity ideas:

- In group time, talk about why people have jobs and careers. Identify jobs in the home, school, and community. Then let students draw a picture about a career.
- Ask relevant questions about career uniforms such as, “why do firefighters wear boots, fire hats and raincoats?”
- Take a class tour of your school to discover the different work at the school. Draw a picture of person working at your school. Create a classbook during interactive writing to show people working at your school.
- Teachers can talk to students and parents (through the classroom newsletter) about how your habits and behaviors in school impact your work habits later. For example, jobs require people to come to work on time and complete tasks.

1st Grade

Students at this level should learn that there are a variety of careers. People usually choose careers based on what their interests are and what they’re good at (i.e., people who are nurses like to help people and like science). Students are learning to get along in groups and are continuing to learn social skills.

Guidance Lesson: Cooperation

A sample of classroom activity ideas:

- Write “What is a job?” on chart paper. After discussion about work/job values/skills have the students list jobs that relate to production of goods and services. Explain that a career is a job that one plans to do for a long time.
- Discuss people who seem to love their work. Encourage the kids to make a list of the people in the school, in their neighborhood and in their homes who, they think, love their work. Step two is to find out if their assumptions are correct. Go talk to those people and see what they say. Many will probably mention what they love and the drawbacks of their job. Have kids take note of both and have a discussion.

2nd Grade

Students at this age will learn about goal setting and perseverance. They will learn the difference between a short-term goal and a long-term goal and how breaking up goals makes achieving big things easier. They will learn that goals are connected to accomplishments.

Guidance Lesson: Goal Setting and Perseverance

Classroom Activities:

- Discuss how income from jobs provides opportunity to make economic choices. Talk about how an individual's economic choices influence production of goods and services.
- Have a class discussion about "What I like to do" and "What I do not like to do." relate students' "likes" and "dislikes" to types of careers.
- When reading aloud texts, look for evidence of workers in stories. Go deeper and discuss manufacture of equipment, electricians, etc.
- Start a list of occupations you find all around you as well as in books. Encourage kids to think about the advantages and disadvantages that they can determine of each job. Start dividing jobs into skilled and unskilled, goods and services, professions or trades.

3rd Grade

Students at this age will start to learn that career choices are related to your lifestyle. For example, various careers have different education requirements and require different things of the worker. People choose careers based not only on interest, but on their hopes and dreams. They will learn that some people choose careers to live a certain way and that different careers have different salaries.

Guidance Lesson: Dreams and Aspirations (Reading Rainbow)

Classroom Activities:

- Have students interview a parents or family member, asking them "What do you like about your job?" You may ask parents to take a "work selfie." Create a hallway display showing the various jobs that parents have.
- Discuss the impact of individual and group decisions on communities in a demographic society. Identify services provided by local, state, and national governments.
- Discuss how a business operates and the impact of supply and demand on goods.
- Discuss the difference between wants and needs and how this affects family economic decisions. Talk about scarcity, alternative choices, and opportunity cost and how these factors impact economic decisions.

4th Grade

Students at this age will learn personal strengths and assets. They will learn how using those can help the student achieve well matched jobs, colleges, and other possibilities. Students will continue to learn that different skills and education impact the jobs and possibilities people have. Students will also learn how college or trade school allowed other people to achieve their dreams and why they chose their college or trade school. They will learn there are many ways to pay for school.

Guidance Lesson: Color Quiz - Personality profile assessment that links personality traits with career interests

Classroom Activity:

- Learn that jobs fall into a career cluster and different academic subjects relate to each cluster. Students can sort careers into a 3 part Venn showing math, reading, science.
- Students begin to explore the many different facets of certain career clusters. For example, in the business field there are managers, marketers, office managers, accountants, insurance agents, etc.

5th Grade

Students at this age will be working on developing a positive attitude toward self as a unique and worthy person. Continue to learn what career clusters might best suit the student based on interest and strengths. Students will continue to learn how going to college or trade school will impact the student's income and lifestyle later in life.

Guidance Lesson: Strength Resume

Classroom Activity:

- Write a persuasive essay to convince a high school senior to pursue a certain career. Include details about the career, including potential salary and education needed, in your letter.
- Have students reflect on their strengths, abilities, favorite subjects and their career goal as a culminating 5th grade project. Students can complete the Building My House activity located in the Elementary Career Tub.

Career Exploration

Middle School (6-8)

Students explore their career interests through embedded activities. Career exploration strategies are opportunities for students to discover work environments and understand the various aspects of the workplace. Strategies include tools and instruments that help students understand and appreciate their strengths and interests. Students start plans for their future with career information and postsecondary education data. Plans include course selection and planning as well as career aspirations and goals.

