

EDUCATION SECTOR GUIDE



2020

North Central Workforce Development Area

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Introduction to the Sector Guide

The Career Pathways Sector Guides are designed to provide information about career pathways in the North Central Workforce Development Area in Pennsylvania. Each guide presents information that will benefit workforce development professionals, businesses, and job seekers.

Introduction to Career Pathways

This section of the Sector Guide introduces you to career pathways. The information in this section will inform you about why career pathways are important and how the concept can be beneficial to businesses and job seekers. Information in this section can be shared with clients to help them get a better understanding of why we promote pathways.

Sector Description

The sector descriptions provide a brief overview of the sector that the guide presents. Sector descriptions include information from Pennsylvania's Center for Workforce Information and Analysis <https://www.workstats.dli.pa.gov/Pages/default.aspx> that helps to give a snapshot of the sector as well as general information about education and experience levels associated with jobs in the sector and the types of businesses that employ in the sector.

Use the information in this section of the guide to share general information with job seekers, as more detailed information is provided throughout the guide.

Career Pathways Maps

The jobs illustrated on the career pathway maps were identified using the North Central High Priority Occupations list. Information about the jobs was gathered through research using multiple sources to identify the salary, education required, and related occupations. Additionally, industry specific websites that contain career maps were used to inform the career map development. Most of the maps start with an entry-level job that requires less than a 2-year degree and demonstrate the ability to move up

the pathway by on the job training and work experience or through additional formal education and training.

Some occupations occur in multiple sectors and therefore may create a slightly different map for each sector. For example, janitors and cleaners are in manufacturing, healthcare, education, and hospitality. A worker who starts as a janitor and cleaner in education may move into maintenance and may possess the skills to move into a technical teaching role or departmental supervisory role within a school district or university. A janitor in manufacturing might be less likely to leave the sector to move into education and training of maintenance personnel. Technology and transportation related occupations are others that cross over many sectors and may look a little different.

Notice that some pathways seem to start at a higher “entry-level” than others. These would be appropriate for individuals that may have had some technical training while in high school or chose to do training before entering or reentering the workforce. These maps are also appropriate for places of employment that bring everyone in as a “general worker”, and in order to move up, an individual has to get a specialized training and compare multiple options/maps to make that decision.

These maps can be used with job seekers who are currently employed or choosing a career path. While these maps are general for the sector, they provide information about expected training, experience, and skills needed to move along a career path. This example illustrates the information that you will find about each job on every map.

Occupation: First-Line Supervisors of Mechanics, Installers, and Repairers (49-1011)

Education: postsecondary certificate and/or associate’s degree

Training: postsecondary education

Skills: understands process and product or service, demonstrates self-management strategies, lifelong learning

Salary Range: \$25.50-46/hour

Use this information to assist job seekers with career exploration, career planning, and goal setting. It is important to review each map carefully to understand the requirements needed on all steps of the

career path. Each map shows potential opportunities for advancement that may be achieved through additional education and training and experience on-the-job. Additional ways to use career pathways maps can be found at *20 Ways to Use Career Pathways Maps* at <http://www.paadultedresources.org/wp-content/uploads/2017/02/20-ways-to-use-career-pathway-maps-12-18-17.pdf>.

Job Descriptions

The job descriptions in the guide provide details of every job that is mentioned in each of the career pathways maps. Information from O*NET Online <https://www.onetonline.org/> was used to inform the descriptions. Another key component of the job descriptions is the *Sample of reported job titles*. These job titles are important because they are examples that employers might use for the same job. For example, an *energy auditor* at ABC Company might have the job title of *Building Performance Specialist* at DEF Company even though they do essentially the same kind of work.

Job descriptions are helpful for job seekers to get a clearer understanding of the jobs in isolation. More importantly, the descriptions help to provide clarity on how a career pathway builds on the skills and knowledge, and abilities of the jobs on the pathways. Use the information in this section to discuss the general qualifications of the job and the alternative names associated with the work that the job requires. Each job's description includes a citation and reference in the bibliography that can easily be accessed to provide additional information about the job. Use the references to assist job seekers in further career exploration when making decisions about any career path.

Foundation Skills Framework

Selected jobs in this section of the guide are aligned to specific workforce preparation skills detailed in the Foundation Skills Framework (FSF). The FSF is a tool developed by workforce development professionals that identifies skills, competencies, and tasks that individuals need to master to get a job, keep a job, and advance in a job.

The jobs in this section are primarily the entry level jobs identified on each map in the guide. Top *skills* for each job that are identified on O*NET Online were aligned to the FSF and can be used to help job seekers get an understanding of the workforce preparation skills that they will need for a particular job.

