

Career PROFILE

This information is derived from careful research and ongoing feedback from Lorain County employers. Empowered with this knowledge, it is up to all of us to create a vibrant and productive workforce for the county.

Do You Like...

- Work activities that assist others and promote learning and personal development
- Training, teaching, and helping others
- Work that lets you be of service to others
- Contacting and communicating with people
- Jobs that let you use your best abilities
- Work where you can see the results of your efforts and have a feeling of accomplishment



Occupational Information Network, O*NET OnLine, <http://online.onetcenter.org/>

Expectations & Opportunities

RELATED OCCUPATIONS

Self-Enrichment Education Teachers

Vocational Education Teachers

Special Education Teachers

Graduate Teaching Assistants

Educational and Vocational Counselors

Occupational Information Network, O*NET OnLine, <http://online.onetcenter.org/>

Ohio Department of Job and Family Services, Bureau of Labor Market Information

Kind of Work You Can Expect

- Establishes clear objectives for all lessons, units, and projects, and communicates those objectives to students.
- Plans and conducts activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Instructs students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Adapts teaching methods and instructional materials to meet students' varying needs, abilities, and interests.
- Prepares materials and classrooms for class activities.
- Conducts classes, workshops, and demonstrations to teach principles, techniques, or methods in subjects such as basic English language skills, life skills, and workforce entry skills.
- Observes and evaluates students' work to determine progress and makes suggestions for improvement.
- Maintains accurate and complete student records as required by laws or administrative policies.
- Provides information, guidance, and preparation for the General Equivalency Diploma (GED) examination.
- Prepares students for further education by encouraging them to explore learning opportunities and to persevere with challenging tasks.



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"I know that I'm helping these people to feel at home. I know they will be able to communicate better in simple ways, in ways that most people take for granted. I watch their self confidence grow and that's very satisfying. I know my time is being spent well."

Technical Skills and Knowledge You Will Need to Develop

General Education:

- Knowledge of the theory and practice of learning and teaching, the basic principles of educational psychology, the planning and administration of educational activities, and the social foundations of education.

Adult and Continuing Education:

- Can teach adult students in various settings. This includes knowledge in basic and remedial education programs, continuing education programs, and programs designed to develop or upgrade specific employment-related knowledge and skills.

Education and Training:
• Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

English Language:
• Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Learning Strategies:
• Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Clerical:
• Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and designing forms.

Occupational Information Network, O*NET OnLine, <http://online.onetcenter.org/>

Website Directory for Education/ Training
www.nowdirectory.com

Adult Literacy, Remedial Education, and GED Teachers

Dr. Mary Hilaire Tavenner's work as an English as a Second Language teacher is the easiest, most difficult job in the world.

"We help provide the tools they need to become productive members of the community," said Tavenner, a former nun who spent many years as a parochial school teacher. "I've loved teaching children. But I really have a deep, deep gratitude for the opportunity I have to work with adult learners. You know you have it good when you look forward to going to work."

Tavenner's adult students are a microcosm of the world and have a wide array of backgrounds and cultures. She teaches at The Employment netWork on Mondays through Thursdays from 9 to noon and her classroom has 12 to 15 adult students each day. Tavenner, who is an author and lecturer, also teaches evening classes at the St. Joseph Community Center in Lorain.

The difficult part of her job is the wide range of skills that her students have, she said. They are here from cultures the world over. Some have no familiarity with the alphabet or have no previous schooling while others are professionals in their own cultures, with medical or doctoral degrees, but not the language skills to succeed here.

To be successful as an English as a Second Language teacher, or ESL, the classroom has to integrate these varying skill levels, Tavenner said. "The more advanced students work with students who are less advanced. Without that cooperation we wouldn't be successful. That's what makes our classroom a highly efficient place."

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English as a Second Language teacher, Dr. Mary Tavenner, instructing her class.

Teaching is a "disease of many interests," according to Tavenner, but being able to pass on important skills to others and knowing that you can make a difference in people's lives is what is rewarding about her work.

"There is so much you can't know if you are not literate," she said.

The English as a Second Language classes at The Employment netWork are funded through state and federal grants,

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and the money spent is returned to society through the success students have. "We have so many immigrants in Ohio. If we don't offer these services we are really doing a disservice to ourselves. This helps people become productive members of our community."

Tavenner, a world traveler, is the author of numerous books, including "Peru 2002." More information about Tavenner can be found at her Web site, www.dutchink.com.

STEPS TO SUCCESS

Minimum Education

Most of these occupations require a bachelor's degree, but some do not.

