

APPENDIX **a**

What are Career Clusters?

Most experts agree that there are more than 20,000 different jobs from which you can choose. Obviously, no one could possibly research every one of those jobs, much less train to do them. Therefore, you need to narrow down your area of exploration to include just those jobs that interest you the most and those that you are capable of learning and doing.

Luckily, these 20,000 jobs can be divided into four groups. These four groups are called **Career Clusters**. Each Career Cluster is made up of jobs that have a few things in common. For example, since the skills and training needed to be an artist and a sign painter are similar, both of these jobs are found in the **Arts and Humanities Career Cluster**. The names of the other three Career Clusters are **Health/Science and Human Services, Business Technology, and Engineering/Industrial**.

Read the following descriptions of the four Career Clusters. As you read, ask yourself how well your traits, skills, abilities, dreams and needs match the jobs in each group.

- ➔ **Arts and Humanities:** If you want to teach, help or entertain people, the Arts and Humanities Career Cluster could be right for you. This Career Cluster contains jobs such as teacher, author, library assistant, lawyer, detective, composer, and advertising agent.

- ➔ **Business Technology:** If you like to work with numbers or distribute messages, the Business Technology Career Cluster could be your best choice. This Career Cluster contains jobs such as accountant, bank teller, public relations specialist, receptionist, insurance adjuster, and printer.

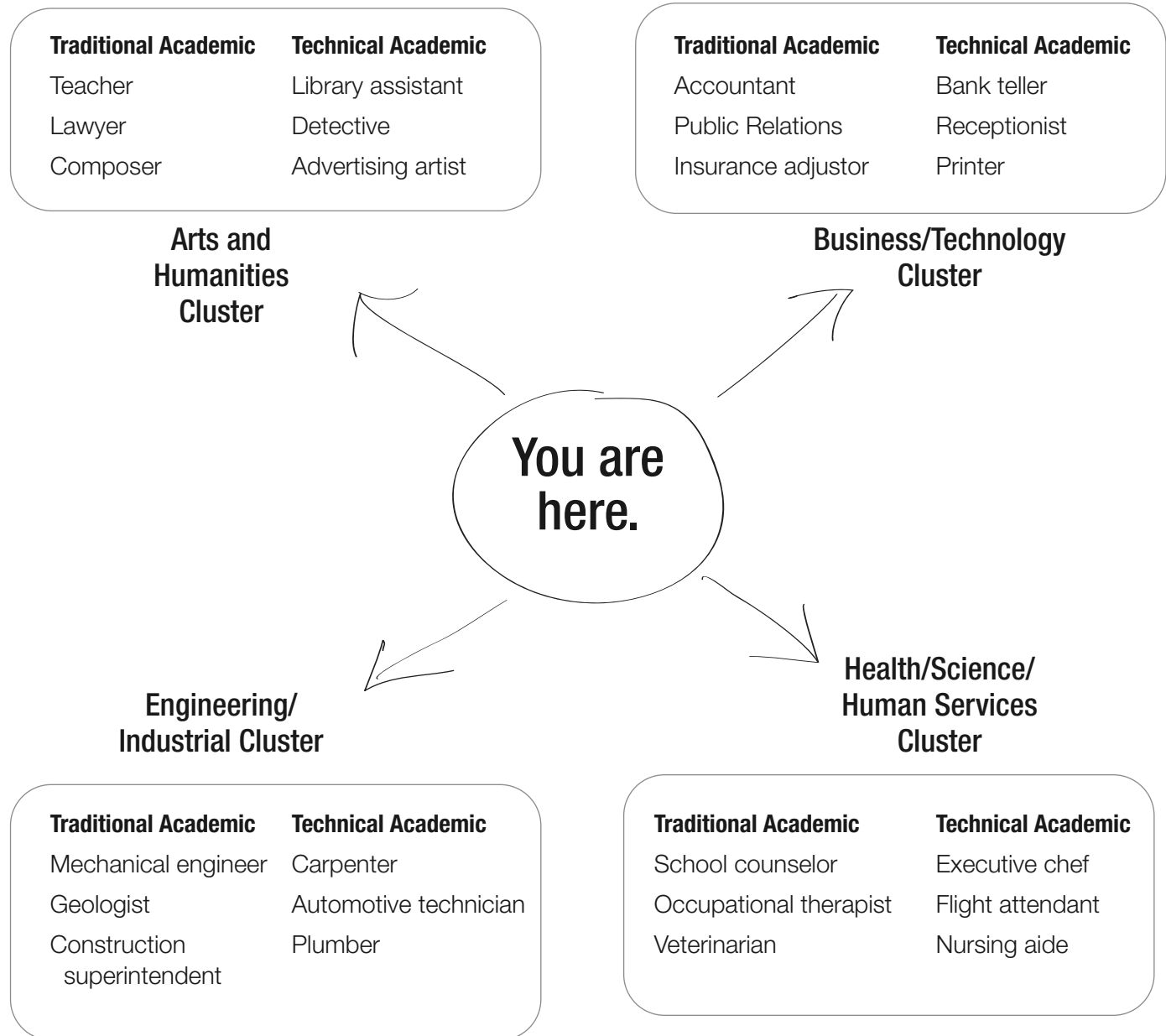
- ➔ **Engineering/Industrial:** If how things work and how they are made interest you, the Engineering/Industrial Cluster could be right for you. This Career Cluster contains jobs like mechanical engineer, carpenter, geologist, automotive technician, construction superintendent, and plumber.