While this section provides examples of the workforce preparation skills for some of the jobs in the sector, additional research can be completed for any of the jobs on the pathways. Encourage job seekers to review the skills needed for their jobs of interest and compare them to the FSF. Additional FSF resources, including an assessment and competency lists can be found at <https://www.paadultedresources.org/foundation-skills-framework/>.

Bibliography

This final section of the guide is the bibliography. The bibliography provides a listing of all of the resources that were used to research the information in the guide and can be used to conduct further research on the sector or career pathways.

Introduction to Career Pathways

The Workforce Innovation and Opportunity Act (WIOA) moved career pathways from just a good idea to a mandatory component of workforce development programming. While providing a comprehensive definition of and for career pathways, WIOA does little to describe the “how to” for this strategy. From the development of customized mapping tools for employers to integrated education and training programs for customers who are determined basic skills deficient, career pathways strategies are customized to the local labor market.

At a minimum, career pathways strategies for job seekers need to include opportunities to explore careers and occupations that fall within high priority occupation sectors, develop a career pathway plan that includes charting specific and realistic goals, and learn about and practice key employability skills. A concrete plan with established goals and steps to follow can offer guidance and structure to job seekers’ employment goals. This plan may include, for example, obtaining work while exploring careers, identifying and enrolling in educational or training opportunities, identifying, researching, and preparing for occupations so that they may be ready to begin the job search process immediately.

Workforce development professionals can use the information associated with career pathways to further develop opportunities for job seekers to enter a career path rather than just getting a job. To do this; however, career pathways strategies need to be recognized and embraced by workforce development professionals in order to coordinate service delivery so that individuals can become aware of opportunities and have access to what they need to move along a pathway.

While this guide presents the “nuts and bolts” of career pathways, professionals will need to work together to develop strategies to assist job seekers to move along these paths. Which of the illustrated pathways are most essential to the region? How can workforce development professionals work together to promote these essential pathways? What can we do to include postsecondary education and training partners to assist in these career pathways strategies? How can we include Title II adult education into our strategies? There are answers to all these questions when we work together with career pathways innovations.

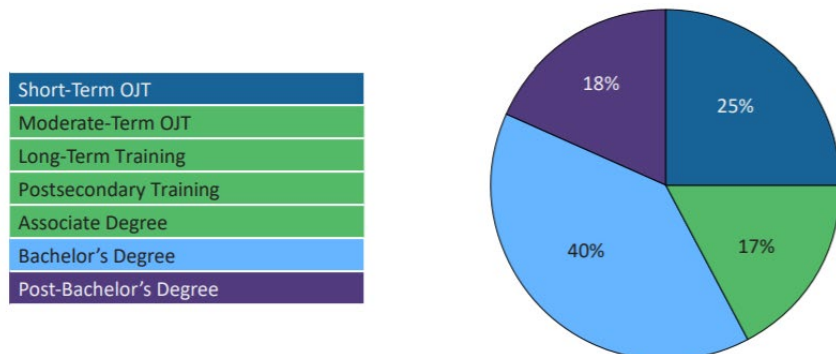
Sector Description

The Center for Workforce Information and Analysis states:

The Education (ED) cluster provides a full view of educational institutions in the state. The cluster encompasses elementary schools through universities, as well as technical schools and junior colleges. Finally, public agencies that oversee educational programs are also included in the cluster.

Employment in this cluster has remained rather steady in Pennsylvania (minimally decreased by 1.4%) and is only slightly higher than the national average with a competitive Location Quotient (LQ) at 1.01. This cluster is the most unfettered to changes in the market economy (Health Care a close second). The cluster responds to changes in demographics and state and local taxes, making it difficult to determine competitiveness in relation to the other industry clusters.

This sector may be more appropriate for individuals that enjoy being lifelong learners and/or looking for a minimum of 4 years of training and education beyond high school since almost 60 percent of ED jobs require at least a Bachelor's Degree, making it the most educationally demanding industry cluster in Pennsylvania.



When looking at [top employers in each county](#) within a workforce development area, School districts and universities tend to be on that list. Although many of the occupations within a school district or university may be related to teaching, and require a minimum of a bachelor’s degree, additional occupations do exist in supportive staff roles, maintenance, and technology. Although the number of jobs for both teachers and support staff is expected to increase faster than average, the professional support services pathway includes the widest variety of jobs in the ED sector. Although the professional support services workers may need less education and training than teachers, both occupations require individuals that have empathy, patience, and interpersonal skills (McGraw, 2012).

