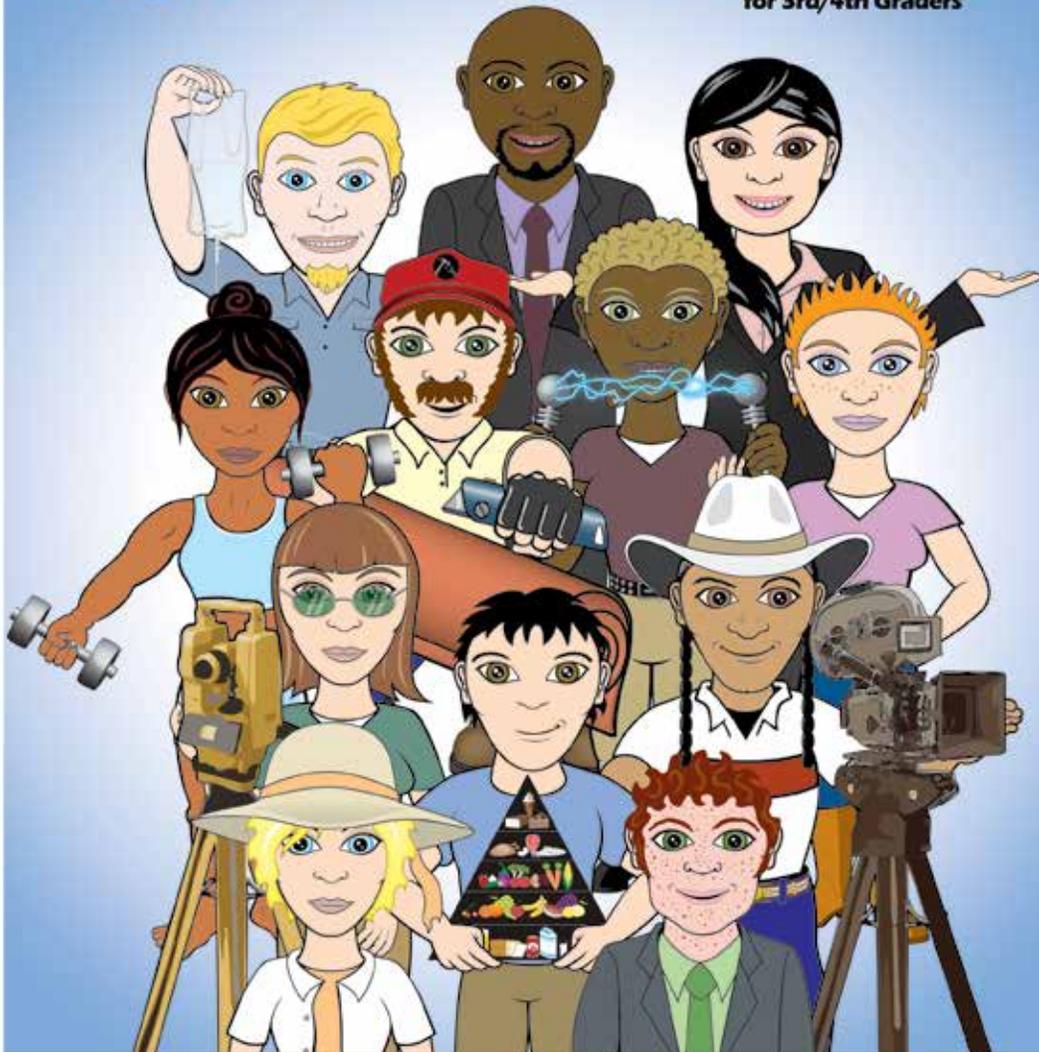




Montana Department of  
**LABOR & INDUSTRY**  
Career Resources

# **CAREER HEROES**

A Career Awareness Workbook  
for 3rd/4th Graders



## **TEACHER'S GUIDE**

**WITH ADDITIONAL CLASSROOM ACTIVITIES**

October 2013

# ***CAREER HEROES***

**A Career Awareness Workbook for 3rd/4th Graders**

## ***TEACHER'S GUIDE***

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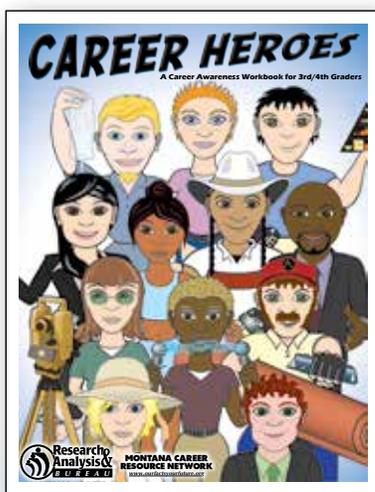
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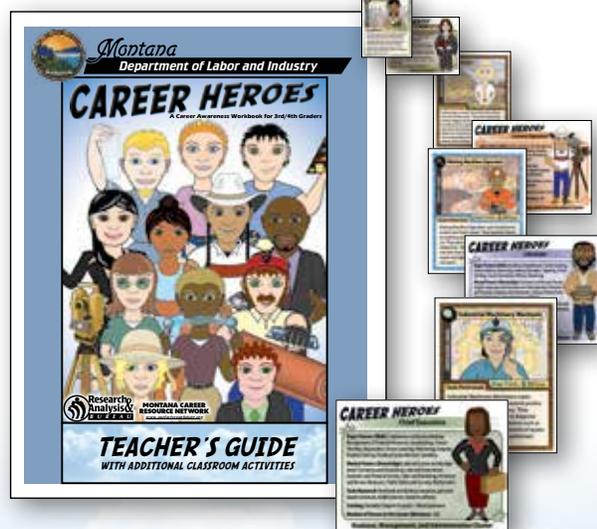
## INTRODUCING THE CAREER HEROES

Career Heroes is a set of career education tools designed around the theme of popular trading card games. The goal of Career Heroes is simple: to introduce 3rd and 4th graders to the concept of career planning and to teach them the basics of using career information. Career Heroes consists of two main components:

### *The Career Heroes Workbook*



### *The Career Heroes Trading Card Activities*



The Career Heroes Workbook is designed to show students that their future careers can and should suit their personality types. As such, the workbook is organized according to the Holland Codes.

Holland Personality Types:	Keywords:
<b>R</b> ealistic = “Doers”	practical, physical, hands-on, tool-oriented
<b>I</b> nvestigative = “Thinkers”	analytical, intellectual, scientific, explorative
<b>A</b> rtistic = “Creators”	creative, original, independent, chaotic
<b>S</b> ocial = “Helpers”	cooperative, supporting, helping, healing/nurturing
<b>E</b> nterprising = “Persuaders”	competitive, leadership, assertive
<b>C</b> onventional = “Organizers”	detail-oriented, precise, orderly, clerical

The Career Heroes Workbook is divided into two major sections. The first introduces students to specific careers that correspond to the Holland Codes. For each personality type, the workbook describes six occupations, two of which are highlighted with their own character cards, which list career information such as work activities, tools used, training required, and wages.

*(Note: the cards depicted in the workbook are not identical to the actual trading cards.)*

The first section also provides a number of activities that relate to the occupations described in each section. For instance, after students read about the Dietician/Nutritionist, they are asked to draw a picture of a healthy meal that includes the four basic food groups.

The second section of the workbook provides an assortment of additional activities to get students thinking about the range of careers that exist, and how their personal interests and preferences can help them choose the kind of work they would like to do.

The Career Heroes Teacher’s Guide is also divided into two parts. Section one provides instructions and resources for conducting the trading card activities. Section two is a guide to the Career Heroes workbook. It introduces each activity, and provides answer keys for the exercises that have specific answers.

The trading card activities are meant to be led by the teacher, and involve both small group work and whole class collaboration. These activities require that the teacher provide students with a set, or several sets, of Career Heroes Trading Cards. The trading cards can be obtained by contacting the Research and Analysis Bureau at 406-444-2430 or through our website at [www.ourfactsyourfuture.org](http://www.ourfactsyourfuture.org). Please refer to page 5 to determine how many sets of cards you will need. A printable PDF version of the Career Heroes Trading Cards can also be downloaded from our website on the Career Publications page.

The Career Heroes activities call on students to use a wide range of knowledge and skills including reading, writing, mathematics, art, and more. For your convenience, we’ve included a crosswalk matching the activities with the Montana content standards. This crosswalk can be found in Appendix C on page 35.

# SECTION ONE: TRADING CARD ACTIVITIES

These activities were designed for a classroom size of 24 to 28 students, but can be adapted to fit the unique needs of your classroom. The activities are most engaging for the students when they are allowed to collect and keep a number of cards. Our recommendation is that each student be allowed to keep 5-6 cards. Each set contains 32 cards, so you'll want to obtain 1 set for every 5 students in your class. We will provide the cards to teachers free of charge for as long as funding allows. In the case that we can no longer provide the cards, they will still be available for download as a printable PDF from our website (see contact information on page 4).

## ANATOMY OF A CAREER HEROES CARD

**Career Type Symbol** (points to the red circle icon)

**Occupation Title** (points to 'Registered Nurse')

**Career Type (Holland Code)** (points to 'SOCIAL CAREER')

**Median Wage for Montana** (points to '\$ 25/hour')

**Job Description** (points to the 'Feats Performed' text)

**Occupation Title** (points to 'Registered Nurse')

**Skills used in this occupation** (points to 'Super Powers (Skills)')

**Knowledge used in this occupation** (points to 'Mental Powers (Knowledge)')

**Tools used in this occupation** (points to 'Tools Mastered')

**Type and length of training required for this occupation** (points to 'Training')

**Average Employment in this occupation in Montana, 2007** (points to 'Number of Heroes in this Career (Montana)')

# PREPARING FOR THE ACTIVITIES

- Step 1:** Break the class into groups of 5 (number can be adjusted according to class size).
- Step 2:** For each group, choose one student to act as the Dealer. Give the Dealer in each group one complete set of Career Heroes cards.
- Step 3:** Ask the Dealer to shuffle the cards, then deal out three cards to each student in their group, including him/herself.
- Step 4:** Instruct the Dealer to set the remaining cards aside.
- Step 5:** Give the students a few minutes to read each of their cards carefully.
- Step 6:** Play Career Heroes Bingo (instructions on the following page).

## ACTIVITY 1: CAREER HEROES BINGO

This activity will get your students acquainted with the Career Heroes Trading Cards, and with the occupations they represent, in a fun way that offers rewards for participating. The following pages contain 3 sets of clues. Each set includes 32 clues, each corresponding to one of the 32 Career Heroes Cards. These clues are presented in random order, so you can read straight down the list, or you can choose clues randomly. (*Tip: Photocopy the clues pages and check off each clue as you read it to prevent repetition.*)

- Step 1:** Read the first clue aloud, and ask the students to look at their cards to see if the clue matches one of the cards in their hand.
- Step 2:** Students who find matching cards should lay them on the table in front of them.
- Step 3:** Continue reading clues, one by one, until one of the groups has five cards laid on the table. The first group to lay down five cards should yell BINGO.  
  
(Note: it is okay if more than one group wins, since the reward will work for multiple groups)
- Step 4:** Ask the students to name the five Career Hero cards on the table, and check to make sure they match the clues you read. If they don't, keep playing; if they do, award the prize.
- Step 5:** The prize for winning is the chance for each student in that group to exchange his/her cards for different ones. They can select one or more cards to keep, or to exchange for randomly dealt cards from the remainder of the deck. The group's dealer should conduct the exchange.
- Step 6:** When the exchange is over, have the dealer shuffle the exchanged cards back into the deck. Each student should still have 3 cards.
- Step 7:** Play again, using the second set of clues. Then play again, using the third. Play as many times as desired before moving on to the next activity. The more times you play, the more familiar the students will become with the information on the cards, and the more chances they'll have to find and keep Career Heroes in the occupations that interest them.

