

Syracuse City



School District



Career Pathways

by Javier Garcia, Case Manager

8/09/2017

Questions for Today

3

- What do we need to do to make our students self sustaining and/or Family sustaining?
- What skills do we need to equip our students with so that they can prepare and plan for their next career steps?
- What tools can our students utilize for employment research?

Adult Learners

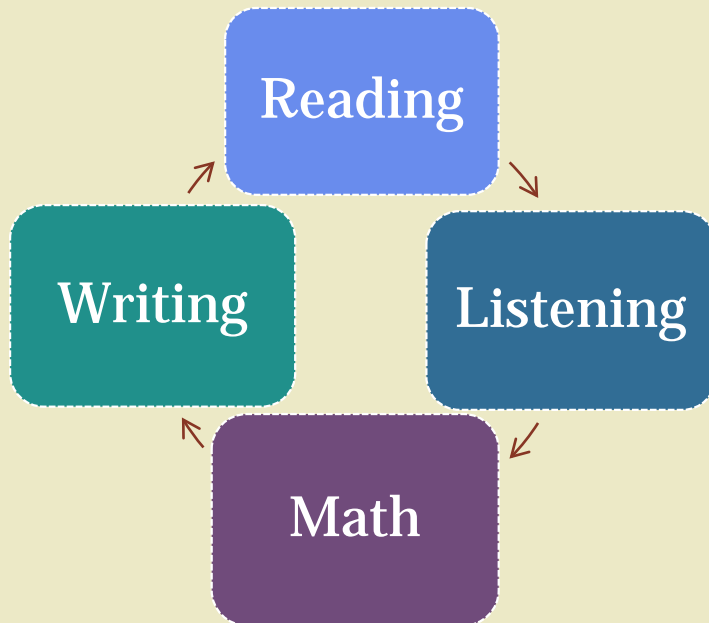
4

- **Employment plays a crucial role in their lives.**
- **Education is an important factor in finding, keeping, and progressing in meaningful employment.**
- **Our students come into our program at different learning levels.**
- **Our students come into our programs at different employment levels.**