Additionally, distance-learning coordinators will experience a strong demand as on-line learning expands. According to the BestColleges sixth annual Online Education Trends report:

- **77% of online students enroll in their programs to help them reach career and employment goals (i.e., industry switchers, career accelerators, career starters). This is the highest percentage in the history of this report, representing an 8% increase over the previous year).**
- 47% of school administrators report trends in student demographics related to age – 25% see students trending older, 20% see them trending younger.
- School administrators also see some increased diversity related to gender and ethnic groups in their student enrollment online.

The chart below shows the top industries in Pennsylvania’s ED sector. All of the industries listed will require digital literacy skills in some capacity. The Foundation Skills Framework uses technology competency list is a starting point to determine additional support individuals may need to improve digital literacy skills to either pursue post-secondary education and training as a learner or to progress in the ED sector as a worker.



Career Pathways Maps

Education-

Childcare Workers

Additional training and education

Occupation: Education Administrators, Preschool and Childcare Center/Program (11-9031)
Education: high school diploma or equivalent and/or some college
Training: long-term on-the-job and/or vocational training
Skills: understands finances, lifelong learning, demonstrates effective interpersonal relations
Salary Range: \$15.50-21.25/hour

Occupation: Self-Enrichment Education Teachers (25-3021)
Education: high school diploma or equivalent and/or some postsecondary education
Training: long-term on-the-job training and/or specialty certifications
Skills: demonstrates self-management strategies, listens with understanding, lifelong learning
Salary Range: \$9-17.50/hour

Occupation: Nannies (39-9011.01)
Education: high school diploma or equivalent
Training: short-term on-the-job training
Skills: observes critically, make decisions, speaks clearly and concisely
Salary Range: \$8-10.25/hour

Occupation: Childcare Workers (39-9011)
Education: high school diploma or some college
Training: short-term on-the-job training
Skills: observes critically, speaks clearly and concisely, listens with understanding
Salary Range: \$8-10.25/hour



Education-

Computer User Support Specialists

Additional training and education

Occupation: Database Administrators (15-1141)
Education: bachelor's degree
Training: long-term on-the-job and/or vocational training
Skills: applies mathematical concepts and operations, lifelong learning, makes decisions
Salary Range: \$23.25-39/hour

Occupation: Network and Computer Systems Administrators (15-1142)
Education: bachelor's degree
Training: long-term on-the-job and/or vocational training
Skills: demonstrates self-management strategies, solves problems, uses technology
Salary Range: \$23-36/hour

Occupation: Computer Network Support Specialists (15-1152)
Education: bachelor's degree
Training: vocational training
Skills: demonstrates effective interpersonal skills, uses technology, speaks clearly and concisely
Salary Range: \$18-30/hour

Occupation: Computer User Support Specialists (15-1151)
Education: high school diploma or equivalent and/or postsecondary
Training: short-term on-the-job and/or vocational training
Skills: listens with understanding, speaks clearly and concisely, solves problems
Salary Range: \$15-24/hour



2019 HPO list retrieved from <https://www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx>

McGraw-Hill. (2012). *McGraw-Hill workforce career companion: education and training*. Bothell, WA: McGraw-Hill Education.

U.S. Department of Labor, Employment and Training Administration. (2019). O*NET OnLine. National Center for O*NET Development. Retrieved from <https://www.onetonline.org/>

Education-

Food Preparation Workers

Additional training and education



Occupation: First-Line Supervisors of Food Preparation and Serving Workers (35-1012)

Education: high school diploma or equivalent and/or some college

Training: long term on-the-job training

Skills: solves problems, writes clearly and concisely, demonstrates effective interpersonal relations

Salary Range: \$10-16.75/hour

Occupation: Cooks, Institution and Cafeteria (35-2012)

Education: high school diploma or equivalent and/or some postsecondary education

Training: short-term on-the job or vocational training

Skills: demonstrates self-management strategies, applies health and safety concepts, works in teams

Salary Range: \$9.50-13.75/hour

Occupation: Counter Attendants, Cafeteria, Food Concession, and Coffee Shop (35-3022)

Education: high school diploma or equivalent

Training: short-term on-the-job training

Skills: demonstrates effective interpersonal skills, listens with understanding, speaks clearly and concisely

Salary Range: \$8.25-10.50/hour

Occupation: Food Preparation Workers (35-2021)

Education: high school diploma or equivalent

Training: short-term on-the-job training

Skills: observes critically, listens with understanding, works in teams

Salary Range: \$8.25-10.50 /hour

2019 HPO list retrieved from <https://www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx>

McGraw-Hill. (2012). *McGraw-Hill workforce career companion: education and training*. Bothell, WA: McGraw-Hill Education.

