PLANNING AN ELEMENTARY CAREER DAY

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Why Have an Elementary Career Day?

- Missouri Comprehensive Guidance Program Content Standards and GLE’s addressed and taught
- Strand CD – Career Development
- Big Ideas 7, 8, and 9
- Concepts:
  - Integration of Self-knowledge into Life and Career Plans
  - Adaptations to world of work changes
  - Respect for all work
  - Career decision making
  - Education and career requirements
  - Personal Skills for Job Success
  - Job Seeking Skills
- In my building...fulfills a CSIP goal for career education
When is the best time of year to have Career Day?

- Look at building schedule
- Determine a “less busy” time of year
- I schedule mine in November or February
Who participates in Career Day?

- At SPE, 3rd, 4th, and 5th grade participate
- Approximately 275 students participate
Some ideas include:

- Stations in the gym
- Each teacher plans their own
- Each classroom has a guest speaker and students choose who they want to listen to
- Each classroom stays together
Student Scheduled Career Day

- Schedule a classroom guidance visit (45 minutes per classroom)

- Present guest speaker information to students

- Include name, title of career, career path, and short description of career

- Have students fill out their schedule, counselor should record where each student is going.
Student Scheduled Career Day

- Have students sign up for their choices

  - Put sign up sheets on board and have them write their names on it

  - Counselor goes through each session, each speaker and has students raise their hand and then writes their name down
My Career Day Schedule

Name: ____________________  Teacher: ____________________

1:00 – 1:30 – Session 1 - ________________  Rm. ____________

1:30 – 2:00 – Session 2 - ________________  Rm. ____________

2:00 – 2:30 – Session 3 - ________________  Rm. ____________

2:30 – 2:45 – Break (GO BACK TO HOME ROOM)

2:45 – 3:45 – Assembly in gym

What are some questions I could ask the speakers?
What to Consider When Making Schedule?

- How much time do you want to commit to Career Day? (2 hours, 3 hours, etc.)

- Do you need to reschedule lunch shifts, recess, special classes?

- If you are going to do an extended time frame, schedule in restroom breaks for students and guest speakers
Timeline

- 6 months to one year before – schedule career day
- 2 months before – begin recruiting guest speakers
- 1 month before – confirm guest speakers
- 3 weeks before – schedule students
- 2 weeks before – reminder letter or call to guest speakers, signs for classrooms
- The week of career day – make sure all your ducks are in a row, hang signs, buy water for guest speakers
- Career Day – enjoy the fruits of your labor...the hard part is over.
- Day after Career Day – have students and teachers fill out evaluations, thank you notes.
Guest Speakers

Things to Consider:
- Guests should be able to speak to children at their level
- Guests should be able to stay on topic
- Guests should be able to commit to taking the time off to participate
- Try to get guest speakers from all six career paths

Where do I find speakers?
- Ask school leadership and teachers for ideas
- Call police department, city hall, doctor’s offices, etc. for people who could volunteer
- Word of Mouth
Guest Speakers

• Send potential guest speakers the first informational letter after you have made an initial contact with them through phone or e-mail.

• When you have received confirmation, send follow up questionnaire to get more information about them. Also provide them with possible questions, etc. (see attached information)

• Make sure you have any necessarily technology available to the guest speaker
Teacher Preparation

- Name Tags

- Class meeting with students regarding behavior expectations on career day, being good listeners, asking “smart” questions, etc.

- Having chairs and desks moved and classroom arranged and ready for guest speaker

- Distribute schedules right before career day starts
What do Teacher’s Do?

- Teachers STAY in their classroom for all sessions and supervise students

- Supervise hallways during transition times and help provide directions to next session

- Help guest speakers with technology and anything else they might need
Student Helpers

- Student council officers and leadership – help guest speakers to their classrooms
- Technology club – takes pictures
What Does the Counselor Do?

- Arranges for student council to show speakers to their classrooms

- Communicates with office to make announcements at the end of each session

- Troubleshoots any other problems that may arise.

- Career Day itself is the EASIEST part!
Other Little Details/Ideas

- Make signs for the classrooms
- Provide water and/or snack for guest speaker
- You could have students dress up as what they want to be when they grow up on career day
- Have students make a welcome sign for the guest speaker that will be in their classroom
- Guidance lesson prior to Career Day with a review (or introduction) to the career paths – students can identify which career path their guest speakers go into
HELP!!

- Get lots of help...
- Help from teachers, other staff, etc.
- Recruit a PTA parent that is willing to commit a significant amount of time to helping you with every aspect of career day...
- It takes LOTS of time BUT...it is worth it!
- The kids LOVE IT!!!
After the Dust Settles

- Have students and teachers fill out evaluation forms
- Send a formal thank you letter from the school to all guest speakers
- Have students write thank you notes to the guest speakers as well
RESOURCES

A list of elementary careers resources is included in your packet
Questions???