- ➔ **Health/Science and Human Services:** If serving people or keeping people and animals healthy interests you, the Health/Science/Human Services Career Cluster could be your best choice. This Career Cluster contains jobs like school counselor, executive chef, occupational therapist, flight attendant, veterinarian, and nursing aide.

At the end of eighth grade you will be asked to select courses according to one of the four Career Clusters above. You will be asked to choose either a **traditional academic pathway** or a **technical academic pathway**. Students who choose the traditional academic pathway will be prepared to attend a four-year college or university. Those students choosing the technical academic pathway will be prepared for one of the following: two-year community college, trade school, or vocational-technical school.

APPENDIX **b**

Choosing a Career Pathway



APPENDIX C

Business Technology Career Cluster: Job Titles

If you like to work with numbers or distribute messages, the Business/Technology Cluster should be right for you. This Career Cluster contains jobs such as accountant, bank teller, public relations specialist, receptionist, insurance adjuster, and printer.

Traditional Academic	Technical Academic
Accountant Actuary Administrative Assistant Administrative Service Manager Agricultural Production Inspector Auditor Budget Analyst Business Service Sales Agent Claims Officer Compliance Officer Computer Programmer Computer Software Engineer Computer Systems Analyst Cost Estimator Computer Trainer Customer Service Representative Ecommerce Analyst Economist/Market Research Analyst Employment Interviewer Financial Analyst Financial Service Sales Manager Food Service/Lodging Manager General Manager Insurance Adjuster Insurance Agent/Broker Management Analyst Marketing/Advertising Manager Operations Research Analyst Personnel Manager Professional Purchaser Programmer/Application Developer Public Relations Specialist Real Estate Salesperson Securities/Financial Service Salesperson Statistician Systems Administrator Teacher <i>(Business, Computer Technology and Information)</i> Training Supervisor Underwriter	Administrative Secretary Administrative Service Manager Advertising Sales Agent Auto Damage Insurance Appraiser Bill/Account Collector Bookkeeping Clerk Brokerage Clerk Cashier Claims Examiner Composing Data Keyer Collections Assistant Computer Programming Assistant Computer Operator Cost Estimator Counter/Rental Clerk Credit Authorizer/Checker Database Technician Data Entry Operator Data Processing Equipment Repairer Employer Interviewer File Clerk Foreman Material Handler Network Administrator Office Automation Technician Paralegal Payroll Clerk Printer/Press Operator Receptionist Retail Salesperson Secretary: Executive, Legal, Medical Stenographer Stock Clerk Telecommunicator Teller Web Designer Web Programmer Word Processor

APPENDIX d

Arts and Humanities Career Cluster: Job Titles

If you want to teach, or help entertain people, the Arts and Humanities Career Cluster could be right for you. This Career Cluster contains jobs such as teacher, author, library assistant, lawyer, detective, composer, and advertising agent.

Traditional Academic	Technical Academic
Actor/Entertainer Anthropologist Archaeologist Artist Author Broadcast Analyst/News caster Camera Operator Clergy person Coach/Sports Instructor College/University Faculty Member Composer Curator Dancer/Choreographer Economic Development Director Film and Video Producer/Designer/Director Graphic Designer Hearings Officer Illustrator Interior Designer Journalist Judge/Magistrate Lawyer Musician Personnel Specialist Photographer Political Scientist Professional Athlete Psychiatric Social Worker Public Administrator Public Relations Specialist Recreation Therapist Regional Security Representative School Administrator School Counselor Teacher (<i>Art, Music, Instrument/Band, Chorus, English, H&PE, History, World Language, Dance</i>) Translator Urban/Regional Planner Writer	Advertising Artist Advertising Illustrator/Designer Artist Baker/Pastry Chef Billing Operator Broadcast Technician Computer-Aided Designer Computer-Aided Drafter Correction Officer Dancer/Choreographer Designer Detective Investigator Directory Assistance/Operator Film and Video Designer Food Preparation Worker Gardener/Groundskeeper Graphic Designer Information Specialist Library Assistant Media Designer Musician Painter/Paperhanger Paralegal Photographer Postal Worker Radio/Television Announcer Recording Engineer Recreation Worker Screen Printer Security Guard Sign Painter Singer Teacher's Aide Transportation Specialist Driver Web Page Designer Welfare Eligibility Worker

APPENDIX e

Health/Science and Human Services Cluster: Job Titles

If serving people or keeping people and animals healthy interests you, the Health/Science/Human Services Career Cluster could be your best choice. This Career Cluster contains jobs such as school counselor, executive chef, occupational therapist, flight attendant, veterinarian, and nursing aide.