## Career Heroes Bingo - Clues Set #1

- |   |                               |
|---|-------------------------------|
| <input type="checkbox"/> I am the Career Hero in the Government Cluster who has four or more years of college education.  | Judge                         |
| <input type="checkbox"/> I am the Career Hero who is a "Helper" who operates an emergency vehicle.  | Emergency Medical Technician  |
| <input type="checkbox"/> I have knowledge of Food Production and I know how to use a glucose monitor.   | Dietician/Nutritionist        |
| <input type="checkbox"/> My job is in the Agriculture, Food, and Natural Resources Career Cluster, and firearms are a tool I have mastered.                                   | Fish and Game Warden          |
| <input type="checkbox"/> I design electrical equipment that people use every day.   | Electrical Engineer           |
| <input type="checkbox"/> I have a "Realistic" career in the Manufacturing Cluster.  | Welder                        |
| <input type="checkbox"/> In my "Enterprising" career, I determine prices and plan sales and discounts.  | Sales Manager                 |
| <input type="checkbox"/> I work in the Finance Cluster and have knowledge of Law and Government.  | Accountant                    |
| <input type="checkbox"/> I have a "Social" career which requires 1 month of training or less.   | Home Health Aide              |
| <input type="checkbox"/> I work in the Marketing, Sales, and Service Cluster. More than 800 other people in Montana have the same job as me.                                  | Telemarketer                  |
| <input type="checkbox"/> I use tools with names like "power grinder" and "drill press."   | Industrial Machinery Mechanic |
| <input type="checkbox"/> Geography is one of the most important types of knowledge in my "Enterprising" career.   | Travel Agent                  |
| <input type="checkbox"/> One or two years of training prepared me for my job, which requires me to have knowledge of both Customer Service and basic principles of Chemistry. | Hairdresser/<br>Cosmetologist |
| <input type="checkbox"/> When I'm not calculating areas and estimating the cost of materials, I'm using glue guns, power saws, and utility knives.                            | Carpet Installer              |
| <input type="checkbox"/> I work in the Architecture and Construction Cluster and am skilled at Active Learning and Critical Thinking.   | Surveying Technician          |
| <input type="checkbox"/> I make nearly twenty dollars an hour and know how to operate a light meter.  | Camera Operator               |

<input type="checkbox"/>	In my job, I use computer software, first aid equipment, and weights.	Fitness Instructor
<input type="checkbox"/>	Four years of college taught me the Math, English, Economics, and Marketing skills that I use to decide whether or not to give someone a loan.	Loan Officer
<input type="checkbox"/>	I work in the Information Technology Cluster and earn more than \$20 an hour.	Computer Programmer
<input type="checkbox"/>	My "Enterprising" career brings me home over thirty dollars an hour.	Chief Executives
<input type="checkbox"/>	Six years of college gave me the knowledge of Communications and Media, Computers and Electronics, and Administration and Management that I use every day in my job.	Librarian
<input type="checkbox"/>	In Montana, over 800 other people do the same job I do. It's a good thing we have so many "Artistic" people and so many products to make look good.	Graphic Designer
<input type="checkbox"/>	For my job in the Education and Training Cluster, I need to have knowledge of Psychology, Law and Government, Personnel and Human Resources.	School Principal
<input type="checkbox"/>	It took me over a month to earn my commercial driver's license, but it was worth the wait to be making over \$10 an hour.	Trash Collector
<input type="checkbox"/>	When people think of my job, they usually don't think of all the skills I use every day: Time Management, Negotiating, Instructing, Equipment Maintenance and Selection, Management of Financial Resources, and more. Did I also mention I can cook?	Chef
<input type="checkbox"/>	I enjoy nothing more than sitting down to my Computer-Aided Design software and designing a bridge, but I get really nervous when I have to present reports to the public.	Civil Engineer
<input type="checkbox"/>	My "Investigative" career allows me to exercise my mental powers of Mathematics, Communications and Media, Sales and Marketing, and Customer and Personal Service.	Market Research Analyst
<input type="checkbox"/>	My job pays \$25 an hour. Not bad for only requiring a 2-year Associate's Degree. However, I earned a 4-year Bachelor's degree so I would have more job options.	Registered Nurse
<input type="checkbox"/>	It may look like I play video games for a living, but I'm actually controlling a sophisticated piece of equipment to extract ore.	Mining Machine Operator
<input type="checkbox"/>	In my profession, I need to know a lot about history and even pre-history. But that doesn't mean I don't also need to be up on the latest scientific techniques and computer technology.	Archeologist
<input type="checkbox"/>	My job in the Law, Public Safety, and Security Cluster earns me nearly \$20 per hour.	Police Patrol Officer
<input type="checkbox"/>	In my job, not only do I need to have extensive knowledge of Mechanics, Computers, and Electronics, but I also need to know how to deal with people so I can give my customers the best personal service.	Automotive Mechanic

## Career Heroes Bingo - Clues Set #2

<input type="checkbox"/>	I work in the Hospitality and Tourism Cluster and have mastered the use of tools like knives and slicing machines.	Chef
<input type="checkbox"/>	My career isn't easy to break into. You need six years of college and skills like Reading Comprehension, Time Management, Coordination, Active Learning, Speaking, Decision Making, and Negotiation.	Market Research Analyst
<input type="checkbox"/>	Sometimes I work in a studio; other times I work on location. That's when I have to set up quickly to capture the action as it happens.	Camera Operator
<input type="checkbox"/>	I like to be "Social." That's why I picked a career that allows me to help people using skills like Instructing, Speaking, and Service Orientation, and my knowledge, such as Customer and Personal Service, and Psychology.	Fitness Instructor
<input type="checkbox"/>	People in my profession definitely need to be skilled at Active Listening, Critical Thinking, and Decision Making. It could mean life or death on a 911 emergency call.	Emergency Medical Technician
<input type="checkbox"/>	Lots of people have the same job as me--well over 2,000 people in Montana! That's because it pays \$17 an hour, and I only had to spend 2 years at a technical school.	Automotive Mechanic
<input type="checkbox"/>	When people ask why it took me 4 years in college to prepare for my career, I tell them that I need to know about Medicine, Psychology, Mathematics, Therapy and Counseling, Food Productions, Sociology, Education, Customer Service, and more.	Dietician/ Nutritionist
<input type="checkbox"/>	I had to spend 4 years in college to qualify for my career in the Transportation, Distribution and Logistics Cluster.	Civil Engineer
<input type="checkbox"/>	I work in the Information Technology Cluster. That means I use technology like computer databases and microfilm readers to help people find the information they need.	Librarian
<input type="checkbox"/>	In my job, I have to know much more than how to light a torch. My job requires knowledge of Mechanics and Design, as well as skills like Mathematics, Equipment Selection, Time Management, Maintenance, and Reading Comprehension.	Welder
<input type="checkbox"/>	The tools I use are mostly computer-related, but my skills have more to do with people. Skills that I use every day include Speaking, Active Listening, Social Perceptiveness, Persuasion, Service Orientation, and Management of Personnel Resources.	Sales Manager
<input type="checkbox"/>	The tools I use have complex-sounding names like servers, mainframe operating systems, and decompiler software. It's a good thing I had 4 years of college to prepare for my job.	Computer Programmer
<input type="checkbox"/>	To qualify for my job, not only do you need a 4-year college degree, but you need a lot of work experience. I worked for many years in related jobs within the company before I was chosen for the highest level of management.	Chief Executive
<input type="checkbox"/>	Wow, more than 3,500 workers in Montana have the same job as I do. At more than \$25 an hour, who can blame them? (Can you tell that I'm a "Numbers Guy?")	Accountant
<input type="checkbox"/>	I use tools like therapeutic ice packs, glucose monitors, and transcutaneous electric nerve stimulation units.	Home Health Aide

<input type="checkbox"/>	The tools I use are all pretty common: telephones, computers, and database software. That's why it only takes a month or less to train for my job.	Telemarketer
<input type="checkbox"/>	Lots of people know how to fix things, but I'm a leader in my "Investigative" career because I keep such organized and thorough records of repairs and maintenance I have performed.	Industrial Machinery Mechanic
<input type="checkbox"/>	People think that my profession only requires a knowledge of Fine Arts. They don't realize that I also use my knowledge of Communications and Media, Computers and Electronics, English, Sales and Marketing, and Customer Service every day.	Graphic Designer
<input type="checkbox"/>	I like to work with my hands, so I chose a "Realistic" career. But I've still got to exercise my mental powers like Customer & Personal Service, Mathematics, Public Safety, & Mechanics.	Carpet Installer
<input type="checkbox"/>	When wildlife cause damage to crops or property, they call me to investigate.	Fish and Game Warden
<input type="checkbox"/>	I make more than \$35 an hour and must earn a professional license to work in Montana.	Electrical Engineer
<input type="checkbox"/>	My "Enterprising" occupation is in the Finance Cluster, which means I need an extensive knowledge of Economics and Accounting, Mathematics, and Sales and Marketing.	Loan Officer
<input type="checkbox"/>	I have mastered tools like alarm systems, computers, and multi-line telephone systems.	School Principal
<input type="checkbox"/>	My occupation is known as a "Social" career, because I like to help people and put my knowledge of Medicine, Personal Service, Therapy, and Biology to good use.	Registered Nurse
<input type="checkbox"/>	When people think of the Government Career Cluster, they think of people like politicians and judges. They forget about hands-on people like me, who like to use powerful tools like hoisting devices and compressing machines.	Trash Collector
<input type="checkbox"/>	One of my most important skills is coordination. Without it, my clients might find themselves in Fiji when their hotel room is booked in Finland.	Travel Agent
<input type="checkbox"/>	The skills I use in my job include Speaking, Complex Problem Solving, Critical Thinking, Reading Comprehension, Writing, Active Listening, Social Perceptiveness, Time Management, and of course, Judgement and Decision Making.	Judge
<input type="checkbox"/>	My job deals with the "natural resources" part of the Agriculture, Food, and Natural Resources Cluster, since you can't grow or eat what I help produce.	Mining Machine Operator
<input type="checkbox"/>	There are fewer than 100 Montanans who share my occupation.	Archaeologist
<input type="checkbox"/>	My "Conventional" career requires me to make exact measurements and use my knowledge of mathematics to perform advanced calculations that make my measurements even more accurate.	Surveying Technician
<input type="checkbox"/>	I have mastered such tools as scissors, clippers, curlers, and makeup applicators.	Hairdresser/ Cosmetologist
<input type="checkbox"/>	Without my skills of Social Perceptiveness and Critical Thinking, I wouldn't be able to spot suspicious persons and situations, and unusual activity.	Police Patrol Officer

## Career Heroes Bingo - Clues Set #3

<input type="checkbox"/>	My occupation is in the Education and Training Cluster, but I don't teach in a classroom. I prefer the hands-on approach to help people stay fit and healthy.	Fitness Instructor
<input type="checkbox"/>	Lots of jobs require you to know about customer service, but I need to know customers inside and out. My job is to study their buying habits, needs, and preferences so that I can create successful marketing campaigns.	Market Research Analyst
<input type="checkbox"/>	Over 1,000 people in Montana share my occupation, which lets me use both hardware (like blow torches) and software (like Computer-Aided Design programs).	Welder
<input type="checkbox"/>	My skills include Programming, Complex Problem Solving, Operations Analysis, and Technology Design.	Computer Programmer
<input type="checkbox"/>	My clients really appreciate when I help them bathe, clean their house, or prepare a meal. But it means just as much to them when I do something as simple as reading to them.	Home Health Aide
<input type="checkbox"/>	Some people think it takes no skill to do what I do. See if my list of skills changes your mind: Equipment Maintenance, Operation and Control, Social Perceptiveness, Critical Thinking, Coordination, Reading Comprehension, and more.	Trash Collector
<input type="checkbox"/>	In 4 years of college, I picked up many skills, including Mathematics, Monitoring, Systems Analysis, Systems Evaluation, and Coordination.	Accountant
<input type="checkbox"/>	Only 170 other people in Montana share my occupation in the Government Career Cluster - so if you want to follow in my footsteps, be prepared to face some competition.	Judge
<input type="checkbox"/>	I've gained a lot of knowledge on my job, including Mechanics, Mathematics, Engineering and Technology, Design, Production and Processing, and Building and Construction. I'm amazed my training only took 2 years.	Industrial Machinery Mechanic
<input type="checkbox"/>	People think that I don't have to know much, since my training only takes from 1 month to a year. But the knowledge I use every day includes Mechanics, Production and Processing, Law and Government, Public Safety and Security, Transportation, and Geography.	Mining Machine Operator
<input type="checkbox"/>	I use special diagnostic equipment to find problems so I can use tools like hammers, specialty wrenches, and gear pullers to fix them. I'm also pretty handy with a computer.	Automotive Mechanic
<input type="checkbox"/>	I work in the Hospitality and Tourism Cluster and spend a lot of time using the telephone.	Travel Agent
<input type="checkbox"/>	I trained for my job for two years at a technical school, where they taught me to use tools like airway suction units, oxygen masks, and splints.	Emergency Medical Technician
<input type="checkbox"/>	My "Investigative" career requires knowledge of History, Sociology, Anthropology, Geography, and Clerical Techniques. That last one helps me keep track of all my finds.	Archaeologist
<input type="checkbox"/>	One reason I needed a 4-year college degree to qualify for my job is that I have to know so much about such diverse subjects as Law, Public Safety, Biology, and Geography.	Fish and Game Warden
<input type="checkbox"/>	To succeed in the Business, Management, and Administration Cluster, I needed a broad knowledge base that includes things like Economics and Accounting, Law and Government, Sales and Marketing, Public Safety and Security, and Mathematics.	Chief Executive