U.S. Department of Labor, Employment and Training Administration. (2019). O*NET OnLine. National Center for O*NET Development. Retrieved from <https://www.onetonline.org/>

Education-

Janitors and Cleaners

Additional training and education



Occupation: First-Line Supervisors of Housekeeping and Janitorial Workers (37-1011)

Education: high school diploma or equivalent and/or some postsecondary education

Training: on-the-job and vocational training

Skills: writes clearly and concisely, listens with understanding, speaks clearly and concisely

Salary Range: \$12.50-20.50/hour

Occupation: Maintenance and Repair Workers (49-9071)

Education: high school diploma or equivalent and/or some postsecondary education

Training: vocational training and/or specialty certificates

Skills: observes critically, demonstrates quality consciousness, applies mathematical concepts and operations

Salary Range: \$10.75-18.50/hour

Occupation: Landscaping and Groundskeeping Workers (37-3011)

Education: high school diploma or equivalent and/or some postsecondary education

Training: short-term on-the-job training

Skills: demonstrates self-management strategies, locates and uses resources, observes critically

Salary Range: \$9.50-14/hour

Occupation: Janitors and Cleaners (37-2011)

Education: high school diploma or equivalent

Training: short-term on-the-job training

Skills: listens with understanding, applies health and safety concepts, locates and uses resources

Salary Range: \$8.75-13/hour

2019 HPO list retrieved from <https://www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx>

McGraw-Hill. (2012). *McGraw-Hill workforce career companion: education and training*. Bothell, WA: McGraw-Hill Education.

U.S. Department of Labor, Employment and Training Administration. (2019). O*NET OnLine. National Center for O*NET Development. Retrieved from <https://www.onetonline.org/>

Education-

Office Clerks

Additional training and education



Occupation: Human Resources Specialists (13-1071)
Education: bachelor's degree
Training: on-the-job and/or vocational training
Skills: understands finances, lifelong learning, demonstrates effective interpersonal relations
Salary Range: \$18.50-30/hour

Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)
Education: bachelor's degree
Training: long-term on-the-job and/or vocational training
Skills: demonstrates self-management strategies, solves problems, works within organizational structure and culture
Salary Range: \$17-27/hour

Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)
Education: high school diploma or equivalent and/or some college
Training: short-term on-the-job training
Skills: demonstrates effective interpersonal skills, uses technology, speaks clearly and concisely
Salary Range: \$10.50-16.75/hour

Occupation: Office Clerks, General (43-9061)
Education: high school diploma or equivalent
Training: short-term on-the-job training
Skills: reads with understanding, writes clearly and concisely, speaks clearly and concisely
Salary Range: \$9.50-16/hour

2019 HPO list retrieved from <https://www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx>

McGraw-Hill. (2012). *McGraw-Hill workforce career companion: education and training*. Bothell, WA: McGraw-Hill Education.

U.S. Department of Labor, Employment and Training Administration. (2019). O*NET OnLine. National Center for O*NET Development. Retrieved from <https://www.onetonline.org/>

Education-

Social Human Service Assistants

Additional training and education



Occupation: Social and Community Service Managers (11-9151)
Education: bachelor's degree or higher
Training: on-the-job and vocational training
Skills: demonstrates self-management strategies, lifelong learning, demonstrates effective interpersonal relations
Salary Range: \$20-29/hour

Occupation: Mental Health and Substance Abuse Social Workers (21-1031)
Education: master's degree
Training: long-term on-the-job and/or vocational training
Skills: demonstrates self-management strategies, listens with understanding, makes decisions
Salary Range: \$13-20/hour

Occupation: Child, Family, and School Social Workers (21-1021)
Education: bachelor's degree or higher
Training: short-term on-the-job training and vocational training
Skills: demonstrates effective interpersonal skills, writes clearly and concisely, speaks clearly and concisely
Salary Range: \$13.75-19.50/hour

Occupation: Social Human Service Assistants (21-1093)
Education: high school diploma and/or some college
Training: short-term on-the-job training
Skills: listens with understanding, speaks clearly and concisely, write clearly and concisely
Salary Range: \$11.50-16/hour

2019 HPO list retrieved from <https://www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx>

McGraw-Hill. (2012). *McGraw-Hill workforce career companion: education and training*. Bothell, WA: McGraw-Hill Education.