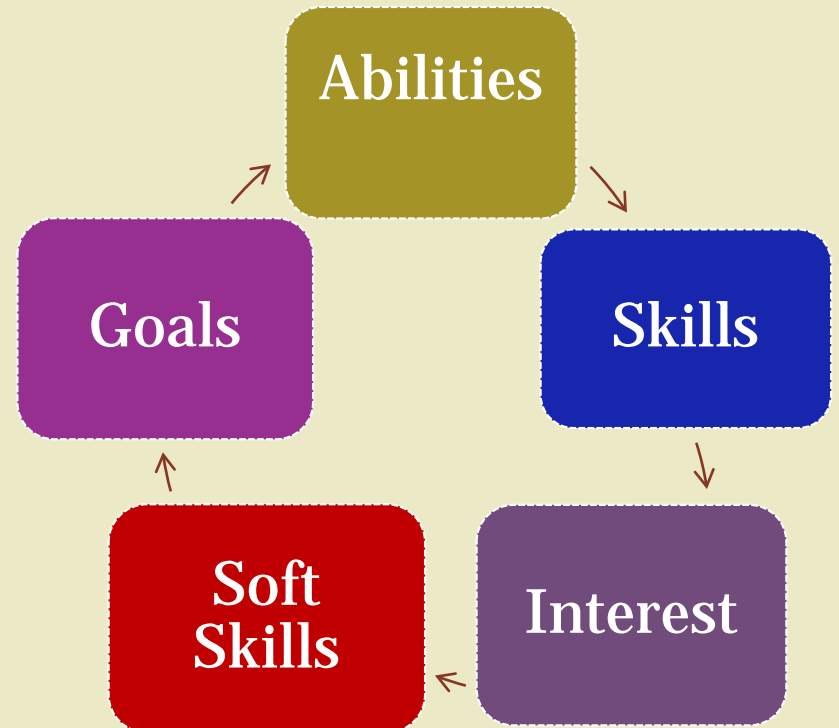
Challenges



Literacy Skills Gaps



Career Knowledge Gaps



Career Pathways*

6

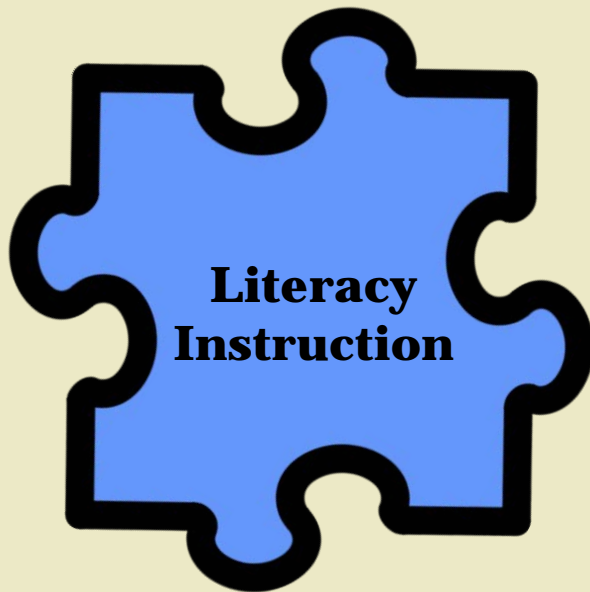
- CUNY (City University of New York) designed a program in collaboration with the New York State Education Department's Adult Career and Continuing Education Services (ACCES), and delivered a training in Albany in March 2016 for designated statewide Teacher Leaders.

WIOA Requirements

Workforce Innovation and Opportunity Act



Literacy instruction



Workforce Training

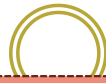


The five basic requirements of Career Pathways:*



- 1. Industry Alignment**
- 2. Adequate Preparation**
- 3. Skill Integration**
- 4. Pathway Focused**
- 5. Degree or Certificate Attainment**

The Career Sectors



Healthcare

**Community
& Social
Service**

**Education &
Childcare**

Technology

Construction

Retail

**Transportation
& Warehousing**

Manufacturing

**Food and
Hospitality**

Employer Types



Corporation

Cooperative

Nonprofit

**Self
Employed**

**Civil
Service**

Employer Type Definitions:



- **Corporation** is a business that sells goods or services. Many corporations have one person in charge at the top, the CEO or President then a layer of middle managers who supervise people with lower levels of responsibility. If a corporation makes a large profit, that money might go to the high level managers, or they may choose to share it among employees. Many, though not all, corporations have a hierarchy with some people holding more power to make decisions than others.
- **Not for Profits** generally prioritize providing services over making money. For example, they might provide shelter or counseling to homeless or low-income people, people with disabilities or other groups of people who need assistance. They are governed by a Board of Directors, a group of people interested in the success of the organization, which guides the decision-making. Users or clients often do not pay for the services. Instead, the organizations apply for and receive grants from the government or private funders. This is money that does not have to be repaid and often comes with requirements on the services provided, such as a certain number of people served or certain results of the services provided.



- **Self Employed** businesses are often a business of one, for example, a handyperson who makes repairs in people's homes or someone who does hair in their own or other people's homes. They set their own hours, prices, get their own clients and run the business themselves. They might hire someone to help with certain aspects, such as bookkeeper to help manage the finances or an assistant to help them provide the service.
- **Cooperatives** are businesses that are owned by a group of people together, instead of having one owner or president. They make decisions about the business together and have equal decision-making power. Profits earned often go back in to supporting the business or go to the worker-owners themselves. There are many new cooperatives in New York City.
- **Civil Service** is also known as the public sector or the government. Civil servants are public employees who work in a variety of fields such as teaching, sanitation, health care, management and administration for the federal, state, or local government. There are standardized prerequisites for employment such as minimal age and educational requirements and residency laws. Employees enjoy job security, promotion and educational opportunities, comprehensive, medical insurance coverage, and pension and other benefits often not provided in comparable positions in private employment.

How our Students Feel?!?

13

Oh, get a job? Just get a job?

**Why don't I strap on my job helmet,
and squeeze down into a job cannon
and fire off into job land, where jobs
grow on jobbies!**

Self Worth?