<input type="checkbox"/>	There aren't that many people in my occupation in Montana (only about 350), but we all know our way around a laboratory evaporator and a spectrometer.	Electrical Engineer
<input type="checkbox"/>	My skills include Active Listening, Time Management, Persuasion, Social Perceptiveness, Complex Problem Solving, and Active Learning. It sounds demanding, but at \$25 per hour, it's no wonder that more than 1,200 other Montanans have chosen the same profession.	Loan Officer
<input type="checkbox"/>	Although my occupation is "Artistic," I still have know know about technical things like computers, electronics, and telecommunications.	Camera Operator
<input type="checkbox"/>	Two years of technical school taught me the correct way to use tools like Distance Meters, Laser Measuring Systems, Levels, Sonars, Computers, and Scanners.	Surveying Technician
<input type="checkbox"/>	I guess a lot of Montanans like to help people, because there are more than 7,000 workers in the state who share my occupation.	Registered Nurse
<input type="checkbox"/>	There are about 700 other people in Montana that share my "Conventional" occupation.	Librarian
<input type="checkbox"/>	One of my friends wanted to know why I can charge almost twenty dollars an hour for my services. I told her that to do my job, I had to earn a 4 year college degree and master tools like computers, graphics tablets, illustration and photo imaging software, web page creations software and more.	Graphic Designer
<input type="checkbox"/>	Less than 200 people in Montana share my job title, which means there's a lot of competition for jobs in this part of the Health Science Cluster.	Dietician/ Nutritionist
<input type="checkbox"/>	More than 300 other Montanans share my occupation, which requires knowledge of Production and Processing, Administration and Management, Customer and Personal Service, and Education and Training, among others.	Chef
<input type="checkbox"/>	Although I use skills like Management of Personnel Resources and Critical Thinking when I'm preparing budgets and directing school maintenance activities, my favorite part of my job is talking to parents and counselling students.	School Principal
<input type="checkbox"/>	People think of my career in the Human Services Cluster as physical work, but many of the skills I use involve the mind, such as Social Perceptiveness, Time Management, Reading Comprehension, Learning Strategies, and Critical Thinking.	Hairdresser/ Cosmetologist
<input type="checkbox"/>	I work in the Business, Management, and Administration Cluster, and about 550 other Montanans have the same occupation I do.	Sales Manager
<input type="checkbox"/>	The tools of my trade aren't just handguns and two-way radios. I also use computers, photo imaging software, internet browsers, and biological evidence collection kits.	Police Patrol Officer
<input type="checkbox"/>	My occupation in the Architecture and Construction cluster took more than a year of on-the-job training, but it was worth it. Now I make \$17 dollars an hour.	Carpet Installer
<input type="checkbox"/>	Like more than 800 other Montanans in my "Enterprising" occupation, I must use my skills of Persuasion, Social Perceptiveness, and Negotiation to convince potential customers to buy a product or make a charitable donation.	Telemarketer
<input type="checkbox"/>	I am one of almost 1,000 other Montanans who work in my occupation. Did you ever think so many people would use their knowledge of Physics every day?	Civil Engineer

# ACTIVITY 2: THE WAGE GAME

- Step 1:** Select one student in each group to be the “Recorder.”
- Step 2:** Ask each student to choose one of their 3 cards, and set the remaining two aside.
- Step 3:** Instruct the students to read aloud to their groups the Occupation Title and “Feats Performed” section from the front of the cards. Instruct them not to reveal the wage points. When they are done reading each card, instruct them to place it face down on the table, so that the occupation statistics (such as “Super Powers”) are displayed.
- Step 4:** Ask each group to use the information on the backs of the cards to help them guess which of the selected Career Heroes earns the highest wages. Instruct the Recorder to list them in order of highest to lowest wages.
- Step 5:** Ask the class, as a whole, how they decided which jobs paid the most? What factors did they base their decisions on?
- Step 6:** After you have heard from each group, have all the students turn over their cards to reveal the “Wage Points.” Have the Recorder write a second list beside the first, ordering the Career Heroes by their actual Wage Points from highest to lowest. How did they compare?
- Step 7:** Pose the question, why do some jobs pay more than others? After hearing some ideas from students, instruct them to arrange the selected cards on the table in order of Wage Points from highest to lowest, then to flip the cards again so the back side is showing. Ask them if they notice any patterns that emerge in the information. There shouldn’t be a correlation between wage and skills, knowledge, or tools mastered. Some groups might find a correlation between wage and Number of Heroes in this Career, but generally they won’t. However, there should be a noticeable correlation between wage and length of training. If none of the students pick up on this, you may have to point it out.
- Note: depending on the cards chosen by the group, this correlation might be weak or not show up at all, but taking into account wage data from all occupations, there is a definite correlation.*
- Step 8:** Explain to the students that some occupations (like doctors or lawyers) require very specialized training that takes a long time to complete, while other jobs use more general skills and knowledge that take only a short time to acquire. If jobs that took only a month to learn paid as much as jobs that require 8 years of college, why would anyone want to spend all that time training? Introduce the concept of training as an investment that pays off in the form of higher wages. Also introduce the concept of supply and demand: a lot more people have general skills and knowledge. Because a lot more people are qualified for those kinds of jobs, workers are easily replaced and can’t demand to be paid as much. Far fewer people are willing to spend that much time training, so they can ask for higher wages simply because there aren’t as many people qualified to replace them.

# ACTIVITY 3: SKILLS MATCH

At this point, your students will have been exposed to the idea of skills as a Career Hero's "Super Powers." They have had the chance to see that different skills are needed for different occupations, but they may not yet understand what all the terms mean. The Name that Skill game will help them learn the definition each of the skills listed on the Career Heroes Trading Cards.

**Step 1:** Ask the students to return all 3 cards to their hands.

**Step 2:** Read aloud one of the skills definitions in the right-hand column of the Skills Table on the following page. Tip: The skills in the Skills Table have been presented in alphabetical order to make it useful as a reference sheet. However, for the game, you may want to read the definitions in a random order.

**Step 3:** Ask the students to review the "Super Powers" sections on the backs of their cards. Do any of these skills match the definition? If so, ask the students to guess which skill matches the definition, and to lay all Career Hero cards that list that skill on the table.

**Step 4:** Reveal the skill that matches the definition. Ask the students to count the number of cards on the table that list the correct skill, and have the recorder write down the total score for their group.

**Step 5:** Repeat this process until 10 definitions have been read. Have the groups add their 10 scores together to come up with a total. The group with the highest total score wins (in case of a tie, two winning groups is acceptable).

**Step 6:** Instruct the winning team(s) to have their dealer deal out 1 additional card to each team member.

**Step 7:** Repeat steps 2-6. It is up to you whether to repeat the process until all the definitions have been read, or to set a limit on the number of rounds.

# SKILLS TABLE

1.	Active Learning	Understanding new information and using it to help make decisions.
2.	Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
3.	Complex Problem Solving	Identifying problems and using the available information to come up with solutions.
4.	Coordinating	Adjusting your actions in relation to the actions of others.
5.	Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of ideas.
6.	Equipment Maintenance	Keeping equipment working correctly.
7.	Equipment Selection	Picking the best tools to do the job.
8.	Installation	Installing equipment, machines, wiring, or programs correctly.
9.	Instructing	Teaching others how to do something.
10.	Judgment and Decision Making	Weighing all the advantages and drawbacks in a given situation, and choosing the best option.
11.	Learning Strategies	Picking the best ways to teach or learn a new subject.
12.	Management of Financial Resources	Deciding how money will be spent to get the work done.
13.	Management of Material Resources	Deciding how equipment, facilities, and materials will be used to get the work done.
14.	Management of Personnel Resources	Deciding how best to assign work to employees, identifying the best people for the job, and keeping workers motivated.
15.	Mathematics	Using numbers and calculations to solve problems.
16.	Monitoring	Keeping track of your work performance, and the performances of other people and organizations, to make improvements or correct mistakes.
17.	Negotiation	Bringing others together and trying to reconcile differences.
18.	Operation and Control	Controlling operations of equipment or systems.
19.	Operation Monitoring	Watching gauges, dials, or other indicators to make sure a machine is working properly.
20.	Operations Analysis	Analyzing needs and product requirements to create a design.
21.	Persuasion	Convincing others to change their minds or behavior.

# **SKILLS TABLE** *(continued)*

22. Programming	Writing computer programs for various purposes.
23. Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
24. Repairing	Repairing machines or systems using the needed tools.
25. Science	Using scientific rules and methods to solve problems.
26. Service Orientation	Actively looking for ways to help people.
27. Social Perceptiveness	Being aware of others' reactions and understanding why they react as they do.
28. Speaking	Talking to others to convey information effectively.
29. Systems Analysis	Determining how a system should work and how changes in conditions will affect outcomes.
30. Systems Evaluation	Keeping track of system performance and the actions needed to improve or correct performance.
31. Technology Design	Creating or adapting equipment and technology to serve the needs of the user.
32. Time Management	Managing one's own time and the time of others.
33. Troubleshooting	Determining causes of errors and deciding what to do about it.
34. Writing	Selecting the best words to clearly communicate with your audience using text.

# ACTIVITY 4: CAREER CLUSTERS MATCH

**Step 1:** Make enough copies of the Career Clusters Match Worksheet for each student, or for each group.

**Step 2:** Explain the concept of Career Clusters to the class. (See below)

## ***What are Career Clusters?***

Career Clusters are groups of occupations that go together because they share a common set of skills and knowledge. For instance, architects, carpenters, electricians, plumbers, and roofers all need to know how buildings are put together, so they have all been grouped in the Architecture and Construction Cluster. Organizing careers into clusters helps educators design programs of study for a whole group of related occupations and career specialties. Career Clusters also make it easier for students to learn which kinds of jobs match their skills and interests.

**Step 3:** Hand out a Clusters Match worksheets. Students can complete the worksheets individually, or as a group. Instruct the students to write the number of the correct Career Cluster in the blank next to each clue.

**Step 4:** When the worksheets have been completed, read the answers aloud to the students. Read the first definition, then reveal the correct cluster. Now ask which students have Career Heroes that belong in that cluster. Have them say the name of the occupation aloud to them class. Now explain that most occupations can belong to more than one cluster. Ask them which other Career Heroes could belong to that cluster (the matrix on page 34 shows which occupations correspond to each cluster. Keep in mind that the matrix is only a rough guide, and many occupations can fit into several other clusters). As each student suggests a possible Career Hero, ask why they think they belong in that cluster. Repeat the process until all of the answers have been revealed.

# CAREER CLUSTERS MATCH



Careers related to helping individuals and families, and providing for human needs. \_\_\_\_\_

Careers in producing, processing, marketing, and distributing agricultural products, including food, wood products, mineral resources, and other plant and animal products. \_\_\_\_\_

Careers related to scientific research and related services, such as laboratory and testing services, and research and development services. \_\_\_\_\_

**Careers in the legal system, public safety, protective services, and homeland security.**

\_\_\_\_\_

**Careers in designing, planning, managing, building, and maintaining the built environment.**

\_\_\_\_\_

**Careers related to teaching, schools, and training programs.**

\_\_\_\_\_

**Careers related to restaurants and other food services, hotels and lodging, attractions, recreation events, and travel-related services.**

\_\_\_\_\_

**Careers related to governmental functions, including national security, tax collection, regulation, and management at the local, state, and federal levels.**

\_\_\_\_\_

**Careers in designing, developing, providing support, and managing computers, software, networks, and multimedia.**

\_\_\_\_\_

**Careers involved in the movement of people, materials, and goods by road, pipeline, air, rail and water, and related services.**

\_\_\_\_\_

**Careers involved in processing materials into products.**

\_\_\_\_\_

**Careers in planning, organizing, directing and evaluating business operations.**

\_\_\_\_\_

**Careers related to medicine, such as health care, public health information, and biotechnology research and development.**

\_\_\_\_\_

**Careers involved in targeting and informing potential customers of products and services they would find useful, increasing sales, and building brands.**

\_\_\_\_\_

**Careers in performing, producing, exhibiting, writing, and publishing multimedia content, including visual and performing arts, design, journalism, and entertainment.**

\_\_\_\_\_

**Careers related to money management, investment planning, banking, insurance, and business financial management.**

\_\_\_\_\_

# **CAREER CLUSTERS MATCH**

## **ANSWER KEY**

Careers related to helping individuals and families, and providing for human needs.	<b>10</b>
Careers in producing, processing, marketing, and distributing agricultural products, including food, wood products, mineral resources, and other plant and animal products.	<b>1</b>
Careers related to scientific research and related services, such as laboratory and testing services, and research and development services.	<b>15</b>
Careers in the legal system, public safety, protective services, and homeland security.	<b>12</b>
Careers in designing, planning, managing, building, and maintaining the built environment.	<b>2</b>
Careers related to teaching, schools, and training programs.	<b>5</b>
Careers related to restaurants and other food services, hotels and lodging, attractions, recreation events, and travel-related services.	<b>9</b>
Careers related to governmental functions, including national security, tax collection, regulation, and management at the local, state, and federal levels.	<b>7</b>
Careers in designing, developing, providing support, and managing computers, software, networks, and multimedia.	<b>11</b>
Careers involved in the movement of people, materials, and goods by road, pipeline, air, rail and water, and related services.	<b>16</b>
Careers involved in processing materials into products.	<b>13</b>
Careers in planning, organizing, directing and evaluating business operations.	<b>4</b>
Careers related to medicine, such as health care, public health information, and biotechnology research and development.	<b>8</b>
Careers involved in targeting and informing potential customers of products and services they would find useful, increasing sales, and building brands.	<b>14</b>
Careers in performing, producing, exhibiting, writing, and publishing multimedia content, including visual and performing arts, design, journalism, and entertainment.	<b>3</b>
Careers related to money management, investment planning, banking, insurance, and business financial management.	<b>6</b>

# ***ACTIVITY 5: OCCUPATION OF CHOICE***

By now, the students should begin developing a sense of which careers are most interesting to them. This activity exposes them to additional occupations, and allows them to choose their favorites.

**Step 1:** Instruct the Dealer to deal out the remaining cards until everyone in the group has an equal number of cards (for groups of 5, this will be 6 cards per student, with 2 left over).