U.S. Department of Labor, Employment and Training Administration. (2019). O*NET OnLine. National Center for O*NET Development. Retrieved from <https://www.onetonline.org/>

Education- Teacher Assistants

Additional training and education



Occupation: Instructional Coordinators (25-9031)

Education: bachelor's degree or higher

Training: on-the-job and vocational training

Skills: writes clearly and concisely, lifelong learning, demonstrates effective interpersonal relations

Salary Range: \$18-31.50/hour

Occupation: Elementary School Teachers, Except Special Education (25-2021)

Education: bachelor's degree or higher

Training: student teaching and state required certifications

Skills: demonstrates self-management strategies, solves problems, lifelong learning

Salary Range: \$21-30/hour

Occupation: Preschool Teachers, Except Special Education (25-2011)

Education: high school diploma or equivalent and/or some college

Training: long-term on-the-job training or apprenticeship

Skills: reads with understanding, listens with understanding, speaks clearly and concisely

Salary Range: \$9.50-13/hour

Occupation: Teacher Assistants (25-9041)

Education: high school diploma or some postsecondary education

Training: short-term on-the-job training

Skills: observes critically, speaks clearly and concisely, listens with understanding

Salary Range: \$8-12/hour

2019 HPO list retrieved from <https://www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx>

McGraw-Hill. (2012). *McGraw-Hill workforce career companion: education and training*. Bothell, WA: McGraw-Hill Education.

U.S. Department of Labor, Employment and Training Administration. (2019). O*NET OnLine. National Center for O*NET Development. Retrieved from <https://www.onetonline.org/>

Child, Family, and School Social Workers

Provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of children. May assist parents, arrange adoptions, and find foster homes for abandoned or abused children. In schools, they address such problems as teenage pregnancy, misbehavior, and truancy. May also advise teachers.

Sample of reported job titles: Adoption Social Worker, Case Manager, Case Worker, Child Protective Services Social Worker (CPS Social Worker), Family Protection Specialist, Family Resource Coordinator, Family Service Worker, Foster Care Social Worker, School Social Worker, Youth Services Specialist (U.S. Department of Labor, O*NET, Child, Family, and School Social Workers, 2020a)

Childcare Workers

Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.

Sample of reported job titles: Assistant Teacher, Caregiver, Child Care Worker, Child Caregiver, Childcare Provider, Childcare Worker, Daycare Teacher, Daycare Worker, Infant Teacher, Toddler Teacher (U.S. Department of Labor, O*NET, Childcare Workers, 2020b)

Computer Network Support Specialists

Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

Sample of reported job titles: Computer Network Specialist, IT Consultant (Information Technology Consultant), Network Engineer, Network Specialist, Network Support Specialist, Network Technical Analyst, Network Technician, Personal Computer Network Analyst, Senior IT Assistant (Senior Information Technology Assistant), Systems Specialist (U.S. Department of Labor, O*NET, Computer Network Support Specialists, 2020c)

Computer User Support Specialists

Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

Sample of reported job titles: Computer Specialist, Computer Support Specialist, Computer Technician, Desktop Support Technician, Help Desk Analyst, Help Desk Technician, Information Technology Specialist (IT Specialist), Network Technician, Support Specialist, Technical Support Specialist (U.S. Department of Labor, O*NET, Computer User Support Specialists, 2020d)

Cooks, Institution and Cafeteria

Prepare and cook large quantities of food for institutions, such as schools, hospitals, or cafeterias.

Sample of reported job titles: Cafeteria Cook, Chef, Cook, Dietary Cook, Dinner Cook, Food Service Specialist, Food Service Worker, Prep Cook (Preparatory Cook), School Cook, Sous Chef (U.S. Department of Labor, O*NET, Cooks, Institution and Cafeteria, 2020e)

Counter Attendants, Cafeteria, Food Concession, and Coffee Shop

Serve food to diners at counter or from a steam table.

Sample of reported job titles: Cafe Server, Cafeteria Server, Cafeteria Worker, Food Server, Food Service Assistant, Food Service Worker, Line Server, Sandwich Artist, Server, Snack Bar Attendant (U.S. Department of Labor, O*NET, Counter Attendants, Cafeteria, Food Concession, and Coffee Shop, 2020f)

Database Administrators

Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases.

Sample of reported job titles: Data Architect, Database Administration Manager, Database Administrator (DBA), Database Analyst, Database Coordinator, Database Developer, Database Programmer, Information Systems Manager, Management Information Systems Director (MIS

Director), System Administrator (U.S. Department of Labor, O*NET, Database Administrators, 2020g)

Education Administrators, Preschool and Childcare Center/Program

Plan, direct, or coordinate the academic and nonacademic activities of preschool and childcare centers or programs.

Sample of reported job titles: Administrator, Childcare Director, Early Head Start Director, Education Coordinator, Education Director, Education Site Manager, Preschool Director, Preschool Program Director, Principal, Site Coordinator (U.S. Department of Labor, O*NET, Education Administrators, Preschool and Childcare Center/Program, 2020h)

Elementary School Teachers, Except Special Education

Teach students basic academic, social, and other formative skills in public or private schools at the elementary level.