14

<https://www.youtube.com/watch?v=TkX-TPaodoM>

Job or Career?*



Do you know what your dream job is?

Do you know what it takes to get there?

How much education and training will it take?

Which courses and credentials are required?

What entry level careers will lead to your dream job?

Do you know about your Local One-Stop?

16

The screenshot displays the CNY Works website interface. At the top, the browser address bar shows the URL <http://www.cnyworks.com/>. The website header includes the CNY Works logo on the left and navigation links for "Calendar", "Get Started", and "Español" on the right. A dark sidebar on the left contains a menu with the following items: ABOUT, SERVICES, RESOURCES, WORKSHOPS & CLASSES, JOB SEARCH, and CONTACT. Below the menu, there are announcements for the "CHILD CARE SUBSIDY PROGRAM", "MOST Reduced Admission Program", and "NYS Fair Employment Application". The main content area features a large background image of a woman presenting to a group of people. Overlaid on this image is a search bar with the text "What jobs are you looking for?" and a blue "SEARCH" button. Three horizontal arrows (yellow, red, and blue) point from the left towards the search bar. At the bottom of the page, there are three icons: a magnifying glass, a handshake, and a door. The Windows taskbar at the bottom shows the system tray with the time 1:38 PM and date 8/2/2017.

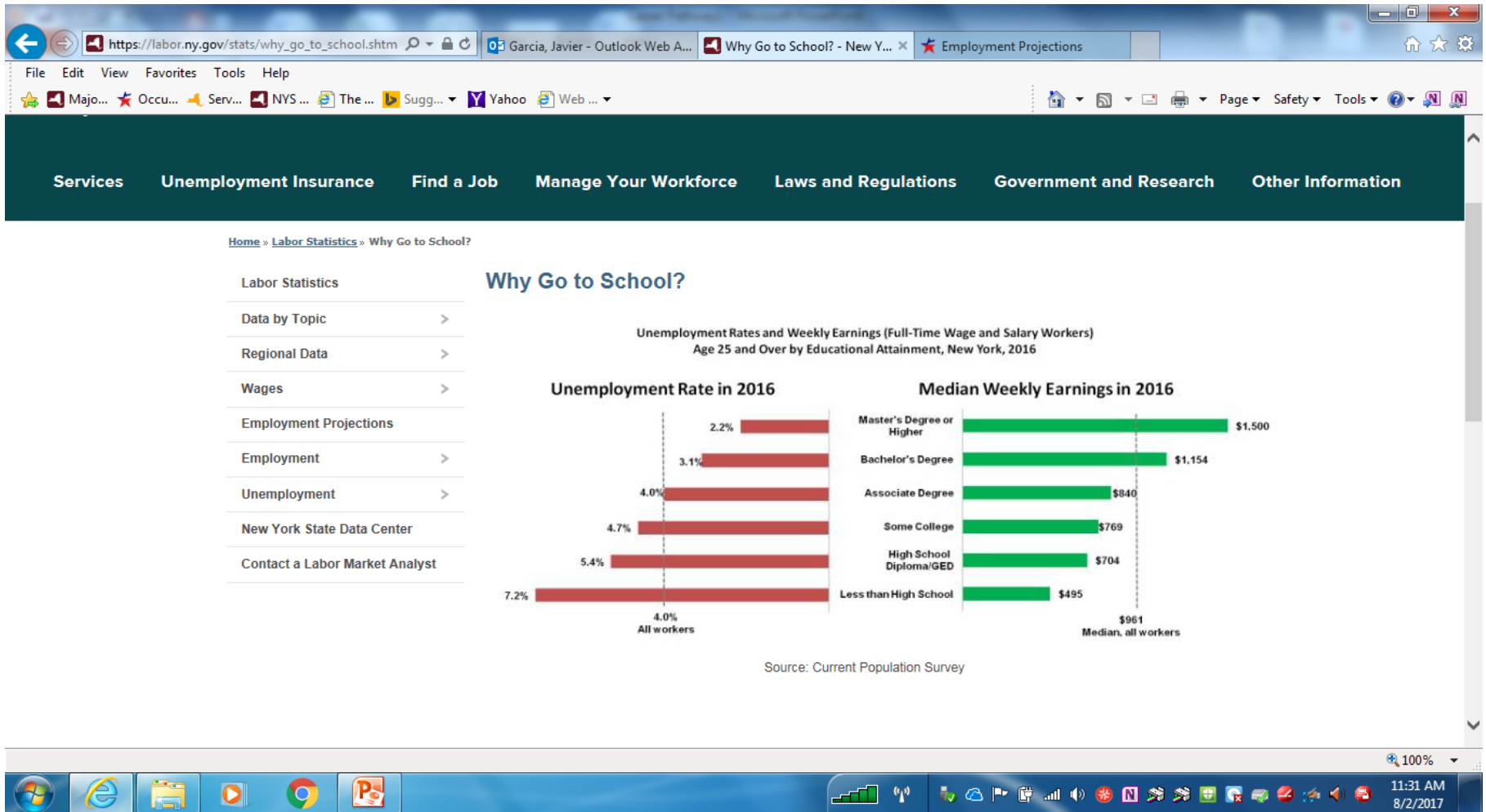
NYS Dept. of Labor

17

The screenshot shows a web browser window displaying the homepage of the New York State Department of Labor. The browser's address bar shows the URL <https://www.labor.ny.gov/home/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar shows various icons for home, search, and other functions. The website's header features the New York State logo on the left, followed by navigation links for Services, News, Government, and Local. A search bar is located to the right of these links, with additional options for Location and Translate. Below the header is a dark green banner with the text "Department of Labor" and a secondary navigation menu with links for Services, Unemployment Insurance, Find a Job, Manage Your Workforce, Laws and Regulations, Government and Research, and Other Information. The main content area is divided into several sections: "Individuals" (with a photo of a woman), "Businesses" (with a photo of three people in hard hats), "Government & Research" (with a photo of a man at a computer), "Get Unemployment Assistance" (with a photo of a woman on a phone), and "Find a Job" (with a photo of a person looking at a newspaper). The browser's status bar at the bottom shows the URL <https://www.labor.ny.gov/home/#>, the zoom level at 100%, and the system clock showing 11:18 AM on 8/2/2017. The Windows taskbar at the very bottom displays various application icons and system tray icons.

