



Education and Training Career Cluster

■ Career Field: Human Services and Resources

Nebraska Career Education has identified 6 Career Fields that group 16 career Clusters into areas of common skill development. The Human Services and Resources Field consists of four clusters: Education and Training; Government and Public Administration; Human Services; and Law, Public Safety, and Security.

■ **Cluster Description:** This cluster prepares for careers in providing, supporting, and managing the education and training of millions of learners. It encompasses ages from preschool through adults; varies from informal to formal settings; and provides for the skills necessary for initial entrance as well as updating skills to advance within the job or train for a different one.

ial, Manufacturing,
Engineering Systems

Foundation
Knowledge and Skills

ic and Technical Literacy

ability • Ethics • Systems
work • Career Development
n Solving • Critical Thinking
ation Technology Application
responsibilities • Communication
y, Health, and Environment

Business, Marketing,
and Management

Human Services and
Resources

Education and
Training

Teaching/Training

Career Specialty
Examples

Career Cluster

Career Pathway

Administration and
Administrative Support

Professional Support
Services

Early Childhood Education Teacher
Elementary/Secondary Teacher
Human Resources Trainer
Teacher's Assistant

Curriculum Developer
Director of Training
Principal/Superintendent
Program Coordinator/Supervisor
Test/Measurement Specialist

Educational Technology Specialist
Interpreter
Librarian/Media Specialist
Parent Educator
School Counselor/Social Worker

■ Pathway Descriptions

Administration and Administrative Support workers provide direction, leadership and day-to-day management of educational activities in schools, pre-schools, daycare centers, colleges, universities, businesses, and industries, correctional institutions, museums, job training, and community service organizations.

Professional Support Services workers represent a variety of highly specialized occupations that are critical to our education and training system. Counselors, psychologists, social workers, speech-language pathologists and audiologists assist with personal and family needs, mental health assistance, educational goals, and career decision making.

Teaching and Training workers must have the ability to communicate, inspire trust and confidence, and motivate learners, as well as understand their educational and emotional needs. Teachers must be able to recognize and respond to individual differences in diverse learners, and employ different teaching/training methods that will result in higher learner achievement.

For additional Career Cluster Information, visit: www.NebraskaCareerConnections.org.

Preparation for a Career in the Education & Training Career Cluster Includes...

Coursework

- English/Writing
- Human Development
- Interpersonal Relationships
- Psychology
- Speech
- Sociology

School Activities

- Future Teachers
- FCCLA
- Athletics
- Career Fairs
- Peer Mediation
- Serve as Mentor or Tutor
- Student Council
- Other Organizations that Provide an Opportunity to Gain Leadership and Management Skills

Community Activities

- 4-H Junior Leader
- Coach Little League Sports
- Library Volunteer Aide
- Member of Scouting Organizations
- Provide Child Care
- Volunteer in Agencies that have an Educational Emphasis
- Teach Religious Classes

Example Education & Training Postsecondary Programs of Study

Students preparing for a career in the Education and Training Career Cluster have a variety of postsecondary options. They can enter programs leading to a certificate or a degree at the associate, baccalaureate, or advanced degree level.

The table below shows examples of postsecondary Education and Training programs of study organized by pathway.

	High School Diploma, On-The-Job Training	Certificate/License	Associate's Degree	Bachelor's Degree	Master's/Doctoral/ Professional Degree
Teaching/ Training	<ul style="list-style-type: none"> Child Care Worker Coach of Community-based Sports Leagues 	<ul style="list-style-type: none"> Early Childhood Education Assistant Coaching 	<ul style="list-style-type: none"> Early Childhood Education Sign Language Interpreting Education Paraprofessional 	<ul style="list-style-type: none"> Early Childhood Education Elementary Education Middle Level Education Secondary Education Special Education Athletic Trainer 	<ul style="list-style-type: none"> Curriculum & Instruction Education Teaching, Curriculum, and Learning Leadership Education and Leadership Studies
Professional Support Services		<ul style="list-style-type: none"> Personal Trainer 	<ul style="list-style-type: none"> Library Technical Assistant 	<ul style="list-style-type: none"> Speech-Language Pathology Social Work Information Science and Technology Special Education and Communication Disorders 	<ul style="list-style-type: none"> Educational Psychology Human Sciences Instructional Technology School Psychology School Counseling Social Work
Administration & Administrative Support					<ul style="list-style-type: none"> Educational Administration Educational Studies Business Administration Administration & Supervision

Education & Training Cluster Knowledge & Skills

There are thousands of challenging educational and training opportunities within the high-skilled world of Education and Training. Learners need a solid background in academic, technical, and presentation/facilitation skills.

