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**UNIT:** Child Care Careers**LESSON:** Basic Employment Skills

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**COMPETENCIES:**

1. Describe the process involved in finding and keeping a job.
  2. Write a resume.
  3. Complete a practice interview.
  4. Discuss how to keep a job.
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**OVERVIEW/SUMMARY:**

A resume will help you in your search for a job. The interview and your application form are very important factors in getting a job. Once you are employed, your actions will determine if you keep your job.

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**MOTIVATOR:**

Brainstorm as a class a list of careers in child-related fields that are available in your areas. Discuss the amount of education or training that is needed to qualify for each position.

- Pediatrician--9 years post high school
  - Pediatric Dentist--7-8 years post high school
  - Child Psychologist--6-7 years post high school
  - Dietitian--4 years post high school
  - School Food Worker--high school degree
  - Special Education Teacher--4 years post high school
  - School Teacher--4 years post high school
  - Children's Librarian--4 years post high school
  - Recreational instructor--4 years post high school
  - Child Care Supervisor--2 years post high school
  - Teacher's Aide/Special Education Aide--minimum of high school degree
  - Child Care Worker--high school degree
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**LESSON OPTIONS/SUPPLIES:**

**TEACHER NOTE:** Please assess the other programs in your school that may be teaching this type of information to avoid duplication.

**OPTION 1**

**INTERVIEWING/KEEPING A JOB**--Discuss the various aspects of interviewing and how to keep a job. You may use the information included or a text book.

**OPTION 2**

**INTERVIEWS**--Ask several individuals to come to class and interview your students. Video tape these interviews. Review and critique these interviews with your students.

**OPTION 3**

**RESUME**--Have the students complete a resume. Sample student resumes are included in the back of this lesson.

**OPTION 4**

**JOB BASICS**--Have the students complete the JOB BASICS sheet.

**OPTION 5**

**JOB APPLICATION**--Have students complete an actual job application for a child care related job. These forms may ask totally different questions than application forms for a fast food job.

**OPTION 6**

**LETTER OF APPLICATION:** Have students write a letter of application, including references. Sample student letters are included in the back of this lesson.

**OPTION 7**

**GAME**--Have students play "Keep That Job! The Game". This game teaches teamwork, preparation, follow through, honesty and communication. Three to 25 people can play. Job situation cards allow students to make decisions and identify solutions to problems. 1-800-826-9972 \$65.00 Product #KEEPJOB.

**OPTION 8**

**GUEST SPEAKER**--Have a representative from Job Service, a vocational director or counselor speak to your class about career opportunities.

**OPTION 9**

**OBSERVATIONS**--Have the students observe an effective teacher working with young children. Students should identify what personal qualification for working with young children this person exhibits.

**OPTION 10**

**FHA STAR EVENT**--"JOB INTERVIEW"--Have students complete the FHA star event, "Job Interview".

**OPTION 11**

**COMPUTER SOFTWARE:** Check with your career centers to see if there is available software to help students in this area. An excellent resource is called "Choices".