Traditional Academic	Technical Academic
Agricultural Scientist	Animal Caretaker
Atmospheric Scientist	Athletic Trainer
Biological Scientist	Biological Technician
Chiropractor	Bread/Pastry Chef
Conservation Scientist	Child Care Worker
Corrective Therapist	Correction Officer
Dentist	Cosmetician
Dietician	Cosmetologist
Forester	Custodian
Healthcare Administrator	Custom Tailor/Seamstress
Medical/Dental Lab Technologist	Dental Assistant/Hygienist
Meteorologist	Emergency Medical Technician
Nuclear Medicine Technologist	Executive Chef
Nutritionist	Farmer
Occupational Therapist	Fish/Game Warden
Optometrist	Firefighter
Pharmacist	Flight Attendant
Physical Therapist	Floral Designer
Physician	Forest/Conservation Worker
Physician Assistant	Greenhouse Manager
Podiatrist	Health Unit Coordinator
Police Detective	Home Healthcare Aide
Psychiatrist	Hotel/Motel Desk Clerk
Psychologist	Landscape Gardener
Radiologist	Manicurist
Recreational Therapist	Medical and Laboratory Technician
Registered Nurse (BSN)	Nursing Aide
Residential Counselor	Occupational Therapy Assistant
Respiratory Therapist	Police Officer
School Administrator	Professional Nanny
School Counselor	Psychiatric Aide
Social Worker	Radiologic (X-ray) Technician
Speech Pathologist/Audiologist	Registered Nurse (Associate)
Surgeon	Security Personnel
Teacher (<i>H&PE, Science, Elementary/Early Childhood/Special Education, Family and Consumer Science</i>)	Soil, Turf, and Range Manager
Veterinarian	Surgical Technician
Vocational Counselor	Teacher's Aide
	Travel Agent

APPENDIX **f**

Engineering/Industrial Cluster: Job Titles

If how things work and how they are made interest you, the Engineering/Industrial Career Cluster could be right for you. This Career Cluster contains jobs such as mechanical engineer, carpenter, geologist, automotive technician, construction superintendent, and plumber.

Traditional Academic	Technical Academic
Aerospace Engineer Air Traffic Controller Architect Astronomer Chemical Engineer Chemist Civil Engineer Compliance Officer Computer Engineer Computer Systems Analyst Construction Manager Construction and Building Inspectors Construction Superintendent Database Administrators Database Design Analysts Electrical/Electronic Engineer Geologist General Managers and Top Executives Industrial Engineer Landscape Architect Materials Engineer Mathematical Scientists Metal, Ceramic, Material Engineer Mining Engineer Nuclear Engineer Physicist Pilot/Flight Engineer Purchasing Agents Safety Engineers Sales/Marketing Supervisor Ship Captain Surveying/Mapping Scientist Systems Analyst Teacher (<i>Technology, Computer Science, Mathematics</i>)	Air Traffic Dispatcher Aircraft Engine Specialist Automotive Body Repairer Automotive Technician Biomedical Equipment Repairer Boiler Maker Bookbinder Brick/Block Mason Building Maintenance Supervisor Butcher/Meat Cutter Cabinetmaker Carpenter Cashier Computer Repair Computer Technician Concrete Finisher Cost Estimator Diesel Technician Electrical Test Technician Electronic Equipment Servicing Technician Electronics Inspector Heating/AC Technician Heavy Equipment Technician Jeweler/Silversmith Landscape Contractor Lineman Locksmith/Safe Repairer Machinist Master Truck Technician Mechanic Network Maintenance Technician Painter/Paperhanger Plumber/Pipe Fitter Small Engine Specialist Technical Salesperson Technician – Engineering Textile Machine Setter Upholsterer Welder Woodworker

APPENDIX **g**

Tell Me About Your Job Questions

A great way to find out more about a job that interests you is to job shadow someone who is already doing that job. You and your teacher or school counselor can arrange a job shadowing experience for you. If you can't participate in a job shadow, try conducting a phone interview. Use this worksheet to ask questions of the person you are shadowing or interviewing. You should also try to ask at least two of your own questions.

1. What is the main purpose of this organization?
2. What is your job title?
3. What are your responsibilities?
4. How many hours do you work each day? Are there other activities you are expected to do outside of work hours?
5. What is your job like? On a typical day, what do you do?
6. What type of education or training do you need to do this job?
7. What things (for example, work, activities, classes or hobbies) did you do before you entered this occupation?
8. What do you like most about your job?
9. What do you like least about your job?
10. What is the salary range for someone working in this field?
What is the average starting salary?
11. How has technology affected your work? How are computers used in your job?
12. What other local companies hire people in this occupation?
13. Do you have any advice for me as I consider career choices?
14. Write down two of your own questions before you go on your job shadow or interview.