Sample of reported job titles: Art Teacher, Classroom Teacher, Educator, Elementary Education Teacher, Elementary School Teacher, Elementary Teacher, Fifth Grade Teacher, First Grade Teacher, Second Grade Teacher, Teacher (U.S. Department of Labor, O*NET, Elementary School Teachers, Except Special Education, 2020i)

First-Line Supervisors of Food Preparation and Serving Workers

Directly supervise and coordinate activities of workers engaged in preparing and serving food.

Sample of reported job titles: Cafeteria Manager, Dietary Supervisor, Food and Nutrition Services Supervisor, Food Production Supervisor, Food Service Director, Food Service Manager, Food Service Supervisor, Kitchen Manager, Kitchen Supervisor, Restaurant Manager (U.S. Department of Labor, O*NET, First-Line Supervisors of Food Preparation and Serving Workers, 2020j)

First-Line Supervisors of Housekeeping and Janitorial Workers

Directly supervise and coordinate work activities of cleaning personnel in hotels, hospitals, offices, and other establishments.

Sample of reported job titles: Buildings and Grounds Supervisor, Custodian, Environmental Services Director, Environmental Services Supervisor (EVS), Executive Housekeeper, Facilities Manager, Head Custodian, Housekeeping Director, Housekeeping Supervisor, Maintenance

Supervisor (U.S. Department of Labor, O*NET, First-Line Supervisors of Housekeeping and Janitorial Workers, 2020k)

First-Line Supervisors of Office and Administrative Support Workers

Directly supervise and coordinate the activities of clerical and administrative support workers.

Sample of reported job titles: Accounting Manager, Accounts Payable Supervisor, Accounts Receivable Manager, Administrative Supervisor, Customer Service Manager, Customer Service Supervisor, Office Coordinator, Office Manager, Office Supervisor, Staff Services Manager (U.S. Department of Labor, O*NET, First-Line Supervisors of Office and Administrative Support Workers, 2020k)

Food Preparation Workers

Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.

Sample of reported job titles: Deli Clerk (Delicatessen Clerk), Diet Aide, Dietary Aide, Dietary Assistant, Food Preparer, Food Service Aide, Food Service Worker, Nutrition Aide, Pantry Cook, Slicer (U.S. Department of Labor, O*NET, Food Preparation Workers, 2020l)

Human Resources Specialists

Perform activities in the human resource area. Includes employment specialists who screen, recruit, interview, and place workers.

Sample of reported job titles: Corporate Recruiter, Employment Representative, HR Analyst (Human Resources Analyst), HR Coordinator (Human Resources Coordinator), HR Generalist (Human Resources Generalist), Human Resources Representative (HR Rep), Human Resources Specialist (HR Specialist), Personnel Analyst, Personnel Officer, Recruiter (U.S. Department of Labor, O*NET, Human Resources Specialists, 2020m)

Instructional Coordinators

Develop instructional material, coordinate educational content, and incorporate current technology in specialized fields that provide guidelines to educators and instructors for developing curricula and conducting courses. Includes educational consultants and specialists, and instructional material directors.

Sample of reported job titles: Curriculum and Assessment Director, Curriculum and Instruction Director, Curriculum Coordinator, Curriculum Director, Curriculum Specialist, Education Specialist, Instructional Coach, Instructional Systems Specialist, Program Administrator, School Standards Coach (U.S. Department of Labor, O*NET, Instructional Coordinators, 2020n)

Janitors and Cleaners

Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

Sample of reported job titles: Building Custodian, Building Service Worker, Building Services Technician, Cleaner, Custodial Worker, Custodian, Floor Tech (Floor Technician), Heavy Duty Custodian, Institutional Custodian, Janitor (U.S. Department of Labor, O*NET, Janitors and Cleaners, 2020o)

Landscaping and Groundskeeping Workers

Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units.

Sample of reported job titles: Gardener, Greenskeeper, Grounds Maintenance Worker, Grounds Person, Grounds Worker, Grounds/Maintenance Specialist, Groundskeeper, Landscape Specialist, Landscape Technician, Outside Maintenance Worker (U.S. Department of Labor, O*NET, Landscaping and Groundskeeping Workers, 2020p)

Maintenance and Repair Workers

Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.

Sample of reported job titles: Building Maintenance Mechanic, Building Mechanic, Equipment Engineering Technician, Facilities Manager, Maintenance Engineer, Maintenance Man, Maintenance Mechanic, Maintenance Supervisor, Maintenance Technician, Maintenance Worker (U.S. Department of Labor, O*NET, Maintenance and Repair Workers, 2020q)

Mental Health and Substance Abuse Social Workers

Assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education.