**Step 2:** Give the students a few moments to look over their new cards. Instruct them to read the "Feats Performed" summary on the front of each card to get a sense of what the job is all about.

**Step 3:** Ask students to choose one card that depicts the job they would most like to have when they grow up.

**Optional:** Allow students to trade cards in order to get the occupation that best suits their interests. Skip this option if you feel it would create too much disorder in your classroom.

**Step 4:** After each student has chosen a favorite card, have them fill out the "Occupation of Choice" Worksheet.

**Step 5:** Ask each student to read their answers aloud to their group.

# OCCUPATION OF CHOICE

1) Occupation: \_\_\_\_\_

2) What do you like about this occupation? \_\_\_\_\_

---

---

---

3) Where would you work? (office, shop, home, outdoors, etc.) \_\_\_\_\_

---

4) How much would you get paid? Hourly \_\_\_\_\_ Monthly \_\_\_\_\_ Annually \_\_\_\_\_

(Note: Monthly = Hourly x 160, Annually = Monthly x 12)

5) Read the “Mental Powers” section on the back of your selected Career Heroes card. Which school subjects are helping you gain the knowledge you’ll need? In the blanks below, list the knowledge from the card beside the school subject that will help you master it.

Math: \_\_\_\_\_

Science: \_\_\_\_\_

English: \_\_\_\_\_

Social Studies: \_\_\_\_\_

Physical Education: \_\_\_\_\_

Art: \_\_\_\_\_

Other: \_\_\_\_\_

6) How would you prepare to get a job in this occupation? (school, practice, volunteer work, etc.) *Hint: Check the “Training” Section on the back of the card.*

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# ACTIVITY 6: CAREER HEROES COMMUNITY

This Activity may require some inventiveness on the part of the teacher, since each school will have access to different resources. The activity involves making a large format map and having students populate it with Career Heroes.

- Step 1:** Decide what materials you will use in this activity. A large piece of poster-board, a section of large-format roll paper, or even several sheets of notebook paper taped together will be needed for each group. Additional art supplies, such as construction paper, paint, or markers may be used.
- Step 2:** Ask the students to create a place for each of their Career Heroes to work. Either provide construction paper to use or have them draw or paint the workplaces of regular paper and cut them out. Most of the workplaces will be buildings, but some cards may require another environment, such as a mine or a forest. Tip: You'll want to specify some sort of size limit for the workplaces, because they will have to fit on the maps they will make.
- Step 3:** Instruct each group to create a map of a city where their Career Heroes will work. Ask them to begin by creating a grid of streets, leaving room to place buildings they have made. Once they have a basic layout, have them affix their buildings to the map. Remind students that a well-designed city will have similar businesses grouped together to be more efficient and cut down on traffic. Ask them to design their own cities as efficiently as possible, and to include neighborhoods where their Career Heroes can live.
- Step 4:** Pose the question: Who's missing from the city? What other occupations are needed to keep a community working properly. Allow students to brainstorm and call out answers as they think of them. If they are having trouble, use the following prompts to get them thinking:

***What other jobs do people do in the same buildings as your Career Heroes?***

*(example: doctors would work in the same building as the registered nurse)*

***What do the Career Heroes do for fun, and what occupations are necessary to allow them to do those things (athletes, musicians, actors, cashiers, etc.)?***

***What do the Career Heroes eat? They will need to buy groceries, so the city will need clerks, store managers, truck drivers to haul the food, and farmers to grow it.***

***How do the Career Heroes get important information? The city will need reporters, printers, website designers, disc jockeys, news anchors, etc.***

***What needs do Career Heroes have at their houses? Who do they call if a pipe breaks? If a fire starts? If they want to remodel their kitchen? etc.***

***How do Career Heroes get around the city? What jobs deal with transportation? (Bus drivers, bicycle repairers, auto dealers, etc.)***

- Step 5:** Have each student create a new Career Hero trading card. Photocopy the blank card template on the next page for students to use. For an extra challenge, students can research their occupations and fill in the missing information. Ask students to cut their cards out, and place them on the map where their new Career Hero will work.

A form with a grey marbled background. At the top left is a white circle connected to a horizontal bar with rounded ends. Below this is a large white rectangular area. At the bottom left of this area is the text "Feats Performed:". To the right of this area is a field for "Wage Points: \$ /hour".

# ***CAREER HEROES***

**Super Powers (Skills):**

**Mental Powers (Knowledge):**

**Tools Mastered:**

**Training:**

**Number of Heroes in this Career (Montana):**

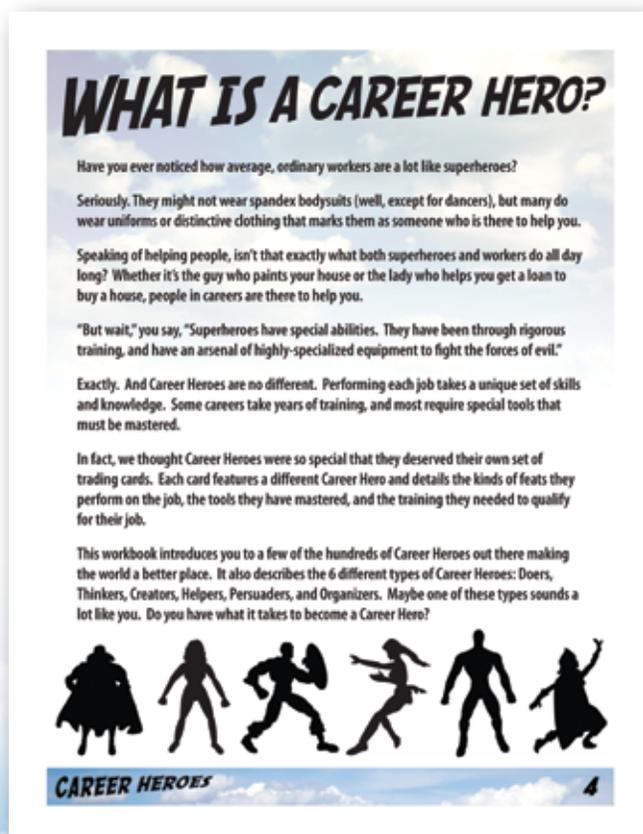
**Cluster**

The form has a grey marbled background. The title "CAREER HEROES" is in a bold, italicized font. Below the title are five sections, each with a label and a large empty box for notes. A large empty box is on the right side of the form. At the bottom right is a "Cluster" field. There are starburst graphics on the left and right sides of the form.

# SECTION TWO: CAREER HEROES WORKBOOK

The Career Heroes Workbook is designed to give students their first look at career planning. While most students will be aware that workers in different occupations do different kinds of work, they may not yet understand that people can choose the kind of work that best suits their personalities, and that they can use career information to help them decide which types of jobs are the best fit for them.

Try leading into the workbook by asking students to tell the class what their parents do for a living. Once everyone has had the chance to share, pose the question: How did your father or mother decide to become a (job title)? Chances are, most students will have no idea what led to their parents' career decisions, and it may not have occurred to some that it was a choice at all. You might share with them the story of how you came to be a teacher. Tell them about other careers you might have considered, and why you decided against them. You might also ask them what jobs they would like to pursue, and why they think they would be good at that job. However you bring up the topic, you will want to pose the question: How do people decide which job they want? The answer: they think about their own interests and talents, they get information on jobs that seem appealing, they find out how to prepare for the job they want, and they make a career plan. The workbook will reinforce these ideas.



## **Workbook Introductory Page**

Either read this introduction to your students, or ask them to read it quietly to themselves.

Explain to students that the six types of Career Heroes actually describe work personality types, which can be used to help you decide what type of jobs to pursue.

# OCCUPATIONS PAGES

The workbook's first half is meant to expose students to a variety of occupations they may not be familiar with (such as Surveying Technicians, Loan Officers, and Training and Development Specialists), and to clarify the tasks performed by workers with familiar job titles (such as Carpet Installers, Travel Agents, and Fitness Trainers). A typical occupations page from the workbook will look similar to this:

**Anatomy of an Occupations Page:**

- Holland personality type section header:** REALISTIC CAREERS for "Doers"
- Description of personality type and list of Career Heroes included in the section:** People in "Realistic" careers like to work with things more than with people. They are usually good at doing things with their hands or playing sports. Most of the time, they like to be outdoors and work with tools and machines. Realistic Career Heroes Include: Carpet Installers, Desktop Publishers, Etchers and Engravers, Electrical Engineers, Roofers, Veterinarians.
- Occupation Title:** CARPET INSTALLERS
- Job Description:** Carpet installers cut and lay carpet. They measure, clean, and check the floor, put down tack or tape, and lay the pad. Then they cut, lay, and stretch the carpet.
- Career Heroes Card (Not identical to trading Card):** A card for a Carpet Installer showing a person with a roll of carpet, listing Special Abilities, Feats Performed, Tools Mastered, Training, Annual Openings, and Employment.
- Career Information:** Career Hero Challenge: In the space below, draw the shape that a piece of carpeting would need to be to fit your bedroom.

## Occupations Pages:

Introduce each of the six occupations sections (corresponding to the six work personality types) by reading aloud the description of the Holland Personality Type in the yellow box, as well as the listed occupations. Ask your students what other jobs might be included under that Career Hero Type.

Review the first card aloud with the class, starting with the Occupation Title and Job Description. Point out the Career Information listed on the card, including the "Wage Points" and the "Special Abilities" box. Explain that one way people choose their career is by researching at this type of information. Items in the "Special Abilities" box are explained below.

"Feats Performed" are the work activities. This information provides a clear idea of the day-to-day tasks involved in a job.

"Tools Mastered" describes the equipment the workers must learn to use.

"Training" lists the minimum education level need to qualify for the job.

"Annual Openings" shows how many jobs are expected to be available. Fewer openings means more competition for jobs.

"Employment" shows how many people in Montana hold that particular job.

# ANSWER KEY: OCCUPATIONS PAGES

## REALISTIC CAREERS for "Doers"

### ELECTRICAL ENGINEERS

Electrical engineers plan, test, and help build many kinds of electrical and electronic equipment. They design all kinds of machines that use electricity, such as appliances, TVs, computers, robots, and much more.

#### CAREER HERO CHALLENGE

List three electrical or electronic items in your home that an engineer probably designed.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Electrical Engineer**  
Wage Points: \$ 34/hour

**Special Abilities:**  
**Feats Performed:** Interacting with computers, getting information, organizing, planning, and prioritizing work; making decisions and solving problems; analyzing data  
**Tools Mastered:** Laboratory equipment, spectrometers, signal generators, semiconductor systems  
**Training:** Bachelor's Degree (4 years of college) or higher  
**Annual Openings (Montana):** 17  
**2006 Employment (Montana):** 349

### VETERINARIANS

Veterinarians diagnose and treat illnesses and injuries of animals. They may work with household pets or farm animals. Some do research to improve animal health.

#### CAREER HERO CHALLENGE



CAREER HEROES

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## INVESTIGATIVE CAREERS for "Thinkers"

### ARCHEOLOGISTS

Archeologists study human life and culture from the distant past. They learn about the past by digging up the artifacts left behind, including bones, pottery, and buildings. They describe and record artifacts and try to determine what they mean.

**Archeologist**  
Wage Points: \$ 24/hour

**Special Abilities:**  
**Feats Performed:** Getting information; documenting; recording information; identifying objects, actions, and events; analyzing data; processing information; interacting with computers; updating and using relevant knowledge  
**Tools Mastered:** Computers, cameras, maps  
**Training:** Bachelor's Degree (4 years of college) or higher  
**Annual Openings (Montana):** 4  
**2006 Employment (Montana):** 68

#### CAREER HERO CHALLENGE

An Egyptian tomb has been discovered. Archeologists found hieroglyphics (ancient writings) on the walls. Using the key, can you write your name in hieroglyphics?



### FORENSIC SCIENCE TECHNICIANS

Forensic science technicians help police investigate crimes. They collect, identify, and analyze evidence from crime scenes. They may specialize in areas like fingerprinting or handwriting analysis.

#### CAREER HERO CHALLENGE



CAREER HEROES

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## INVESTIGATIVE CAREERS for "Thinkers"

### COMPUTER SYSTEMS ANALYSTS

Computer systems analysts design and plan ways that computers can do work for businesses and people. They study the kinds of work to be done, then they find or make computer equipment and software that can do the job. They test the finished system to make sure it works right.

#### CAREER HERO CHALLENGE

See if you can list four things that computers can now do for people that used to be done by hand.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### SOIL AND PLANT SCIENTISTS

Soil and plant scientists research plants to see what conditions they thrive in. They may work with agricultural plants, studying what makes up the soil, and how plants grow in different soils.

#### CAREER HERO CHALLENGE

On the upper leaves of the plant below, write in three kinds of plants. On the lower leaves, write in four things that people make from plants.



CAREER HEROES

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### CHIROPRACTORS

Chiropractors treat problems in patients' bones, muscles, and nerves. They examine patients and sometimes take x-rays. If bones are not in the right place, chiropractors adjust them with their hands. Chiropractors also teach their patients about healthy eating and the importance of good posture.

#### CAREER HERO CHALLENGE

On the blank lines below each picture of bones, write the name of the body part.