6th Grade

Guidance led activities:

- Promotion of Career Exploration Summer Camp
- Introduction to Middle School Presentation

Activities incorporated into Technology curriculum:

- Create OCIS portfolio
- Complete Career Cluster Inventory (CCI)
- Research Ohio's 16 Career Clusters
- Career Snapshot (Google Draw) - Research top result from CCI
- Student Led Career Interview of Parent Guardian

7th Grade

Guidance led activities:

- Promotion of Career Exploration Summer Camp

Activities incorporated into the Career Connections curriculum:

- 21st Century Skills Unit (soft skills)
- College and Career Awareness Day
- Revisit OCIS portfolio
- Reality Check
- Career Profile (Google Draw)
- OCIS Interest Profiler (Short form)
- My Resume (Google Slides - video, voice over)
- Overview of Ohio's 16 Career Clusters
- Student Led Career Interview of Parent Guardian
- Project Based Career Units - 4-5 week units on the following careers (agriculture, IT, business, law & public safety, engineering, health science); multimedia projects

8th Grade

Guidance led activities:

- Promotion of Career Exploration Summer Camp
- High school preparation and scheduling presentation
- Review of career clusters and exploration of 2 careers highlighted from Career Cluster Inventory
- Real Money Real World
- Women in Science Day (OUL)
- Career Center visit

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- My Resume (Google Slides - video, voice over)
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Career Planning

High School (9-12)

Students continue career exploration while focusing on career planning. Activities provide advanced experiences that offer hands-on opportunities in a workplace. Career planning strategies focus on making clear links between career options and educational decisions. Students develop the skills to revisit previous exploration and planning strategies as they face career changes throughout life.

9th Grade

Guidance Led Activities:

- Complete Learning Style Survey, Left/Right Brain Assessment
- Complete Student Profile
- Complete standards/competency checklist
- Complete Ohio Means Jobs Account/Profile
- Revisit OCIS profile page
- Explore criteria for admissions to career center, college, certifications and military
- Revisit and update academic pathway
- Complete college and post-secondary options while in high school

Activities Incorporated into IT Fundamentals (required course for graduation):

- Career Path - Factors of Importance
- 2 Year Goal Planning.
- Career Cluster Interest Survey - Minnesota State Career Wise
- Lifestyle Reality Check - 20 Factors That Will Influence Life. Explore cost of living, career earning potential and job outlook.
- Video Resume and Digital Resume

10th Grade

Guidance Led Activities:

- Update OCIS Career Profile
- Re-visit Ohio Means Jobs
- Explore electives available in high school that will help achieve goals
- Discuss college admissions criteria and military criteria.
- Document your reflection of career exploration activities.
- Explore programs through the school where you can earn credentials or certificates while in high school.
- Complete practice testing for college entrance.
- Complete college and post secondary options searches in high school

11th Grade

Guidance Led Activities:

- Career Profile updates on OCIS
- Career Profile updates on Ohio Means Jobs.
- Schedule college visits.
- Construct a college and career comparison chart to evaluate options.
- Create a resume
- Document your reflection of career exploration activities completed.
- Explore options and electives that connect with career and/or college goals
- Explore programs to earn certifications through your high school
- Complete college and post secondary options while in high school.
- Attend and explore careers through field trips available through the schools.
- Complete job shadowing experiences.
- ACT Bootcamp

Pickaway Helps Activities:

- College and Career Resource Folder
- Employment/labor market outlook by education level
- Career options by education level
- ACT registration and prep information/ ACT Workshop
- Create/update OCIS portfolio
- Career Cluster Inventory/ research careers worksheet
- Reality Check/ career research worksheet
- IDEAS/ career research worksheet
- School Sort - College search tool
- Create “apply list” for fall of senior year
- Job search/resume builder
- College Fair

Guidance Led Activities:

- Revisit Ohio Means Jobs to update profile
- Revisit OCIS to update profile
- Update the resume
- Complete college applications
- Create a career narrative
- Request recommendation letters
- Review academic plan with counselor
- Complete scholarship searches and applications
- Compare college statistics
- Attend financial aid workshops.

Pickaway HELPS Activities:

- Update “apply list” and application deadlines
- ACT registration and prep information/ ACT Workshop
- Career options research continued if needed
- School sort updated if needed
- FAFSA/ financial aid presentation
- FAFSA Day
- Financial aid sort - scholarship search tool
- Application time - college/scholarships/jobs
- Pickaway HELPS First Generation College Student Scholarship