Sample of reported job titles: Case Manager, Clinical Social Worker, Clinical Therapist, Clinician, Counselor, Mental Health Therapist, Psychotherapist, Social Worker, Substance Abuse Counselor, Therapist (U.S. Department of Labor, O*NET, Mental Health and Substance Abuse Social Workers, 2020r)

Nannies

Care for children in private households and provide support and expertise to parents in satisfying children's physical, emotional, intellectual, and social needs. Duties may include meal planning and preparation, laundry and clothing care, organization of play activities and outings, discipline, intellectual stimulation, language activities, and transportation.

Sample of reported job titles: Childcare Professional, Family Manager, Household Manager, Nanny (U.S. Department of Labor, O*NET, Nannies, 2020s)

Network and Computer Systems Administrators

Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Monitor network to ensure network availability to all system users and may perform necessary maintenance to support network availability. May monitor and test Web site performance to ensure Web sites operate correctly and without interruption. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. May supervise computer user support specialists and computer network support specialists. May administer network security measures.

Sample of reported job titles: Information Analyst, Information Systems Manager (IS Manager), Information Technology Specialist (IT Specialist), LAN Specialist (Local Area Network Specialist), Local Area Network Administrator (LAN Administrator), Network Administrator, Network Coordinator, Network Manager, Network Specialist, Systems Administrator (U.S. Department of Labor, O*NET, Network and Computer Systems Administrators, 2020t)

Office Clerks, General

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

Sample of reported job titles: Administrative Clerk (Admin Clerk), Clerical Aide, Clerical Assistant, Clerk, General Clerk, Office Assistant, Office Clerk, Office Coordinator, Office Services Specialist, Office Support Assistant (U.S. Department of Labor, O*NET, Office Clerks, General, 2020u)

Preschool Teachers, Except Special Education

Instruct preschool-aged children in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

Sample of reported job titles: Child Development Teacher, Early Childhood Teacher, Group Teacher, Infant Teacher, Montessori Preschool Teacher, Nursery Teacher, Pre-Kindergarten Teacher (Pre-K Teacher), Preschool Teacher, Teacher, Toddler Teacher (U.S. Department of Labor, O*NET, Preschool Teachers, Except Special Education, 2020v)

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

Sample of reported job titles: Administrative Assistant (Admin Assistant), Administrative Clerk, Administrative Secretary (Admin Secretary), Administrative Specialist (Admin Specialist),

Administrative Support Assistant (ASA), Administrative Technician, Department Secretary, Office Assistant, Secretary, Staff Assistant (U.S. Department of Labor, O*NET, Secretaries and Administrative Assistants, Except Legal, Medical, and Executive, 2020w)

Self-Enrichment Education Teachers

Teach or instruct courses other than those that normally lead to an occupational objective or degree. Courses may include self-improvement, nonvocational, and nonacademic subjects. Teaching may or may not take place in a traditional educational institution.

Sample of reported job titles: Art Teacher, Dance Instructor, Dance Teacher, Driving Instructor, Flight Instructor, Instructor, Martial Arts Instructor, Music Instructor, Piano Teacher, Teacher (U.S. Department of Labor, O*NET, Self-Enrichment Education Teachers, 2020x)

Social and Community Service Managers

Plan, direct, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers.

Sample of reported job titles: Adoption Services Manager, Child Welfare Services Director, Children's Service Supervisor, Clinical Services Director, Community Services Block Grant/Outreach Social Worker (CSBG/Outreach Social Worker), Community Services Director, Psychiatric Social Worker Supervisor, Social Services Director, Transitional Care Director, Vocational Rehabilitation Administrator (U.S. Department of Labor, O*NET, Social and Community Service Managers, 2020y)

Social Human Service Assistants

Assist in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care.

Sample of reported job titles: Advocate, Caseworker, Community Coordinator, Family Support Worker, Home based Assistant, Human Services Program Specialist, Mental Health Technician,

Outreach Specialist, Social Services Assistant, Social Work Associate (U.S. Department of Labor, O*NET, Social Human Service Assistants, 2020z)

Teacher Assistants

Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services.

Sample of reported job titles: Educational Assistant, Instructional Assistant, Paraeducator, Paraprofessional, Special Education Aide, Special Education Paraprofessional, Special Education Teacher Assistant, Teacher Aide, Teacher Assistant, Teaching Assistant (U.S. Department of Labor, O*NET, Teacher Assistants, 2020aa)

*Top Foundation Skills Required for Jobs in the
Education Sector*



Using information from O*NET job summaries, the following skills from the Foundation Skills Framework were identified as important skills for jobs in the education sector.