## ARTISTIC CAREERS for "Creators"

### CAMERA OPERATORS

Camera operators use special cameras to film movies and television programs. They take videos for news events. Some of them also make commercials.

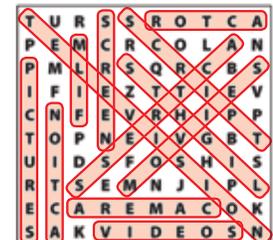
**Camera Operators**  
Wage Points: \$ 19/hour

**Special Abilities:**  
**Feats Performed:** Thinking creatively; communicating with others; getting information; identifying objects, actions, and events; working directly with the public  
**Tools Mastered:** motion picture and video cameras, camera mounts, light meters, video editing equipment  
**Training:** On-the-job training  
**Annual Openings (Montana):** 11  
**2006 Employment (Montana):** 300

#### CAREER HERO CHALLENGE

Camera operators work with many objects from people to equipment. Find some of the objects listed below in the word search puzzle.

ACTION	FILM	SCREEN
ACTOR	LIGHTS	SCRIPT
ACTRESS	MOVIES	TELEVISION
CAMERA	PICTURES	VIDEOS



### FLORAL DESIGNERS

Floral designers trim flowers to make bouquets, sprays, and wreaths. They make up dish gardens and terrariums. They arrange flowers the way their customers want, using the colors and types of flowers they ask for.

#### CAREER HERO CHALLENGE

List 3 events that floral designers might arrange flowers for:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

CAREER HEROES

12

# ANSWER KEY: OCCUPATIONS PAGES

## SOCIAL CAREERS for "Helpers"

People in "Social" careers like to help, teach, and give people advice more than they like to work with things. They like to be around other people, are interested in how people get along, and like to help other people with their problems.

**Social Career Heroes Include:**

- Child Care Workers
- School Counselors
- Fitness Trainers
- Emergency Medical Technicians
- Medical Assistants
- Training & Development Specialists

### Emergency Medical Technicians

**Special Abilities:** Wage Points: 13/2hour

**Tasks Performed:** Making decisions and solving problems; assisting and caring for others; getting information; operating vehicles and equipment

**Tools Mastered:** Airway suction units, stretchers, syringes, oxygen masks, splints, emergency vehicles

**Training:** Vocational/Technical School

**Annual Openings (Montana):** 19

**2004 Employment (Montana):** 633

### EMERGENCY MEDICAL TECHNICIANS

Emergency Medical Technicians, or EMTs, provide emergency medical care at the scene of an accident or in people's homes after someone calls 911. EMTs find out the patient's condition and decide the immediate treatment needed. They give emergency care following strict rules. When needed, they transport the patient to a hospital for further treatment.

**CAREER HERO CHALLENGE**

In the box to the right, circle the things that could prevent an accident that an EMT might respond to. Cross out the items that could cause accidents and health problems.

**CAREER HEROES** 14

## SOCIAL CAREERS for "Helpers"

### TRAINING AND DEVELOPMENT SPECIALISTS

Training and development specialists manage and carry out training and development programs for employees. They study how adults learn and help workers gain skills to make them better at their jobs.

**CAREER HERO CHALLENGE**

List 3 things you're good at that you could teach others to do.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### SCHOOL COUNSELORS

School counselors help evaluate students' abilities, interests, and talents to set goals for school, work, and life. They work with individuals and with groups of students. They also work with teachers to help classroom activities meet children's needs.

**CAREER HERO CHALLENGE**

Name three things that a school counselor should be good at doing in order to do their job well.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### MEDICAL ASSISTANTS

Medical assistants help keep the offices of doctors and other health care providers running smoothly. They may answer telephones, greet patients, update and file medical records, and fill out insurance forms. They may also schedule appointments and handle billing. Some medical assistants may ask patients about their medical histories and record vital signs like heart rate, blood pressure, and body weight. They may also prepare patients for examination and help doctors during the exam.

**CAREER HERO CHALLENGE**

Circle the tools or supplies a medical assistant might use in a doctor's office.

**CAREER HEROES** 16

## CONVENTIONAL CAREERS for "Organizers"

### SURVEYING AND MAPPING TECHNICIANS

Surveying and mapping technicians help study and map the natural features and man-made structures on the surface of the earth. They may take measurements and notes, make sketches, or use notes and sketches to make maps.

### Surveying/Mapping Technician

**Special Abilities:** Wage Points: 8/16hour

**Tasks Performed:** Getting information, using computers, analyzing data, identifying objects, making decisions and solving problems, discovering/learning information

**Tools Mastered:** Distance meters, laser measuring systems, levels, sensors, computers, scanners

**Training:** Vocational/Technical School

**Annual Openings (Montana):** 27

**2004 Employment (Montana):** 194

**CAREER HERO CHALLENGE**

Use this lens to draw a map of your school's playground.

### TELLERS

Tellers work directly with the public in banks and other financial workplaces. They cash checks, accept deposits and loan payments, and help customers withdraw money from their accounts. They may also sell savings bonds and traveler's checks, accept payments for customers' utility bills, and process paperwork.

**CAREER HERO CHALLENGE**

Suppose you are a bank teller. A customer wants to cash a check for \$109.28 and withdraw \$74.97 in cash from her savings account. How much total cash would she get?

$\$109.28$   
 $+ \$74.97$   
 $= \$184.25$

**CAREER HEROES** 21

## CONVENTIONAL CAREERS for "Organizers"

### RECEPTIONISTS

Receptionists answer telephones, route calls, greet visitors, and answer questions from the public. They also provide information about the organization they work for. Some receptionists handle all the mail coming in and going out of the office. In addition, receptionists monitor visitors coming into the workplace.

**CAREER HERO CHALLENGE**

Put a check mark to the left of the characteristics that are important for a receptionist to have. Put a check mark to the right for each characteristic that you have.

<input checked="" type="checkbox"/>	Well-mannered	<input type="checkbox"/>
<input type="checkbox"/>	Helpful	<input type="checkbox"/>
<input type="checkbox"/>	Truthful	<input type="checkbox"/>
<input type="checkbox"/>	Athletic	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Responsible	<input type="checkbox"/>
<input type="checkbox"/>	Humorous	<input type="checkbox"/>

### MEDICAL RECORDS TECHNICIANS

Medical records technicians keep all paperwork for medical patients complete, up-to-date, and organized. These records include information on patients' medical history, test results, doctor's examination reports, and treatment plans. Keeping track of this information is very important because a patient may see many different doctors for different problems, and these doctors need accurate information to keep patients healthy and make sure they get the correct treatments and medications.

**CAREER HERO CHALLENGE**

See if you can put the following letters in the right order to make words that medical records technicians might find in the paperwork they handle. The first letter of each word is capitalized to help you.

yrXa Xray serIu Nnurse  
 ceoDrT Doctor pyhrale Therapy  
 itatPne Patient eWhtgl Weight  
 seiDiae Disease tIera Hheart

### OFFICE CLERKS

Office clerks' tasks may be very different from day to day. They may do filing, typing, data entry, photocopying, and sending faxes one day, and then deliver messages or proofread papers the next. They might also prepare mailings, answer telephones, and use other office machines. They do whatever is needed to keep the office running smoothly.

**CAREER HERO CHALLENGE**

Use the space provided to draw a piece of equipment that an office clerk might use.

**CAREER HEROES** 22

# ADDITIONAL WORKBOOK ACTIVITIES

Following the Occupations Pages, the second half of the Career Heroes Workbook provides additional activities to reinforce and expand upon what they've learned. This section of the Teacher's Guide will introduce and provide an answer key for the additional workbook activities.

## WHICH TYPE ARE YOU?

Here's a quick list of the six Career Types and the things people in those careers like to do. In those lists, circle the items that you also like to do.



### Realistic

- Like To...
- Work with Things
  - Play Sports
  - Use Tools and Machines
  - Be Outdoors



### Social

- Like To...
- Help People
  - Teach Others
  - Give Advice
  - Be Around People



### Investigative

- Like To...
- Solve Problems
  - Explore
  - Learn New Things
  - Use Math and Science



### Enterprising

- Like To...
- Persuade Others
  - Give Directions
  - Work with People
  - Be a Leader



### Artistic

- Like To...
- Express Themselves
  - Do Art Projects
  - Create Things
  - Use their Imagination



### Conventional

- Like To...
- Follow Instructions
  - Solve Math Problems
  - Organize Things
  - Work Indoors

Which of the 6 Career Types do you think fits you best? On the lines below, explain why you think it would be a good fit for you.

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No matter which career type you choose, the additional activities in the rest of this workbook will help you learn more about the world of careers.

CAREER HEROES

### Page 23:

"Which Type Are You" gives students a quick review of the work personality types and asks them to apply the concept to themselves. It's okay if students choose more than one type. In fact, full interest inventories generally assign three Holland codes, allowing for a greater range of personality types.



## ADDITIONAL ACTIVITIES

### TRUE FALSE QUIZ

Check the boxes to indicate whether each statement is true or false. On the blank lines, write why you choose true or false.

- |  | True                                | False                               |
|--|-------------------------------------|-------------------------------------|
| 1. I need to know exactly what I want to be when I grow up.<br><i>Right now, it's more important to know what your interests are.</i>                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Once I decide on a career, I have to stay in that career for the rest of my life.<br><i>People switch careers all the time, but it's still smart to plan.</i>           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. My job right now is being a student in school.<br><i>And you do get paid for your work - not in money, in education.</i>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 4. Lots of good work habits begin when I am a student.<br><i>For example, listening, following directions, being on time, etc.</i>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 5. Kids my age don't have jobs.<br><i>Kids may get paid to do chores around the house, yard, or farm.</i>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. We only learn things in school.<br><i>We are constantly learning - from our parents, friends, books, and even TV.</i>   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Working in a group is easy because everyone always agrees with each other.<br><i>Group members must learn to work together despite disagreements.</i>                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 8. People get hired for jobs just because they want them.<br><i>To get hired you must be valuable to the employer (experience, ideas, etc.).</i>                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. I need information to make good choices.<br><i>There can be a big difference between our ideas about a job, and reality.</i>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 10. Positive thinking helps you take action; negative thinking causes you to stop.<br><i>Self-confidence is the key to success. If you think can't succeed, you won't.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 11. I can learn from my mistakes.<br><i>The lessons we never forget most often come from our mistakes.</i>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 12. It is important to have a plan of action when I decide on a career.<br><i>When you take a trip, desire alone will not get you there. You need a map.</i>               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

CAREER HEROES

24

### Page 24:

"True/False Quiz" is designed to show students that they are already preparing for a future career in many ways. Questions emphasize positive work attitudes and behaviors. (Answers provided to the right.)

# ADDITIONAL WORKBOOK ACTIVITIES



## DEFINITIONS

**Employer:** The person or company who pays a worker for doing a job.  
**Industry:** A group of businesses making similar types of goods or services  
**Job:** The set of tasks done for a specific employer.  
**Occupation:** The name for a unique set of tasks, skills, and abilities that a worker performs. People who work for different companies can still be in the same occupation.  
**Skills:** Abilities that you have gained through training and practice. They may not be the things you are "naturally" good at, but rather the things you have worked hard to be good at.

### Questions:

1. What occupations do your family members have?

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2. What are the names of some of the employers in your community?

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3. What kinds of jobs can be done in a hospital?

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### Page 25:

"Definitions" explains some of the most important terms in Career Information. The questions challenge students to think about the definitions, reinforcing the lesson.



## WRITE IT DOWN

How many occupations can you list that begin with the letter...

P \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

S \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

T \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

M \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Page 26:

"Write It Down" is a fairly self-explanatory exercise designed to get students to think about as many occupations as they know.

# ADDITIONAL WORKBOOK ACTIVITIES

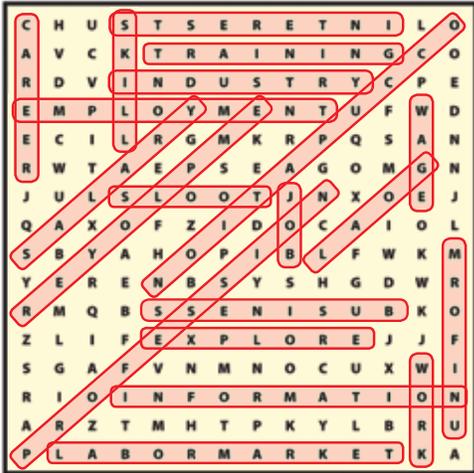


## WORD SEARCH

Find the hidden words listed below. Remember, the words can run up, down, backward, forward, or diagonally.

**Word List:**

Career	Uniform	Interests	Salary	Information
Occupation	Industry	Explore	Profession	Training
Job	Employer	Business	Work	Labor Market
Tools	Wage	Goal	Skill	Employment



CAREER HEROES

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### Page 27:

“Word Search” introduces more career-related vocabulary words. For an extra challenge, ask students to define each term.

### Page 28:

“Career Hero Secret Identity Scramble” introduces additional job titles, as well as some familiar ones. For an extra challenge, ask students what tasks are involved in each occupation.



## CAREER HERO SECRET IDENTITY SCRAMBLE

Can you reveal the secret identities of the career heroes by unscrambling the letters in the list of names below?