Education and Pay

18



Occupations and Pay

19

Browser navigation bar showing the URL https://www.bls.gov/emp/ep_table_101.htm and several open tabs including 'Garcia, Javier - Outlook Web A...', 'NYS Economy Adds 23,900 Pri...', 'Employment Projections', and 'Employment by major occu...'. The browser interface includes standard navigation buttons (back, forward, refresh) and a search bar.

Table 1.1 Employment by major occupational group, 2014 and projected 2024 (Numbers in thousands)

2014 National Employment Matrix title and code	Employment		Change, 2014 -24		Median annual wage, 2016 ⁽¹⁾
	2014	2024	Number	Percent	
Total, all occupations 00-0000	150,539.9	160,328.8	9,788.9	6.5	\$37,040
Management occupations 11-0000	9,157.5	9,662.9	505.4	5.5	\$100,790
Business and financial operations occupations 13-0000	7,565.3	8,197.8	632.4	8.4	\$66,530
Computer and mathematical occupations 15-0000	4,068.3	4,599.7	531.4	13.1	\$82,830
Architecture and engineering occupations 17-0000	2,532.7	2,599.9	67.2	2.7	\$77,900
Life, physical, and social science occupations 19-0000	1,310.4	1,408.0	97.6	7.4	\$63,340
Community and social service occupations 21-0000	2,465.7	2,723.4	257.7	10.5	\$42,990
Legal occupations 23-0000	1,268.2	1,332.8	64.6	5.1	\$79,650
Education, training, and library occupations 25-0000	9,216.1	9,913.7	697.6	7.6	\$48,000
Arts, design, entertainment, sports, and media occupations 27-0000	2,624.2	2,731.7	107.5	4.1	\$47,190
Healthcare practitioners and technical occupations 29-0000	8,236.5	9,584.6	1,348.1	16.4	\$63,420
Healthcare support occupations 31-0000	4,238.0	5,212.2	974.2	23.0	\$27,910
Protective service occupations 33-0000	3,443.8	3,597.7	153.9	4.5	\$38,660
Food preparation and serving related occupations 35-0000	12,467.6	13,280.4	812.9	6.5	\$20,810
Building and grounds cleaning and maintenance occupations 37-0000	5,617.2	5,967.0	349.8	6.2	\$24,700
Personal care and service occupations 39-0000	6,006.1	6,798.2	792.1	13.2	\$22,710
Sales and related occupations 41-0000	15,423.1	16,201.1	778.0	5.0	\$26,590
Office and administrative support occupations 43-0000	22,766.1	23,232.6	466.5	2.0	\$34,050
Farming, fishing, and forestry occupations 45-0000	972.1	914.9	-57.2	-5.9	\$23,510
Construction and extraction occupations 47-0000	6,501.7	7,160.7	659.0	10.1	\$43,610
Installation, maintenance, and repair occupations 49-0000	5,680.5	6,046.0	365.5	6.4	\$43,440
Production occupations 51-0000	9,230.3	8,948.3	-282.0	-3.1	\$33,130
Transportation and material moving occupations 53-0000	9,748.5	10,215.3	466.8	4.8	\$30,730