Childcare Workers

Observes Critically

Critical and reflective thinking and discrimination skills needed to notice, analyze, and respond to visual information, especially in irregular or unusual situations

Listens with Understanding

Skills needed to comprehend, analyze, and interpret orally presented communications and directions on familiar and unfamiliar topics

Speaks Clearly and Concisely

Skills needed to express ideas and information orally in a clear and understandable manner while sustaining interest and attention

Lifelong Learning

Core foundation skills that enable one to reach realistic learning and employment goals through lifelong learning opportunities; includes knowing how to learn, applying skills in new contexts, and anticipating and adapting to changes in the workplace

Solves Problems

Critical, creative, and reflective thinking skills needed to identify problems, analyze and evaluate various solutions, implement solutions and monitor their effectiveness

Computer User Support Specialists

Observes Critically

Critical and reflective thinking and discrimination skills needed to notice, analyze, and respond to visual information, especially in irregular or unusual situations

Listens with Understanding

Skills needed to comprehend, analyze, and interpret orally presented communications and directions on familiar and unfamiliar topics

Solves Problems

Critical, creative, and reflective thinking skills needed to identify problems, analyze and evaluate various solutions, implement solutions and monitor their effectiveness

Reads with Understanding

Skills needed to read and understand written work-related information, such as reading for various purposes - reading to complete a task, locate specific information, or critically analyze information

Speaks Clearly and Concisely

Skills needed to express ideas and information orally in a clear and understandable manner while sustaining interest and attention

Food Preparation Workers

Speaks Clearly and Concisely

Skills needed to express ideas and information orally in a clear and understandable manner while sustaining interest and attention

Listens with Understanding

Skills needed to comprehend, analyze, and interpret orally presented communications and directions on familiar and unfamiliar topics

Demonstrates Self-Management Strategies

Skills and knowledge needed to understand how personal factors contribute to employability and how to manage time and tasks effectively

Janitors and Cleaners

Listens with Understanding

Skills needed to comprehend, analyze, and interpret orally presented communications and directions on familiar and unfamiliar topics

Office Clerks

Observes Critically

Critical and reflective thinking and discrimination skills needed to notice, analyze, and respond to visual information, especially in irregular or unusual situations

Listens with Understanding

Skills needed to comprehend, analyze, and interpret orally presented communications and directions on familiar and unfamiliar topics

Speaks Clearly and Concisely

Skills needed to express ideas and information orally in a clear and understandable manner while sustaining interest and attention

Reads with Understanding

Skills needed to read and understand written work-related information, such as reading for various purposes - reading to complete a task, locate specific information, or critically analyze information

Writes Clearly and Concisely

Skills needed to communicate in writing work-related information and ideas for various audiences and purposes, such as to write accurate and complete messages, and complete documents or forms

Social Human Service Assistants

Listens with Understanding

Skills needed to comprehend, analyze, and interpret orally presented communications and directions on familiar and unfamiliar topics

Speaks Clearly and Concisely

Skills needed to express ideas and information orally in a clear and understandable manner while sustaining interest and attention

Reads with Understanding

Skills needed to read and understand written work-related information, such as reading for various purposes - reading to complete a task, locate specific information, or critically analyze information

Writes Clearly and Concisely

Skills needed to communicate in writing work-related information and ideas for various audiences and purposes, such as to write accurate and complete messages, and complete documents or forms

Observes Critically

Critical and reflective thinking and discrimination skills needed to notice, analyze, and respond to visual information, especially in irregular or unusual situations

Teacher Assistants

Listens with Understanding

Skills needed to comprehend, analyze, and interpret orally presented communications and directions on familiar and unfamiliar topics

Speaks Clearly and Concisely

Skills needed to express ideas and information orally in a clear and understandable manner while sustaining interest and attention

Reads with Understanding

Skills needed to read and understand written work-related information, such as reading for various purposes - reading to complete a task, locate specific information, or critically analyze information

Observes Critically

Critical and reflective thinking and discrimination skills needed to notice, analyze, and respond to visual information, especially in irregular or unusual situations

Lifelong Learning

Core foundation skills that enable one to reach realistic learning and employment goals through lifelong learning opportunities; includes knowing how to learn, applying skills in new contexts, and anticipating and adapting to changes in the workplace

NOTE: All the information on pages 27-31 of this guide is taken verbatim from the Foundation Skills Framework Competency Lists (2016) accessed at http://www.paadultedresources.org/wp-content/uploads/2016/05/FSF-competency_list-12-18-17.pdf

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