Below is a list of the knowledge and skills students need to pursue a career in the Education and Training Career Cluster.

- Academic Foundations:** Apply fundamental knowledge of psychology to enhance learner achievement.
 - Employ fundamental knowledge of developmental theory to enhance learner achievement
 - Employ fundamental knowledge of learning theory to enhance learner achievement
 - Employ fundamental knowledge of motivation theory to enhance learner achievement
 - Employ fundamental knowledge of the dynamics of psychological change to enhance professional practice
- Apply fundamental knowledge of sociology to enhance learner achievement.
 - Employ fundamental knowledge of the social interaction of individuals and institutions to enhance learner achievement
 - Analyze social barriers to learning
 - Employ fundamental knowledge of the dynamics of sociological change to enhance professional practice
- Apply fundamental knowledge of cultural, ethnic, and racial groups to enhance learner achievement.
 - Explain the history of multiple cultural, ethnic, and racial groups as it relates to learning
 - Explain multiple cultural, ethnic, and racial groups' belief systems that relate to learning

- Apply fundamental knowledge of the relationships between education and society to enhance learner achievement.
 - Apply fundamental knowledge of economics to enhance learner achievement
 - Employ fundamental knowledge of educational philosophies to enhance learner achievement
 - Analyze structures for governing professional practices in learning settings
- Apply fundamental knowledge of instructional strategies to enhance learner achievement.
 - Explain models of instruction
 - Employ models of instruction to enhance learner achievement
- Apply fundamental knowledge and skills of assessment to enhance learner achievement.
 - Employ fundamental knowledge of measurement to enhance learner achievement
 - Employ fundamental knowledge of non-numeric data to enhance learner achievement
 - Employ fundamental knowledge of non-numeric data to enhance learner achievement
- Apply fundamental knowledge of economics to enhance learner achievement.
 - Employ fundamental knowledge of macroeconomics to enhance funding for professional practices in learning settings
 - Employ fundamental knowledge of microeconomics to enhance funding for professional practices in learning settings

■ **Communications:** Apply verbal communication skills to enhance learning and stakeholder commitment to learning organization.

- Use motivational and engaging communication to provide information
- Use persuasive communication to enlist stakeholder commitment
- Use non-verbal communication to enhance verbal communication
- Use knowledge of audience to customize communications
- Recognize and address barriers to oral communication
- Give clear verbal directions
- Utilize feedback to improve communication

Employ interactive communication to enhance learning and stakeholder commitment to learning organization.

- Utilize interviewing skills
- Utilize discussion skills
- Utilize questioning skills
- Apply listening skills to enhance learning and stakeholder investment in learning organization
- Follow verbal directions

Apply writing skills to enhance learning and stakeholder investment in learning organization.

- Write informational correspondence to stakeholders
- Write clear directions
- Write summative reports
- Write position papers
- Write requests for funding, resources, and services
- Employ graphic communication to enhance learning and stakeholder investment in learning organization

■ **Employability and Career Development:** Use research skills to explore career options.

- Use self-assessment and assessment by others to match personal characters
- Explain career trajectories in education and training
- Use relationships with other professionals to explore career options
- Construct an individual career plan

Acquire state-specific certification/license/credentialing required to practice.

- Successfully complete requirements for certification/license/credentialing
- Make application for certification/license/credentials

Complete state-specific requirements to maintain employment and advance career.

- Complete professional development requirements
- Complete assessments of knowledge and skills

■ **Ethics and Legal Responsibilities:** Explain ethical and legal boundaries of professional practice in learning settings.

- Explain major laws that govern behavior within learning settings
- Analyze ethical responsibilities in professional practice within learning settings
- Explain institutional policies and procedures that relate to ethical and legal behavior

Explain legal rights that apply within learning settings.