Footnotes:

(1) Data are from the Occupational Employment Statistics program, U.S. Bureau of Labor Statistics.
Source: Employment Projections program, U.S. Bureau of Labor Statistics

Windows taskbar showing the Start button, several application icons (Internet Explorer, File Explorer, VLC, Chrome, PowerPoint), and the system tray with the date and time: 11:15 AM 8/2/2017.

Job Information

20

The screenshot shows a web browser window displaying the O*NET OnLine website. The browser's address bar shows the URL <https://www.onetonline.org/>. The website header includes the O*NET OnLine logo and a search bar labeled "Occupation Quick Search:". Below the header, there are navigation links: "Help", "Find Occupations", "Advanced Search", "Crosswalks", "Share", and "O*NET Sites".

The main content area features a large banner with the text "Build your future with O*NET OnLine." and a sub-headline "Welcome to your tool for career exploration and job analysis!". Below this, it states: "O*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!". A button labeled "What is O*NET?" is positioned at the bottom right of the banner.

To the right of the banner, there are several informational boxes:

- What's New?**: "O*NET Database and keyword search updated." with a "Learn More" button and a note to "Get O*NET news by email or RSS."
- I want to be a...**: "Start the career you've dreamed about, or find one you never imagined." with a "Find It Now" button and the text "at My Next Move".
- ATTN: VETERANS**: "Put your military skills and experience to work in civilian life. Learn how at: MY NEXT MOVE FOR VETERANS" with a "Get Started" button.

At the bottom of the page, there are three main search categories:

- Occupation Search**: "Keyword or O*NET-SOC Code:" with an input field.
- Find Occupations**: "Browse groups of similar occupations to explore careers. Choose from industry, field of work, science area, and more."
- Advanced Search**: "Focus on occupations that use a specific tool or software. Explore occupations that need your skills."
- Crosswalks**: "Connect to a wealth of O*NET data. Enter a code or title from another classification to find the related O*NET SOC."

The browser's taskbar at the bottom shows the Windows Start button, several application icons (Internet Explorer, File Explorer, Chrome, PowerPoint), and the system tray with the date and time: "1:07 PM 8/2/2017".

My Work History



Students reflect on their own work history and what they have learned from it, as a precursor to learning about other careers.

It's important to know how the labor market is doing, but it's just as important to know yourself – your likes and dislikes, strengths and weaknesses, and what you learned from one job that you will bring into your next job experience.

How can you avoid repeating history and continue to make better, more informed and more fulfilling decisions for yourself? One of the most valuable things you can do when researching careers is to ask lots of questions: about yourself and about various careers.

