

Workplace Readiness Skills for the Commonwealth Grades 1 – 2 School

Professional Knowledge and Skills

14. **Job Acquisition and Advancement:** Prepares to apply for a job and to seek promotion

Objective: Students learn how to choose a job they want and develop the necessary skills.

Activities:

1. Make a list of classroom jobs appropriate for the students. Ask the students to describe how to do each job. Let them demonstrate. Discuss ways to decide who will do what job. Choose one of the ways and have the students practice the job.

2. After listing and discussing the various classroom jobs have each student complete a formal job application for classroom jobs. Before you assign the jobs in your classroom, hold a class meeting where you collect applications and emphasize the importance of each and every duty. Promise to give each child his/her first or second choice job some time throughout the school year. You will need to decide and announce how often the jobs will be changing. After you assign the jobs, give each student a job description about their assignment. They will use this to learn what they need to do, so be explicit! This activity meets Language Arts standards for filling out forms.

Resources for Activities:

List of classroom jobs

<http://k6educators.about.com/od/classroomorganization/qt/joblist.htm>

Classroom job application

<http://k6educators.about.com/library/bljobapp.htm>

Objective: Student will identify steps for seeking a promotion (e.g. taking advantage of professional development opportunities, offering to accept additional assignments, learning new skills.)

Activities:

1. Create a list of desired classroom jobs. Do not initially assign anyone to these jobs. Discuss with your students what they will need to do to get “promoted” to the desired jobs. Discuss such things as: accepting additional assignments as a way to advance in your profession; earning more tokens in a token economy leads to more tokens; and acceptance of more responsibility is a foundation for showing one has the motivation and drive to perform at a higher level in the workplace.