- Explain legal rights of stakeholders
- Explain legal rights of professional practitioners within learning settings

Exhibit ethical and legal behavior in practice.

- Perform work duties according to legal boundaries
- Perform work duties in accordance with legal rights of stakeholders and co-workers
- Perform work duties according to ethical boundaries

■ **Information Technology Applications:** Use Personal Information Management (PIM)/productivity applications.

- Manage personal schedule and contact information
- Create memos and notes

Use electronic mail applications.

- Understand and identify the functions and purpose of email systems
- Use email to communicate within and across organizations

Use Internet applications.

- Search for and access information

Use writing/publishing applications.

- Prepare simple reports and other business communications
- Prepare complex reports and other business communications, integrating graphics, and other non-text elements

Use presentation applications.

- Prepare and deliver presentations for training, sales, and information sharing

Use collaborative/groupware applications.

- Facilitate group work through management of shared schedule and contact information
- Facilitate group work through management of shared files and online information
- Facilitate group work through instant messaging or virtual meetings

Use computer operations applications.

- Manage computer operations
- Manage file storage

■ **Leadership and Teamwork:** Apply planning knowledge and skills to enhance professional practice.

- Employ data to make decisions
- Analyze the dynamics of change to enhance professional practice
- Employ strategic planning skills to enhance professional practice
- Employ project planning skills to enhance professional practice

Apply group processing knowledge and skills to enhance professional practice.

- Employ interpersonal skills to enhance professional practice
- Employ group processes knowledge and skills to enhance professional practice

■ **Problem Solving and Critical Thinking:** Apply problem solving and critical thinking skills to enhance instruction and learner achievement.

- Utilize scientific thinking to solve problems
- Synthesize multiple and conflicting data and viewpoints to derive a position on educational issues
- Utilize reflection strategies to improve instructional skills and learner achievement
- Utilize perspective-talking to enhance instruction and learner achievement
- Utilize conflict resolution strategies

Apply critical thinking to respond to educational issues.

- Analyze the diversity of objectives and perspectives of multiple stakeholders
- Analyze public and organizational policies and procedures

- **Safety, Health, and Environmental:** Control risks to safety, health, and environment in the learning setting.
 - Evaluate equipment and facility safety within the learning environment
 - Control risks to individual health and safety in the learning setting
 - Control environmental health and safety in the learning setting

Use emergency procedures as necessary.

- Use First Aid procedures as necessary
- Use CPR procedures as necessary
- Use safety equipment as necessary
- Create a disaster plan

- **Systems:** Use systems theory to explain models of education delivery.

- Explain factors that affect learning systems
- Explain the role of the individual in learning systems
- Explain the role of organizations in learning systems
- Identify systems that deliver education and training
- Identify systems that fund education and training

Form, sustain, and modify instructional systems to facilitate learning.

- Explain concepts of systemic change
- Communicate with stakeholders
- Use system resources to meet learner needs
- Advocate for learning organization and learners
- Monitor system outcomes

- **Technical Skills:** Employ planning skills to enhance professional practice.
 - Construct goals and objectives
 - Analyze tasks to enhance professional practice
 - Employ time management skills to enhance professional practice

Employ instructional skills to enhance learner achievement.

- Apply instructional strategies to enhance learner achievement
- Adapt instructional strategies based on learner performance
- Use instructional tools to enhance learner achievement

Employ organizational skills to enhance professional practice.

- Align presentation strategies to audience
- Employ multi-media strategies

Employ presentation skills to enhance professional practice.

- Align presentation strategies to audience
- Employ multi-media strategies

Employ research skills to enhance professional practice.

- Identify credible sources of research to enhance professional practice
- Conduct research to enhance professional practice
- Interpret research to enhance professional practice
- Disseminate research results to enhance professional practice

Employ group management skills to enhance professional practice.

- Explain conditions that contribute to a receptive working climate
- Use environment to enhance work productivity, efficiency, and quality

Employ assessment skills to enhance professional practice.

- Use data to assess performance
- Communicate assessment to stakeholders
- Use assessment to shape professional practice

For additional information on the Education and Training Career Cluster, please contact:

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**Endorsed by the Nebraska Department of Education
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