- 1) Anna C. Coult \_\_\_\_\_ **Accountant**
- 2) Ray Creets \_\_\_\_\_ **Secretary**
- 3) Tim Niser \_\_\_\_\_ **Minister**
- 4) Roy Tenat \_\_\_\_\_ **Attorney**
- 5) Art Rein \_\_\_\_\_ **Trainer**
- 6) Chet Incani \_\_\_\_\_ **Technician**
- 7) Leon Roucs \_\_\_\_\_ **Counselor**
- 8) Nat Joir \_\_\_\_\_ **Janitor**
- 9) Sami C. Thin \_\_\_\_\_ **Machinist**
- 10) Regie Nen \_\_\_\_\_ **Engineer**
- 11) Lela A. Prag \_\_\_\_\_ **Paralegal**
- 12) Vic E. Teedt \_\_\_\_\_ **Detective**
- 13) Bee W. Smart \_\_\_\_\_ **Webmaster**

Words to choose from:

Minister Engineer Janitor Trainer Teacher Detective  
 Accountant Secretary Webmaster Machinist Technician Counselor  
 Paralegal Attorney

CAREER HEROES

28

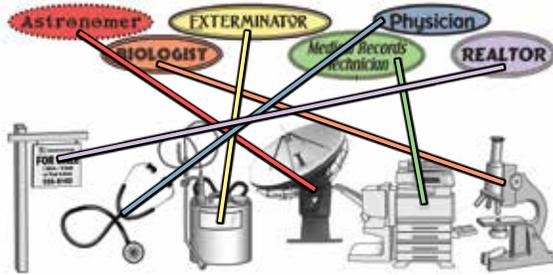
# ADDITIONAL WORKBOOK ACTIVITIES



## EQUIPMENT CHALLENGE

Career Heroes have all the skills, knowledge, and training they need to be experts at their jobs. However, without the right tools, they can't do their jobs at all.

1. Matching - Draw a line connecting the careers on the top with the correct tools on the bottom.



2. Drawing - In the boxes below, draw a picture of a tool that might be used by each Career Hero.

Carpenter	Police Officer	Teacher	Reporter

Page 29:

"Equipment Challenge" gets students thinking about the types of tools used in different jobs.

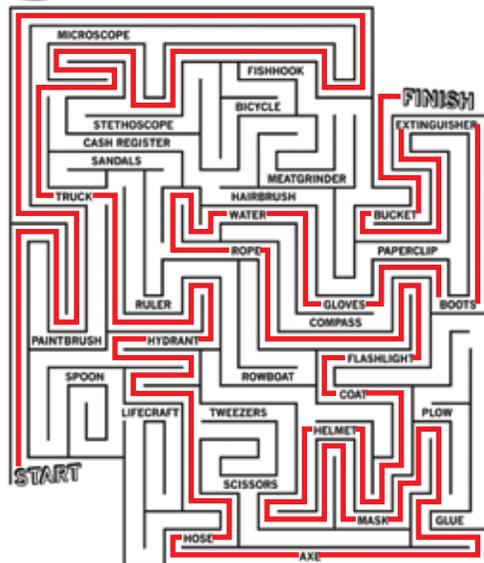
Page 30:

"Firefighter Maze" asks students to consider which tools are used in a specific occupation to get through the maze.



## FIREFIGHTER MAZE

Every occupation uses a unique set of tools. Help the Firefighter Career Hero collect his tools. Taking the route with the firefighter's tools will lead you to the fire.



**Accountant**

**FEATS PERFORMED:** Wage Points: \$ 24/hour

Accountants use math to help companies and individuals keep track of their finances. They calculate costs and revenues, and write reports and statements to keep company managers informed. They file taxes and research the current year's tax laws to make sure they comply with the law, and save their clients as much money as possible.

**CAREER HEROES**  
Accountant

**Super Powers (Skills):** Mathematics, Active Listening, Critical Thinking, Monitoring, Judgment and Decision Making, Active Learning, Reading Comprehension, Systems Analysis, System Evaluation, Coordinating

**Mental Powers (Knowledge):** Mathematics, Economic and Accounting, Customer and Personal Service, English Language, Computers and Electronics, Law and Government, Clerical, Personnel and Human Resources

**Tools Mastered:** Computers, personal digital assistants

**Training:** Bachelor's Degree (4 years of college)

**Number of Heroes in this Career (Estimated):** 3,507

**Finance Cluster**

**Archaeologist**

**FEATS PERFORMED:** Wage Points: \$ 24/hour

Archaeologists study human life and culture from the distant past. They learn about the past by digging up the artifacts left behind, including bones, pottery, and buildings. They describe and record artifacts and try to determine what they mean. They also write recommendations for conserving and interpreting their findings.

**CAREER HEROES**  
Archaeologist

**Super Powers (Skills):** Writing, Reading Comprehension, Critical Thinking, Active Learning, Science, Complex Problem Solving, Time Management, Instructing, Speaking, Management of Financial Resources

**Mental Powers (Knowledge):** History and Archeology, Sociology and Anthropology, English Language, Geography, Education and Training, Mathematics, Administration and Management, Clerical

**Tools Mastered:** Digital calipers, Laboratory setting equipment, Laser line levels, Trench, Trowel, Compressor, camera, traps

**Training:** Bachelor's Degree (4 years of college) or higher

**Number of Heroes in this Career (Estimated):** 61

**Science, Technology, Mathematics, and Engineering Cluster**

**CAREER HEROES**  
Automotive Mechanic

**Super Powers (Skills):** Troubleshooting, Repairing, Equipment Selection, Active Learning, Reading Comprehension, Critical Thinking, Complex Problem Solving, Installation, Active Listening, and Equipment Maintenance

**Mental Powers (Knowledge):** Mechanics, Computers and Electronics, Customer and Personal Service, Education and Training

**Tools Mastered:** Hammer, specialty wrenches, diagnostic tools, auto camera, gear puller tool, computer

**Training:** Vocational or Technical School (1 to 2 year)

**Number of Heroes in this Career (Estimated):** 2,530

**Transportation, Distribution, and Logistics Cluster**

**Automotive Mechanic**

**FEATS PERFORMED:** Wage Points: \$ 17/hour

Automotive Master Mechanics repair automobiles, trucks, buses, and other vehicles. They talk to customers, test drive vehicles, and use diagnostic equipment to determine the problem. They also perform routine maintenance on vehicles, following checklists to make sure all the important systems are working properly.

**CAREER HEROES**  
Camera Operator

**Super Powers (Skills):** Active Listening, Time Management, Operation and Control, Coordination, Speaking, Reading Comprehension, Critical Thinking, Operation Monitoring, Equipment Selection, Social Perceptiveness

**Mental Powers (Knowledge):** Computers and Electronics, Communications and Media, English Language, Customer and Personal Service, Telecommunications

**Tools Mastered:** Motion picture and video camera, camera mounts, light meters, video editing equipment

**Training:** Long term on-the-job training (more than 1 year)

**Number of Heroes in this Career (Estimated):** 300

**Arts, Audio/Visual Technology, and Communications Cluster**

**Camera Operator**

**FEATS PERFORMED:** Wage Points: \$ 19/hour

Camera operators use special cameras to film movies, television programs, news events, sporting events, and commercials. They may work in a studio, or on location. Camera operators for news programs must be able to set up their equipment quickly to capture up-to-the-minute news events as they happen.

**Carpet Installer**

**FEATS PERFORMED:** Wage Points: \$ 17/hour

Carpet installers cut and lay carpet. They measure the room, calculate the area and materials they will need, estimate the cost, and make a layout plan. If necessary, they remove the old carpet, then they clean and check the floor, put down tack or tape, and lay the pad. Finally they cut, lay, and stretch the carpet.

**CAREER HEROES**  
Carpet Installer

**Super Powers (Skills):** Mathematics, Installation, Team Management, Instructing, Coordinating, Equipment Selection, Judgment and Decision Making, Complex Problem Solving, Management of Personnel Resources

**Mental Powers (Knowledge):** Customer and Personal Service, Mathematics, Public Safety and Security, Mechanics

**Tools Mastered:** Gas gun, floor scraper blade, power saw, staple gun, carpet shear, utility knives

**Training:** Long term on-the-job training (more than 1 year)

**Number of Heroes in this Career (Estimated):** 217

**Architecture and Construction Cluster**

**Chef**

**FEATS PERFORMED:** Wage Points: \$ 14/hour

A Chef or Head Cook plans the menu for a restaurant, often inventing their own unique recipes. Chefs supervise the activities of the other cooks and food preparation workers, plan what food and supplies they will need to order, estimate the costs of the ingredients, and determine how the food should be presented. May participate in cooking.

**CAREER HEROES**  
Chef

**Super Powers (Skills):** Time Management, Negotiation, Service Orientation, Instructing, Equipment Maintenance, Monitoring, Judgment and Decision Making, Equipment Selection, Management of Financial Resources, Reading Comprehension

**Mental Powers (Knowledge):** Production and Processing, Administration and Management, Customer and Personal Service, Food Production, Education and Training, English Language, Personnel and Human Resources

**Tools Mastered:** Knives, slicing machines, grates, pans and stoves, food thermometers, automatic analysis software

**Training:** Vocational or Technical School (1 to 2 year)

**Number of Heroes in this Career (Estimated):** 300

**Hospitality and Tourism Cluster**

**CAREER HEROES**  
Chief Executive

**Super Powers (Skills):** Judgment and Decision Making, Management of Financial Resources, Coordinating, Critical Thinking, Negotiation, Active Listening, Monitoring, Complex Problem Solving, Reading Comprehension, Speaking

**Mental Powers (Knowledge):** Administration and Management, Economic and Accounting, Law and Government, Customer and Personal Service, Sales and Marketing, Personnel and Human Resources, Public Safety and Security, Mathematics

**Tools Mastered:** Notebook and desktop computers, personal digital assistants, mobile phones, business software

**Training:** Bachelor's Degree (4 years) + Work Experience

**Number of Heroes in this Career (Estimated):** 622

**Business, Management, and Administration Cluster**

**Chief Executive**

**FEATS PERFORMED:** Wage Points: \$ 35/hour

Chief Executives (also called CEOs) run companies or organizations. They make decisions about company policies and the overall direction their business should take. They plan company budgets, coordinate departments, and negotiate deals and contracts with other businesses. They are the highest level of corporate management.

**CAREER HEROES**  
Civil Engineer

**Super Powers (Skills):** Reading Comprehension, Complex Problem Solving, Critical Thinking, Active Listening, Coordinating, Judgment and Decision Making, Speaking, Time Management, Writing, Management of Personnel Resources

**Mental Powers (Knowledge):** Engineering and Technology, Design, Building and Construction, Administration and Management, Physics, Transportation, Mathematics, English Language, Customer and Personal Service, Public Safety and Security

**Tools Mastered:** Computer, distance meter, levels, scales, Computer Aided Design (CAD) software, map-generation software

**Training:** Bachelor's Degree (4 years of college)

**Number of Heroes in this Career (Estimated):** 790

**Transportation, Distribution and Logistics Cluster**

**Civil Engineer**

**FEATS PERFORMED:** Wage Points: \$ 28/hour

Civil Engineers plan, design, and oversee the construction of roads, airports, bridges, dams, pipelines, power plants, water and sewage systems, and other public structures. They may prepare and present reports to inform the public of projects that may affect them. They also estimate the cost of projects, including materials and labor.

**Computer Programmer**

**Wage Points:** \$ 21/hour

**Feats Performed:** Computer programmers learn and use complex coding languages to create the programs we all use on our computers. They write programs, and test them to make sure they work correctly. They repair, revise, rewrite, and expand existing programs in order to make improvements, correct errors, add features, or adapt to new requirements.

**Information Technology Cluster**

**CAREER HEROES**  
Computer Programmer

**Super Powers (Skills):** Programming, Critical Thinking, Complex Problem Solving, Active Learning, Reading Comprehension, Learning Strategies, Operations Analysis, Active Listening, Technology Design, Troubleshooting

**Mental Powers (Knowledge):** Computers and Electronics, English Language, Mathematics

**Tools Mastered:** Computer system, Desktop computer, Mainframe operating system, Serial port card, Compiler and interpreter software, Data base management system software, Program testing software, Web site development software

**Training:** Bachelor's Degree (4 years of college)

**Number of Heroes in this Career (Montana):** 1,100

**Information Technology Cluster**

**Dietician/Nutritionist**

**Wage Points:** \$ 23/hour

**Feats Performed:** Dietitians and nutritionists study how our bodies use the foods we eat. They help people choose foods that will keep their bodies healthy. They teach people about the basic food groups, vitamins, minerals, fats, and fiber. They plan menus for patients in hospitals or for cafeterias in places like schools and rest homes.