Career Map Essay



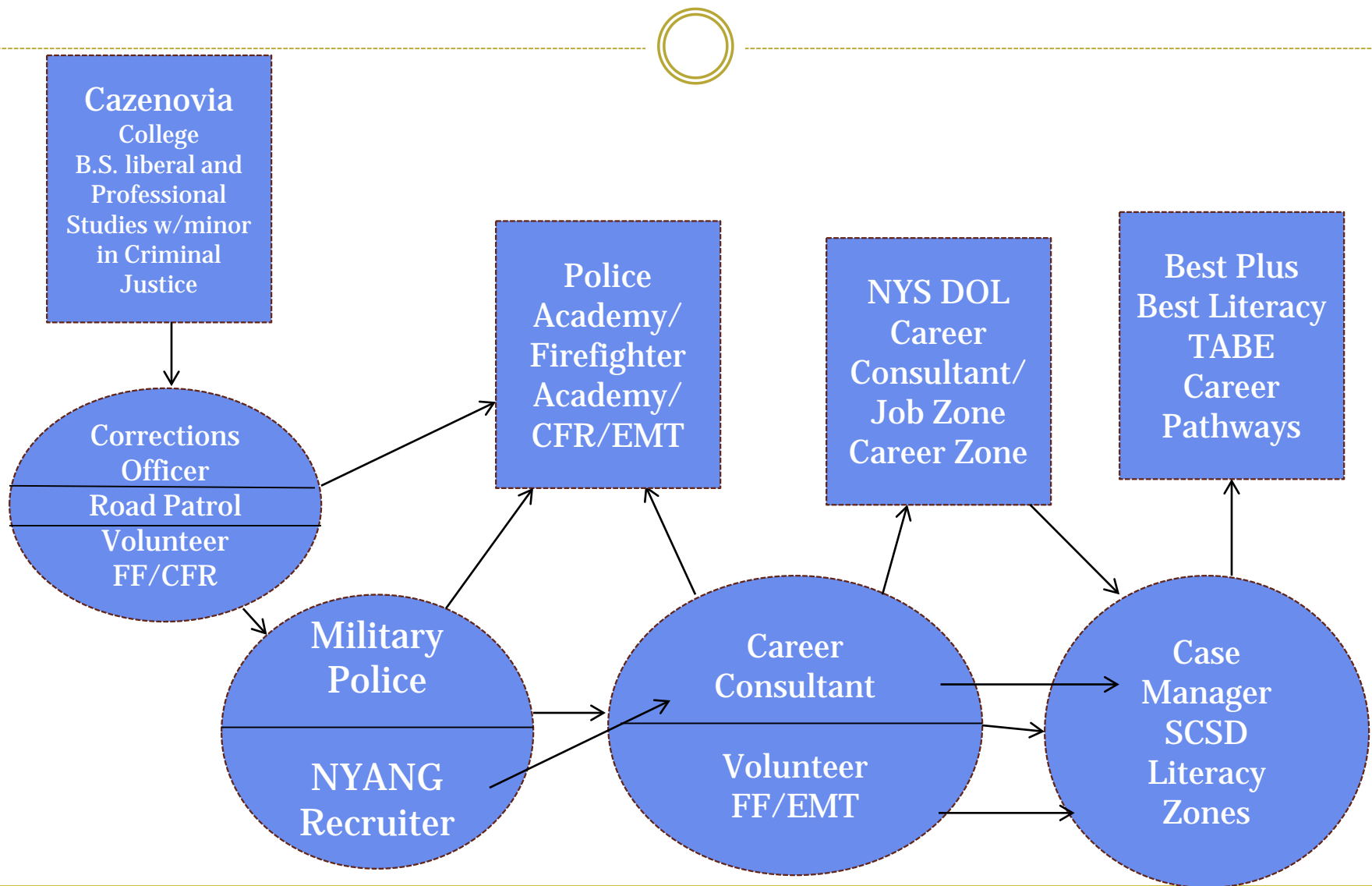
Students write an essay analyzing their Career Maps. They explore jobs that they have had in the past, why they made the choices they did and goals they have for the future.

- Have the students write a five paragraph essay analyzing their Career Map
- Each paragraph must answer all of the questions listed for each paragraph

Materials

See Career Map Worksheet for details

Career Mapping Example



Do you have a Resume?