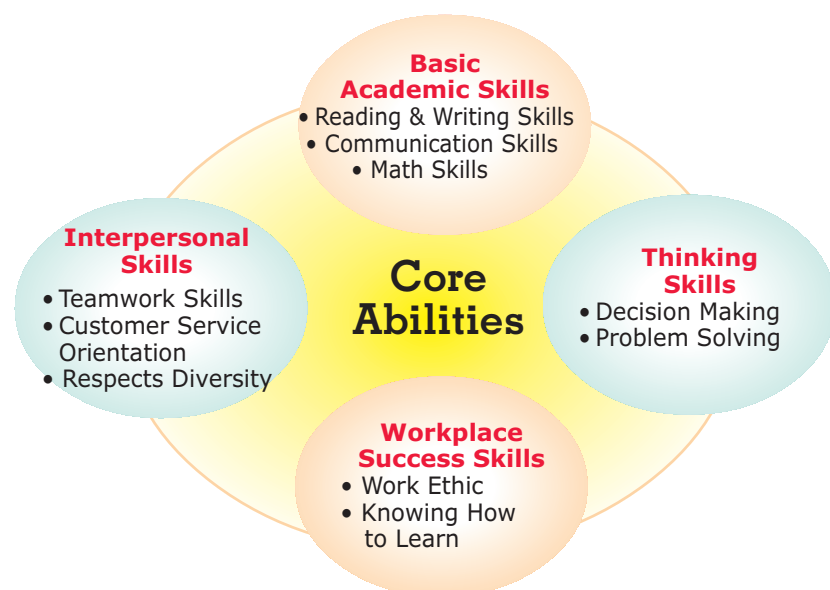
Educational/Training Level

Educational Level Attained	Percentage of Respondents
High School or less	14%
Some College	30%
Bachelor's Degree or higher	55%

Occupational Information Network, O*NET OnLine, <http://online.onetcenter.org/>

Basic or Core Abilities You Will Need

Basic Skill Requirements



Interpersonal Skills:

Teamwork Skills: Develop cooperative and constructive working relationships with other workers. Organize and perform tasks in a way that will help accomplish team goals efficiently and effectively.

Customer Service Orientation: Can effectively answer customers' questions and quickly resolve problems. Be able to provide assistance and advice to customers when requested.

Respects Diversity: Demonstrate sensitivity and respect for differences in individual perspective, personality, ethnic/cultural values, and religious beliefs.

Thinking Skills:

Decision Making: Combine, evaluate, and logically organize information to make decisions. Consider the strengths and weaknesses of different approaches and make decisions based on all available information.

Problem Solving: Ability to tell when something is wrong or is likely to go wrong. Be able to identify the nature of problems and resolve conflicts quickly.

Occupational Information Network, O*NET OnLine, <http://online.onetcenter.org/>

Earning Potential

National	\$43,500/yr. (\$20.91/hr.)
Ohio	\$40,850/yr. (\$19.64/hr.)
Cleveland-Lorain-Elyria PMSA	\$46,340/yr. (\$22.28/hr.)
Lorain County	Not Available

U.S. Department of Labor, Bureau of Labor Statistics, May 2004 National Occupational Employment and Wage Estimates
U.S. Department of Labor, Bureau of Labor Statistics, May 2004 State Occupational Employment and Wage Estimates
U.S. Department of Labor, Bureau of Labor Statistics, May 2004 Metropolitan Area Occupational Employment and Wage Estimates

To find past profile pages visit www.chroniclet.com, click on: Newspaper in Education and then click on career pages.

Career Profile Coming Next Tuesday (Dec. 13, 2005):
EDUCATION - Education Administrator, Post Secondary

LORAIN COUNTY COMMUNITY COLLEGE

University Partnership Programs

www.lorainccc.edu/up
800-365-LCCC

Job Openings

In 2002, adult literacy, remedial education, and GED teachers and instructors held about 80,000 jobs. Many of the jobs are federally funded, with additional funds coming from state and local governments. The education industry employs the majority of these teachers, who work in adult learning centers, libraries, or community colleges.

U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2004-05 Edition

Occupational Information Network, O*NET OnLine, <http://online.onetcenter.org/>

Job Openings

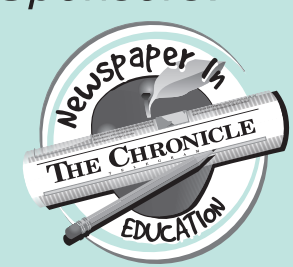
	2002 Annual Employment	2012 Projected Employment	Change in Employment 2002-2012	Percent Change 2002-2012	Total Job Openings Due to Growth & Turnover 2002-2012
NATIONAL	80,000	96,000	16,000	20.4 %	26,000
OHIO	1,620	1,840	220	13.6 %	420
REGION	220	250	30	13.6 %	60

U.S. Department of Labor, Bureau of Labor Statistics, Occupational Employment Projections to 2012

Ohio Department of Job and Family Services, Office of Research, Assessment and Accountability, Ohio Job Outlook to 2012

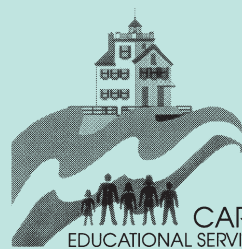
Ohio Department of Job and Family Services, Office of Research, Assessment and Accountability, Job Outlook to 2012: Northern Ohio - Economic Development Region 8 (Cuyahoga, Geauga, Lake, and Lorain Counties)

Sponsors:



Working Together
LEARNING FROM EACH OTHER
The Elyria Schools

THE EMPLOYMENT netWork
The Resource That Works For You



LORAIN SCHOOLS CAREER PREPARATION EDUCATIONAL SERVICE DIVISION

JVS
Lorain County Joint Vocational School

WORKFORCE INSTITUTE
Of Lorain County

Lorain County Community College