**Health Science Cluster**

**CAREER HEROES**  
Dietician/Nutritionist

**Super Powers (Skills):** Active Learning, Instruction, Reading Comprehension, Speaking, Writing, Time Management, Active Learning, Critical Thinking, Judgment and Decision Making, Social Perceptiveness

**Mental Powers (Knowledge):** Education and Training, Customer and Personal Service, English Language, Medicine and Dentistry, Psychology, Mathematics, Therapy and Counseling, Food Production, Sociology and Anthropology, Computers and Networks

**Tools Mastered:** Hydraulic weighing machine, calipers, glucose monitor, impedance meter

**Training:** Bachelor's Degree (4 years of college) or higher

**Number of Heroes in this Career (Montana):** 300

**Health Science Cluster**

**CAREER HEROES**  
Emergency Medical Technician

**Super Powers (Skills):** Active Listening, Critical Thinking, Speaking, Coordinating, Service Orientation, Social Perceptiveness, Judgment and Decision Making, Monitoring, Reading Comprehension, Writing

**Mental Powers (Knowledge):** Medicine, Customer and Personal Service, English Language, Education and Training, Public Safety and Security, Transportation, Personnel and Human Resources, Psychology, Therapy and Counseling, Law and Government

**Tools Mastered:** Airway suction units, stretchers, splints, oxygen tanks, splints, emergency vehicles

**Training:** Vocational Technical School (1-2 year)

**Number of Heroes in this Career (Montana):** 631

**Law, Public Safety, and Security Cluster**

**Emergency Medical Technician**

**Wage Points:** \$ 13/hour

**Feats Performed:** Emergency Medical Technicians (or EMTs) provide emergency medical care at the scene of an accident or in people's homes after someone calls 911. EMTs find out about the patient's condition and decide the immediate treatment needed. They give emergency care following strict rules. When needed, they transport the patient to a hospital.

**Science, Technology, Mathematics, and Engineering Cluster**

**CAREER HEROES**  
Electrical Engineer

**Super Powers (Skills):** Active Listening, Brainstorming, Critical Thinking, Reading Comprehension, Complex Problem Solving, Technology Design, Active Learning, Systems Analysis, Judgment and Decision Making, Time Management

**Mental Powers (Knowledge):** Engineering and Technology, Computers and Electronics, Mathematics, English Language, Design, Physics, Telecommunications, Protection and Prevention

**Tools Mastered:** Laboratory equipment, spectrometer, signal generator, semiconductor process systems

**Training:** Bachelor's Degree (4 years of college) or higher

**Number of Heroes in this Career (Montana):** 149

**Science, Technology, Mathematics, and Engineering Cluster**

**Electrical Engineer**

**Wage Points:** \$ 34/hour

**Feats Performed:** Electrical Engineers design, develop, test, and maintain electrical systems and equipment that people use every day, from power generators to cell phones. They usually specialize in one area, work closely with customers, work in teams, and spend long periods sitting indoors. In Montana, all engineers must earn a professional license.

**Science, Technology, Mathematics, and Engineering Cluster**

**Fish and Game Warden**

**Wage Points:** \$ 19/hour

**Feats Performed:** Fish and Game Wardens patrol an assigned area to prevent poaching and other fish and game law violations. When necessary, they make arrests and compile evidence for court actions. They investigate reports of damage to crops or property by wildlife, and compile biological data. They sometimes assist other local law enforcement agencies.

**Agriculture, Food, and Natural Resources Cluster**

**CAREER HEROES**  
Fish and Game Warden

**Super Powers (Skills):** Teaching, Comprehension, Time Management, Active Listening, Speaking, Writing, Judgment and Decision Making, Social Perceptiveness, Critical Thinking, Coordinating, Active Learning

**Mental Powers (Knowledge):** Law and Government, Public Safety and Security, Biology, English Language, Psychology, Customer and Personal Service, Geography, Education and Training

**Tools Mastered:** Motor vehicles, Boats, Firearms

**Training:** Associate's Degree (2 years of college)

**Number of Heroes in this Career (Montana):** 100

**Agriculture, Food, and Natural Resources Cluster**

**Fitness Instructor**

**Wage Points:** \$ 12/hour

**Feats Performed:** Fitness trainers help people set and reach fitness goals. They determine a person's physical condition, then suggest exercises that will help them the most. They show people how to do exercises correctly. They may keep records of clients' exercise sessions and progress. Some fitness trainers lead exercise classes, such as aerobics.

**Education and Training Cluster**

**CAREER HEROES**  
Fitness Instructor

**Super Powers (Skills):** Interacting, Speaking, Coordinating, Monitoring, Learning Strategies, Time Management, Service Orientation, Active Learning, Equipment Selection, Social Perceptiveness

**Mental Powers (Knowledge):** Customer and Personal Service, Education and Training, Psychology, English Language

**Tools Mastered:** Balance boards and disks, Emergency first aid equipment, Exercise balls, Weights, Pedometers, Calendar and scheduling software, Database software, Office software

**Training:** Long term on-the-job training (more than 1 year)

**Number of Heroes in this Career (Montana):** 911

**Education and Training Cluster**

**CAREER HEROES**  
Graphic Designer

**Super Powers (Skills):** Active Listening, Speaking, Complex Problem Solving, Critical Thinking, Judgment and Decision Making, Reading Comprehension, Time Management, Active Learning, Coordinating, Monitoring

**Mental Powers (Knowledge):** Design, Communications and Media, Computers and Electronics, English Language, Fine Arts, Sales and Marketing, Customer and Personal Service

**Tools Mastered:** Desktop computer, Laser printer, Image scanner, Graphics tablet, Desktop publishing software, Illustration and photo imaging software, Web page creation software

**Training:** Bachelor's Degree (4 years of college)

**Number of Heroes in this Career (Montana):** 624

**Arts, Audio/Visual Technology, and Communications Cluster**

**Graphic Designer**

**Wage Points:** \$ 19/hour

**Feats Performed:** Graphic designers make things look good so people will be interested in them. They create the graphics used on movie posters, book jackets, magazine covers, and CD booklets. Graphic designers may work on packages for products (like soda cans) or pages on websites. Some create new wallpaper patterns, or design greeting cards.

**Arts, Audio/Visual Technology, and Communications Cluster**

**CAREER HEROES**  
Hairdresser/Cosmetologist

**Super Powers (Skills):** Active Listening, Speaking, Time Management, Coordinating, Social Perceptiveness, Reading Comprehension, Learning Strategies, Active Learning, Equipment Selection, Critical Thinking

**Mental Powers (Knowledge):** Customer and Personal Service, English Language, Chemistry

**Tools Mastered:** Scissors, clippers, curlers, styling appliances

**Training:** Vocational Technical School (1-2 year)

**Number of Heroes in this Career (Montana):** 170

**Human Services Cluster**

**Hairdresser/Cosmetologist**

**Wage Points:** \$ 8/hour

**Feats Performed:** Hairdressers and Cosmetologists provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating the scalp. They may apply makeup, dress wigs, perform hair removal, and provide nail and skin care. They also schedule appointments, maintain customer records, and handle money.

**Human Services Cluster**

**Home Health Aide**



**Wage Points: \$ 10/hour**

**Feats Performed:** Home Health Aides provide personal health-care for elderly, convalescent, or disabled people in their homes, or in rest homes. They help patients with bathing, dressing, grooming, chores, food preparation, and moving from place to place. They may also keep patients company, entertaining, conversing with, and reading to them.

**Human Services Cluster**

**CAREER HEROES**  
Home Health Aide



**Super Powers (Skills):** Active Listening, Reading Comprehension, Writing, Coordination, Service Orientation, Social Perceptiveness, Monitoring, Inducting, Speaking

**Mental Powers (Knowledge):** Customer and Personal Services, English Language

**Tools Mastered:** Elderly frames or lifts, Glucose monitors or meters, Therapeutic ice packs or pillows, Transcutaneous electric nerve stimulation units, Database software, Medical software

**Training:** Short-term on-the-job training (1 month or less)

**Human Services Cluster**

**Industrial Machinery Mechanic**



**Wage Points: \$ 25/hour**

**Feats Performed:** Industrial Machinery Mechanics repair, install, adjust, or maintain industrial production and processing machinery. They observe and test equipment to diagnose malfunctions using testing devices such as voltmeters. They also keep records of repairs and maintenance they have performed.

**Manufacturing Cluster**

**CAREER HEROES**  
Industrial Machinery Mechanic



**Super Powers (Skills):** Repairing, Troubleshooting, Equipment Maintenance, Operation Selection, Installation, Critical Thinking, Equipment Monitoring, Reading Comprehension, Active Listening, Active Learning

**Mental Powers (Knowledge):** Mechanics, Mathematics, Engineering and Technology, Design, English Language, Production and Processing, Building and Construction

**Tools Mastered:** Runners, jacks, ladders, power grinders, drill presses, computer aided design (CAD) software

**Training:** Long-term on-the-job training (1 or 2 year)

**Number of Heroes in this Career (MyState):** 600

**Manufacturing Cluster**

**CAREER HEROES**  
Judge



**Super Powers (Skills):** Active Listening, Reading Comprehension, Judgment and Decision Making, Critical Thinking, Speaking, Writing, Active Learning, Social Perceptiveness, Team Management, Complex Problem Solving

**Mental Powers (Knowledge):** Law and Government, English Language, Public Safety and Security, Psychology, Customer and Personal Services, Education and Training, Administration and Management, Therapy and Counseling, Personal and Human Resources, Computers and Electronics

**Tools Mastered:** Computers, Personal digital assistants

**Training:** Bachelor's Degree (4 years of college) + Related work experience

**Number of Heroes in this Career (MyState):** 170

**Government Cluster**

**Judge**



**Wage Points: \$ 16/hour**

**Feats Performed:** Judges preside over court cases, such as criminal trials or lawsuits. They make decisions about what evidence can be exhibited in a trial, and instruct juries on applicable laws. They sentence defendants in criminal cases, and decide penalties in civil suits. Judges also research legal issues and may perform marriage ceremonies.

**Information Technology Cluster**

**CAREER HEROES**  
Librarian



**Super Powers (Skills):** Reading Comprehension, Active Learning, Active Learning, Instruction, Learning Strategies, Speaking, Critical Thinking, Service Orientation, Writing, Monitoring

**Mental Powers (Knowledge):** Customer and Personal Service, English Language, Administration and Management, Education and Training, Computers and Electronics, Clinical, Personal and Human Resources, Communications and Media

**Tools Mastered:** Bookshelves, Desktop computers, Modem and modem routers, Multi-line telephone systems, Database software, Information retrieval software, Web page creation software

**Training:** Master's Degree (6 years of college)

**Number of Heroes in this Career (MyState):** 700

**Information Technology Cluster**

**Librarian**



**Wage Points: \$ 18/hour**

**Feats Performed:** Librarians may work in public libraries, schools, museums, corporations, law firms, and government agencies. They select, acquire, catalogue, circulate, and maintain library materials. They may perform research, set up databases to catalogue and access information, and teach customers how to use library resources.

**Government Cluster**

**Loan Officer**



**Wage Points: \$ 25/hour**

**Feats Performed:** Loan Officers determine whether or not a bank can lend money to specific borrowers. They meet with loan applicants to answer their questions, to explain the different types of loans that are available, and to work out the terms and conditions for paying off the loan. They review loan applications and research the credit history of the applicants.

**Finance Cluster**

**CAREER HEROES**  
Loan Officer



**Super Powers (Skills):** Active Learning, Time Management, Reading Comprehension, Persuasion, Speaking, Social Perceptiveness, Coordinating, Service Orientation, Complex Problem Solving, Active Learning

**Mental Powers (Knowledge):** Sales and Marketing, Customer and Personal Service, Economics and Accounting, English Language, Mathematics

**Tools Mastered:** Desktop computers, digital organizers, Accounting software, Office software

**Training:** Bachelor's Degree (4 years of college)

**Number of Heroes in this Career (MyState):** 1,388

**Finance Cluster**

**Market Research Analyst**



**Wage Points: \$ 30/hour**

**Feats Performed:** Market Research Analysts examine sales data to plan the best way to market products and increase sales in specific areas. They gather information on competitors, prices, sales, and methods of marketing and distribution. They also collect and analyze data on customer preferences, needs, and buying habits, which they use to create marketing campaigns.

**Marketing, Sales, and Service Cluster**

**CAREER HEROES**  
Market Research Analyst



**Super Powers (Skills):** Reading Comprehension, Time Management, Writing, Active Learning, Coordinating, Active Learning, Critical Thinking, Speaking, Judgment and Decision Making, Negotiation

**Mental Powers (Knowledge):** Customer and Personal Service, Sales and Marketing, English Language, Administration and Management, Communications and Media, Mathematics, Computers and Electronics

**Tools Mastered:** Desktop and notebook computers, Personal digital assistants, Notebook software, Database software, Information retrieval or search software

**Training:** Master's Degree (6 years of college)

**Number of Heroes in this Career (MyState):** 520

**Marketing, Sales, and Service Cluster**

**CAREER HEROES**  
Mining Machine Operator



**Super Powers (Skills):** Judgment and Decision Making, Critical Thinking, Equipment Maintenance, Equipment Selection, Troubleshooting, Systems Analysis, Learning Strategies, Operation and Control, Active Listening, and Management of Natural Resources

**Mental Powers (Knowledge):** Mechanics, Production and Processing, Law and Government, Public Safety and Security, Education and Training, Transportation, Mathematics, Administration and Management, Geography and Building and Construction

**Tools Mastered:** Self-propelled, continuous mining machines

**Training:** Graduates from on-the-job training (1 month-to 1 year)

**Number of Heroes in this Career (MyState):** 270

**Agriculture, Food, and Natural Resources Cluster**

**Mining Machine Operator**



**Wage Points: \$ 24/hour**

**Feats Performed:** Mining Machine Operators use machines to extract ore from mines. They operate levers to load the ore onto a conveyor or shuttle car. They also drill holes in rock to place explosives. Mining Machine Operators also monitor the machines for malfunctions, repair and adjust them, and replace worn out parts.