24

May your search
for a job be even
shorter than your
resume.



someecards

Resume Help

25

The screenshot shows a web browser window displaying the CareerOneStop website. The browser's address bar shows the URL <https://www.careeronestop.org/JobSearch/Resume>. The website header includes the CareerOneStop logo, the tagline "your source for career exploration, training & jobs", and a search bar. A navigation menu contains links for "Explore Careers", "Find Training", "Job Search", "Find Local Help", "Toolkit", and "Resources For". The main content area features a large image of a smiling man and a "Resume Guide" button. A sidebar on the left lists various resume-related topics. The main text area is titled "Ready to create a brand-new resume? Or update your old resume?" and provides an overview of the guide's purpose and a list of topics covered.

careeronestop
your source for career exploration, training & jobs
Sponsored by the U.S. Department of Labor. A proud partner of the [americanjobcenter](#) network.

Español

Search CareerOneStop

Explore Careers ▼ Find Training ▼ Job Search ▼ Find Local Help ▼ Toolkit ▼ Resources For ▼

Resume Guide

Resume Guide

- Why you need a great resume
- Top resume strategies
- Do your research
- Writing your resume
- Market your resume

Ready to create a brand-new resume? Or update your old resume?

CareerOneStop's Resume Guide will help you create a resume that will stand out in today's job market.

You'll find:

- A step-by-step plan for what to include in your resume
- Tips for writing, formatting, and polishing

100% 1:11 PM 8/2/2017

Sample Resume

26

Full resume sample

The sections of your resume should work together to support your job target. Beth's full resume is shown below. Each section reinforces her goal to work as a project coordinator.

Beth Smith, CAPM
213 W. State Street, Milwaukee, WI 53201
Call: 955-265-1678
bethsmith@concast.net www.bethsmith.com/bethsmith

Project Coordinator
Highly motivated, tech-savvy professional with over 5 years' experience in a fast-paced consulting environment. Extensive experience supporting senior consultants in high-profile technology projects. Exceptional analytical ability and talent for managing information. Certified Associate in Project Management (CAPM) certification. Proficient in:

- Project Coordination
- Project Setup & Monitoring
- Project Communication
- Microsoft Sharepoint
- Microsoft Project
- Microsoft Excel

"We needed to streamline our Sharepoint project file system to work more effectively with clients. Beth volunteered for the project. She then analyzed the system and developed a more efficient process that we're using across the firm. She did a great job managing the project from start to finish."

—Cathy Olson, CEO, Client Technology Consulting

Professional Experience
2006–Present: Senior Administrative Assistant, Grant Technology Consulting. Advanced administrative and project support for senior-level consultants.

Project Coordination/Management

- Lead a project to streamline and reorganize Sharepoint project management system, resulting in more accessible information and enhanced support for clients.
- Coordinated project plan, scheduling and budgeting for small but high-profile project during project manager's absence. Praised for initiative and problem-solving abilities.

Advanced Administrative Support

- Prepared best-practice guidelines for archiving project documents. Guidelines simplified document management process and were adopted company-wide.
- Conducted research and trained staff on new technologies for document versioning that significantly reduced retrieval time and lost documents.

Beth Smith, CAPM Page 2

Professional Experience, Cont.
2001–2005: Administrative Assistant, Training Solutions, Inc. Advanced administrative support to top marketing executive in fast-paced training start-up company.

Project Coordination/Management

- Coordinated the research and production of client-winning training proposals.
- Streamlined proposal development process, resulting in significant time savings.

Advanced Administrative Support

- Planned and assembled materials for high-profile client meetings.
- Created new client tracking system using Microsoft Excel.

Professional Development
Certified Associate in Project Management (CAPM), 2009
Microsoft Sharepoint Power User Training, 2010
Microsoft Sharepoint End User Training, 2009
Advanced Microsoft Project, 2008
Advanced Microsoft Excel, 2008

Education
Associate Degree, Business Administration & Management,
Northeast Wisconsin Technical College, 2001

Professional Associations
Project Management Institute
American Management Association, Individual Member

JOB INTERVIEW



CONFIRMED

<https://www.youtube.com/watch?v=BXndlCtvts8>