



Education

K-12

Teaching:

- Pre-school
- Elementary
- Middle
- Secondary

Administration:

- Principal
- Superintendent

Special services:

- Reading
- Title 1
- Guidance counseling
- School psychology
- School social work
- Occupational therapy
- Physical therapy
- Audiology and speech pathology
- Library/Information services

Special services continued:

- Special education
- Career/Technical education
- Self-Enrichment
- English as a second language
- Curriculum supervision
- Subject area supervision

Tutoring services

Test preparation

K-12 Employers

Elementary, middle and secondary schools:

- **Public**
- **Private**
- **Montessori**
- **Magnet**
- **Charter**

Day care centers

Nursery schools

Boards of education

Tutoring and learning centers

Test preparation companies

Overseas schools for military dependents

K-12 Strategies

Obtain experience working with target age group through volunteer or part-time positions.

Demonstrate patience, creativity and the ability to work well with people of various backgrounds.

Develop strong communications skills to deal effectively with students, staff and parents.

Complete a college level teacher preparation program to obtain certification for desired subject area or grade level. Requirements vary by state.

Private schools may not require certification.

Pursue multiple certifications to increase employability.

Earn master's degree for higher pay and for a hiring edge in some districts.

Join related organizations such as National Education Association, International Reading Association, National Council of Teachers of Mathematics, etc. to learn about current issues in the field.

Research school administration graduate programs and certification requirements for principal positions.

Graduate study is required for "special service" fields. Obtain master's degree in area to become a specialist.

Higher Education

Administration and Student Support Services:

- Admissions
- Financial Aid
- Advising
- Development
- Alumni Affairs
- International Education and Study Abroad

Student Affairs (e.g., Residence Life, Student Activities, Orientation, Leadership, Greek Life, Multicultural Affairs, Recreational Sports, Career Services)

Teaching

Research

Information/Library services

Higher Education Employers

Four-year colleges and
universities

Two-year and community
colleges

Technical schools

Medical and professional
schools

Higher Education Strategies

Earn Ph.D. in content area for teaching and research at four-year institutions. A master's degree may be sufficient for teaching at two-year schools.

Pursue Ph.D. in higher education for upper level positions in university administration.

Acquire minimum of a master's degree in student personnel, student development, counseling or a related field for student affairs positions.

Seek experience in higher education through student positions: Resident Assistant, Orientation Leader, Peer Mentor, etc.

Secure significant experience in related field for technical school positions.

Obtain a master's degree in library or information sciences from a program accredited by the American Library Association (ALA).

Adult and Continuing Education

In-service education

Staff development

Professional development

Leisure-oriented education

Career/Technical education

GED preparation

Literacy development

English as a second language

Adult and Continuing Education Employers

Boards of education

Colleges and universities

Two-year and technical schools

Community organizations (e.g., YMCA, Red Cross)

Museums

Professional associations

Residential care facilities

Adult day healthcare centers

Vocational services

K-12 school systems

Language schools: overseas and domestic

Correctional institutions

Adult and Continuing Education Strategies

Develop strong communication skills and the desire to help others.

Seek volunteer or paid experience in an area of interest (e.g., English as A Second Language training, GED preparation, literacy development).

Research certification and accreditation standards for instructional areas of interest.

Attain master's or Ph.D. degree in adult education or a graduate degree in a subject or specialized area.

Earn a reputation for expertise and experience in a subject, profession, art, craft or trade.

Demonstrate a repertoire of strategies for teaching learners with varied life experiences: age, skills and abilities, educational level, culture and socioeconomic status.

Research certification options, visa requirements and overseas schools and programs for teaching abroad.

Non-Profit

Direct service

Programming

Administration

Management

Public relations

Fund raising/development

Policy analysis

Research

Grant writing

Non-Profit Employers

Service organizations (e.g., United Way, Red Cross, Goodwill Industries, Salvation Army)

Youth organizations and camps (e.g., YMCA, YWCA, Young Life, Scouts)

Community recreation centers

Immigrant and refugee service providers

Shelters

Hospitals and hospices

Residential treatment facilities

Adult day health care centers

Nursing homes

Adoption agencies

Churches, synagogues, and mosques

Correctional institutions

Non-Profit Strategies

Research organizations' values to find a good fit with yours.

Seek experience as a volunteer, intern or paid employee with social service or non-profit organizations.

Become familiar with government and community resources available for those in need.

Develop a wide range of skills such as presenting, grant writing and fundraising, as professionals in nonprofit organizations may fill multiple roles.

Develop writing, research and public speaking skills and the ability to work with people from diverse backgrounds.

Supplement coursework in with areas of interest such as business, human services, counseling or psychology.

Demonstrate knowledge and experience in a specialty area (e.g., public health, environment, urban issues).

General Education Information

Develop excellent communication skills, verbal and written. Become skilled in various teaching strategies and technologies.

Demonstrate enthusiasm and energy for the field, particularly the desire to work with and help others.

Obtain part-time, summer, internship or volunteer experience with the intended age group in various settings (e.g., pre-schools, day cares, camps, community agencies, adult centers, YMCA's).

Participate in co-curricular activities and related organizations to broaden skills, interests and networking opportunities.

Bachelor's degree is sufficient for certification to teach K-12 in most states. Obtain a master's degree for advancement and to increase earning potential.

Advanced degrees are required for specialists, education administration, college teaching and some other professional positions.

Maintain current knowledge of state and national legislation regarding teacher certification.

Identify transferable skills learned in teaching applicable to alternative careers:

Verbal and written communication, teaching and instruction, program planning, organization and record-keeping, working under pressure, meeting deadlines, motivating others, creativity, working autonomously, decision-making, problem solving and research.