**Law, Public Safety, and Security Cluster**

**CAREER HEROES**  
Police Patrol Officer



**Super Powers (Skills):** Active Listening, Social Perceptiveness, Speaking, Critical Thinking, Service Orientation, Reading Comprehension, Complex Problem Solving, Monitoring, Negotiation, Persuasion

**Mental Powers (Knowledge):** Public Safety and Security, Law and Government, English Language, Psychology, Customer and Personal Service, Telecommunications, Sociology and Anthropology, Education and Training, Clinical

**Tools Mastered:** Biological evidence collection kits, Handguns, Notebook computers, Police vehicles, Test ray tubes, Detectors and surveillance software, Photo imaging software, Infrared binoculars

**Training:** Long-term on-the-job training (more than 1 year)

**Number of Heroes in this Career (MyState):** 1,870

**Law, Public Safety, and Security Cluster**

**Police Officer**



**Wage Points: \$ 19/hour**

**Feats Performed:** Police officers maintain public safety by responding to emergencies, protecting people and property, and enforcing motor vehicle and criminal laws. They record facts to prepare reports that document incidents and activities. They monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol areas.

**Law, Public Safety, and Security Cluster**

**School Principal**

**Feats Performed:** Principals (also called Education Administrators) plan, direct, and coordinate the activities of schools. They talk with parents and staff to discuss educational activities, policies, and student behavioral or learning problems. They prepare budgets, develop and coordinate new programs, direct school maintenance services, and counsel students.

**Wage Points:** \$ 21/hour

**Education and Training Cluster**

**CAREER HEROES**  
School Principal

**Super Powers (Skills):** Active Listening, Reading Comprehension, Monitoring, Learning Strategies, Management of Personnel Resources, Speaking, Critical Thinking, Instruction, Social Perceptiveness, Time Management

**Mental Powers (Knowledge):** Education and Training, Administration and Management, English Language, Personnel and Human Resources, Customer and Personal Service, Psychology, Public Safety and Security, Law and Government, Clerical, Communications and Media

**Tools Mastered:** Alarm systems, desktop computers, multi-line telephone systems, two way radios, database and office software

**Training:** Bachelor's Degree (4 years of college) or higher

**Number of Heroes in this Career (Montana):** 670

**Education and Training Cluster**

**Registered Nurse**

**Feats Performed:** Registered Nurses assess patient health problems and needs, develop and implement nursing care plans, and keep medical records. They provide care to ill, injured, or disabled patients. They monitor all aspects of patient care, including diet and physical activity, and may advise patients on health maintenance and disease prevention.

**Wage Points:** \$ 23/hour

**Health Science Cluster**

**CAREER HEROES**  
Registered Nurse

**Super Powers (Skills):** Active Listening, Reading Comprehension, Speaking, Critical Thinking, Monitoring, Social Perceptiveness, Service Orientation, Active Learning, Coordinating, Writing

**Mental Powers (Knowledge):** Medicine, Customer and Personal Service, Psychology, English Language, Education and Training, Therapy and Counseling, Biology, Mathematics, Sociology and Anthropology, Public Safety and Security

**Tools Mastered:** Blood pressure monitors, forceps or hemostats, medical oxygen masks, peripheral intravenous catheters, medical and scheduling software

**Training:** Associate's Degree (2 years)

**Number of Heroes in this Career (Montana):** 7,168

**Health Science Cluster**

**CAREER HEROES**  
Sales Manager

**Super Powers (Skills):** Speaking, Active Listening, Social Perceptiveness, Persuasion, Coordinating, Critical Thinking, Monitoring, Service Orientation, Judgment and Decision Making, Management of Personnel Resources

**Mental Powers (Knowledge):** Sales and Marketing, Customer and Personal Service, Administration and Management, English Language, Personnel and Human Resources, Economics and Accounting, Psychology, Education and Training, Mathematics

**Tools Mastered:** Desktop computers, word processing software, digital organizers, database software, office software

**Training:** Bachelor's Degree (4 years)

**Number of Heroes in this Career (Montana):** 158

**Business, Management, and Administration Cluster**

**Sales Manager**

**Feats Performed:** Sales Managers coordinate sales distribution for retail companies. They plan and direct training programs for sales staff, prepare budgets, determine prices, and plan sales and discounts. They monitor customer preferences to determine focus of sales efforts, and also resolve customer complaints about sales and service.

**Wage Points:** \$ 28/hour

**Business, Management, and Administration Cluster**

**CAREER HEROES**  
Surveying & Mapping Technician

**Super Powers (Skills):** Complex Problem Solving, Reading Comprehension, Critical Thinking, Time Management, Judgment and Decision Making, Writing, Active Learning, Mathematics, Active Learning, Coordinating

**Mental Powers (Knowledge):** Mathematics, Engineering and Technology, Geography, Computers and Electronics, English Language, Design, Law and Government, Building and Construction

**Tools Mastered:** Distance meters, laser measuring systems, levels, tapes, computers, compass

**Training:** Vocational or Technical School (1-2 years)

**Number of Heroes in this Career (Montana):** 304

**Architecture and Construction Cluster**

**Surveying and Mapping Technician**

**Feats Performed:** Surveying and Mapping Technicians help study and map natural features and man-made structures on the surface of the earth. They adjust and operate surveying instruments, take measurements, make notes and sketches, and enter data into computers. They perform advanced calculations to make their measurements more accurate.

**Wage Points:** \$ 16/hour

**Architecture and Construction Cluster**

**Telemarketer**

**Feats Performed:** Telemarketers make telephone calls and deliver prepared sales talks to persuade potential customers to buy a product or make a charitable donation. They explain products or services and prices, and answer questions. Obtain customer information such as name, address, and payment method, and enter orders into computers.

**Wage Points:** \$ 8/hour

**Marketing, Sales, and Service Cluster**

**CAREER HEROES**  
Telemarketer

**Super Powers (Skills):** Active Listening, Speaking, Persuasion, Reading Comprehension, Time Management, Monitoring, Vegetation, Social Perceptiveness, Critical Thinking, Learning Strategies

**Mental Powers (Knowledge):** Sales and Marketing, English Language, Customer and Personal Service, Telecommunications

**Tools Mastered:** Telephones, desktop computers, database software

**Training:** Short-term on-the-job training (1 month or less)

**Number of Heroes in this Career (Montana):** 800

**Marketing, Sales, and Service Cluster**

**Trash Collector**

**Feats Performed:** Trash Collectors collect and dump garbage or recyclable materials. They drive trucks along established routes through residential streets and alleys, or through business and industrial areas. They drive to disposal sites to empty trucks and operate equipment that compresses the collected refuse. May be responsible for some truck maintenance.

**Wage Points:** \$ 13/hour

**Government Cluster**

**CAREER HEROES**  
Trash Collector

**Super Powers (Skills):** Active Listening, Coordination, Equipment Maintenance, Critical Thinking, Learning Strategies, Operation and Control, Reading Comprehension, Social Perceptiveness, Speaking, Monitoring

**Mental Powers (Knowledge):** Customer and Personal Service, Transportation

**Tools Mastered:** Garbage trucks, hauling devices, compacting machines

**Training:** Short-term on-the-job training (1 month or less), must have a commercial driver's license, which may require a basic truck-driving training program (1-2 months)

**Number of Heroes in this Career (Montana):** 340

**Government Cluster**

**CAREER HEROES**  
Travel Agent

**Super Powers (Skills):** Active Listening, Service Orientation, Reading Comprehension, Speaking, Social Perceptiveness, Time Management, Active Learning, Coordinating, Mathematics, Persuasion

**Mental Powers (Knowledge):** Customer and Personal Service, Geography, Sales and Marketing, Transportation, English Language, Clerical

**Tools Mastered:** Telephones, desktop computers

**Training:** Vocational/Technical School (1-2 years)

**Number of Heroes in this Career (Montana):** 391

**Hospitality and Tourism Cluster**

**Travel Agent**

**Feats Performed:** Travel Agents help their customers plan trips and vacations. They help customers decide where to go, what to see, how to get there, when to go, and where to stay. They provide travelers with useful information about their destinations. They research and compute the costs of transportation and accommodations. They make reservations and arrange tour packages for customers.

**Wage Points:** \$ 14/hour

**Hospitality and Tourism Cluster**

**CAREER HEROES**  
Welder

**Super Powers (Skills):** Active Learning, Mathematics, Equipment Selection, Time Management, Critical Thinking, Reading Comprehension, Equipment Maintenance, Speaking

**Mental Powers (Knowledge):** Mechanics, Design

**Tools Mastered:** Blow torches, arc welders, welding masks and other protective equipment, drill presses, computer aided design (CAD) software, project management software

**Training:** Long-term on-the-job training (more than 1 year)

**Number of Heroes in this Career (Montana):** 1,626

**Manufacturing Cluster**

**Welder**

**Feats Performed:** Welders use hand-welding or flame-cutting equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products. They lay out, position, align, and secure parts before assembly, using straightedges, combination squares, calipers, and rulers. After welding, they examine the workpieces for defects.

**Wage Points:** \$ 16/hour

**Manufacturing Cluster**

# Appendix B

# Occupation-Cluster Matrix

Career Cluster	Accountant	Archeologist	Automotive Mechanic	Camera Operator	Carpet Installer	Chef	Chief Executive	Civil Engineer	Computer Programmer	Dietician/Nutritionist	Electrical Engineer	Emergency Medical Technician	Fish and Game Warden	Fitness Instructor	Graphic Designer	Hairdresser/Cosmetologist
Agriculture, Food and Natural Resources						Y			Y	Y			Y			
Architecture and Construction					Y			Y	Y		Y					
Arts, A/V Technology and Communications				Y					Y						Y	
Business, Management, and Administration	Y						Y									Y
Education and Training														Y		
Finance	Y															
Government and Public Administration	Y							Y	Y				Y			
Health Science										Y		Y		Y		
Hospitality and Tourism						Y										
Human Services										Y						Y
Information Technology									Y		Y				Y	
Law, Public Safety, And Security										Y		Y	Y			
Manufacturing											Y					
Marketing, Sales, and Service	Y						Y								Y	
Science, Technology, Engineering, & Mathematics		Y						Y	Y		Y					
Transportation, Distribution, and Logistics			Y					Y								

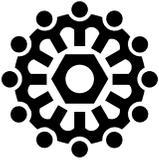
Career Cluster	Home Health Aide	Industrial Machinery Mechanic	Judge	Librarian	Loan Officer	Market Research Analyst	Mining Machine Operator	Police Officer	Registered Nurse	Sales Manager	School Principal	Surveying Technician	Telemarketer	Trash Collector	Travel Agent	Welder
Agriculture, Food and Natural Resources		Y			Y	Y	Y			Y		Y				Y
Architecture and Construction										Y		Y				Y
Arts, A/V Technology and Communications																
Business, Management, and Administration						Y				Y	Y		Y			
Education and Training				Y							Y					
Finance					Y											
Government and Public Administration			Y					Y						Y		
Health Science	Y								Y							
Hospitality and Tourism						Y				Y					Y	
Human Services	Y					Y										
Information Technology				Y												
Law, Public Safety, And Security			Y					Y								
Manufacturing		Y														Y
Marketing, Sales, and Service						Y				Y			Y			
Science, Technology, Engineering, & Mathematics										Y						
Transportation, Distribution, and Logistics		Y								Y					Y	

## Appendix C

## Career Heroes Crosswalk to Montana Content Standards

	Technology	Arts	Math	Science	Communication Arts	Career & Vocational	Social Studies	Workplace Competencies	Health Enhancement	Information Literacy Library Media	World Languages
<b>Student Workbook</b>		1, 3, 5, 6	1, 3	1, 3, 5	1, 2, 3, 5	1, 2, 5	3, 6	1, 3, 4, 6	1, 5	1, 2, 3, 4, 5	4, 6
<b>Activity 1: Career Heroes Bingo</b>		6			1, 2, 3, 5	1, 5		3, 6		1, 2	1, 2, 9
<b>Activity 2: The Wage Game</b>		6	1, 2		1, 2, 3, 5	1, 5	5	1, 3, 6		1, 2, 3, 4	1, 2, 3, 6, 9
<b>Activity 3: Skills Match</b>		6	1, 2		1, 2, 3, 5	1, 5				1, 2, 3, 4	1, 2, 3, 9
<b>Activity 4: Career Clusters Match</b>	4	5, 6			1, 2, 3, 5	1, 4, 5	1	2, 3, 4, 6	1	1, 2, 3, 4	1, 2, 3, 9
<b>Activity 5: Occupation of Choice</b>		6	1		1, 2, 3, 5	1, 2, 3, 5	1, 2, 3	1, 2, 3, 4, 6	1, 2	1, 2, 3, 4	1, 2, 3, 9
<b>Activity 6: Career Heroes Community</b>		1, 2, 3, 4, 5, 6	1, 5	5	1, 2, 3, 5	1, 2, 3, 5	1, 2, 3, 4, 5, 6	1, 2, 3, 4, 5, 6	1, 5, 6	1, 2, 3, 4	1, 2, 3, 9





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