

Child Development, Education, Educational Counseling, School Psychology, and Teaching

Possible Careers (visit <http://www.online.onetcenter.org> for more information on these careers)

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| • Academic Advisor | • Early Intervention Specialist | • Life Skills Instructor | • Speech Therapist |
| • Adult Education Teacher | • Educational Counselor | • Mentor Teacher | • Student/ Parent Liaison |
| • After School Coordinator | • Educational Product Designer | • Middle School Teacher | • Substitute Teacher |
| • Alternative Teacher | • Elementary School | • Occupational Therapist | • Test Preparation Instructor |
| • Athletic Director | • ESL Instructor | • Preschool Teacher | • Test Writer |
| • Behavior Interventionalist | • GED Instructor | • Principal | • Textbook Author |
| • Bilingual Aide | • Guidance Counselor | • Resource Aide | • Superintendent |
| • Career Counselor | • Head Start Teacher | • ROP Teacher | • Teacher's Aide |
| • Coach | • High School Teacher | • School Psychologist | • Tutor |
| • College Instructor | • Juvenile Hall Teacher | • Site Supervisor | • University Professor |
| • Curriculum Coordinator | • Librarian | • Special Day Class Teacher | • Vice Principal |
| • Dean | • Library Media Specialist | • Special Education Teacher | • Vocational Teacher |

Typical Career Path Requirements (check with each institution and state for specific hiring requirements. General information about credentialing in California can be found at <http://www.ctc.ca.gov/> and for credentialing information in other states, visit <http://www.ctc.ca.gov/links/links-other-states.html>. Testing information for becoming a credentialed teacher in California can be found at <http://www.ctc.ca.gov/links/links-testing.html>)

- **State Preschool Teacher/ Head Start Teacher:** Requires 12 ECE units (private preschool may have different requirements).
- **Substitute K-12 Teacher:** Requires BA and successful completion of the CBEST.
- **K-12 Teacher:** Requires state specified Single or Multiple Subject Teaching Credential.
- **Principal/ Administrator:** Requires Teaching Credential, teaching experience, and Administrative Credential.
- **Counseling:** Requires Masters Degree in Counseling related field. May also require PPS Credential or Professional License.
- **Private School Teacher:** May require state specified Single or Multiple Subject Teaching Credential, but BA alone may suffice.
- **Community College Instructor:** Requires Masters Degree in the subject you want to teach.
- **University Professor:** Requires PhD in the subject you want to teach.

Qualifications from a REAL Job Description (become familiar with real job descriptions, qualifications, and skills)

MIDDLE SCHOOL TEACHER: Develops lesson plans and supplementary materials compatible with the basic instructional philosophy of the district and consistent with the State framework and standards. Provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.- Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment. Evaluates each pupil's progress in relationship to the level being taught and prepares progress reports. Maintains professional competence through selected professional growth activities. Selects and requisitions books, instructional aids and instructional supplies and maintains required inventory records. Communicates with parents through a variety of means. Holds parent conferences when needed to discuss the individual pupil's progress and to interpret the school program. Administers group-standardized tests in accordance with district testing programs. Provides continuing development of critical thinking skills, especially decision-making. Attends staff meetings and serves on staff committees as necessary or assigned. Communicates with parents and school counselors on the individual pupil's progress. Supervises pupils in out-of-classroom activities during the assigned workday.

Potential Action Verbs for Resume (words to use to preface skills in active or past tense depending on experience)

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| • Advised | • Established | • Investigated | • Raised |
| • Advocated | • Evaluated | • Led | • Rehabilitated |
| • Analyzed | • Facilitated | • Maintained | • Referred |
| • Applied | • Formed | • Managed | • Reported |
| • Assessed | • Guided | • Modified | • Researched |
| • Assigned | • Handled | • Monitored | • Restructured |
| • Attended | • Held | • Motivated | • Reviewed |
| • Chaired | • Helped | • Networked | • Scheduled |
| • Communicated | • Identified | • Observed | • Selected |
| • Converted | • Implemented | • Organized | • Stimulated |
| • Corrected | • Improved | • Participated | • Supervised |
| • Counseled | • Increased | • Performed | • Supported |
| • Created | • Inspired | • Placed | • Taught |
| • Cultivated | • Instructed | • Promoted | • Translated |
| • Delivered | • Insured | • Protected | • Transmitted |
| • Developed | • Interpreted | • Provided | • Updated |

Potential Key Words and Skills for Resume (To be used in phrases or with action verbs)

<p>Skills</p> <ul style="list-style-type: none"> • Active Listening • Assessment • Classroom Supervision • Confidentiality • Counseling • Curriculum Development • Grading • Group Facilitation • IEP Development • Integrated Technology 	<ul style="list-style-type: none"> • Inter-agency Collaboration • Parent Conferencing • Positive Discipline • Resource Referral • Testing Standards • Time Management <p>Traits</p> <ul style="list-style-type: none"> • Conscientious • Creative • Student Centered • Dependable 	<ul style="list-style-type: none"> • Empathetic • Enthusiastic • Ethical • Logical • Independent • Objective • Professional • Resourceful • Responsible • Team Player <p>Computer Skills</p>	<ul style="list-style-type: none"> • Adobe Products • Internet Research • Microsoft Access • Microsoft Excel • Microsoft FrontPage • Microsoft Outlook • Microsoft PowerPoint • Microsoft Publisher • Microsoft Word • PeopleSoft • SPSS
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Jobs and Internships (the best place to look for a job is by visiting the website of a potential employer)

K-12 Public Schools

California School Districts (database listing jobs throughout CA) <http://www.edjoin.org> (click on classified jobs if you do not have credential yet)

Private Schools

Arrowhead Christian http://www.arrowheadchristian.org/super_letter.pdf

Clare Cherry <http://www.clarecherry.org/jobs.html>

Diocese of San Bernardino (lists jobs at local Catholic Schools) <http://www.sbdioocese.org/JobPostings.cfm>

Valley Preparatory School of Redlands http://vpredlands.org/index.php?option=com_content&task=view&id=19&Itemid=37

Webb Schools <http://www.webb.org/CMSWebb/webb/march/webbbnr.aspx?id=1372>

Preschools/ Before and After School Programs (see government industry sheet for listings of local city government sites who routinely hire for these positions as well)

ABC Child Care Centers http://www.abccares.com/pages/aboutus_employment.php

Boys and Girls Club of America <http://www.bgca.org/careers/>

Boys and Girls Club of Redlands <http://www.bgcr.org/main.asp?id=38>

Boys and Girls Club of Southwest County <http://www.bgcswc.org/jobs.htm>

KinderCare/ Mulberry Child Care <http://jobsearch.knowledgelearning.careers.monster.com/>

La Petite Academy http://www.lapetite.com/public/jobs/search_jobs.jsp

Rancho Cucamonga and Fontana YMCA <http://www.rcfymca.org/jobs/>

Tutor Time <http://www.tutortime.com/jobs.aspx>

YMCA of the Desert <http://desertymca.org/joblist.html>

YMCA East Valley http://www.scvymca.org/eastvalley/html/getinvolved_employment.html

Tutoring Centers/ Companies

A+ Educational Services <http://www.aplus4u.com/> (click on jobs on the left side of the page)

ABC Phonetic Reading School, INC. <http://www.letread.com/company/employment.php>

A.C.E. Tutoring http://www.acetutoring.com/new_tutor.php

Brian Hurricane <http://prohire.com/candidates/default.cfm?szWID=10854&szCID=48845>

Club Z! Tutoring http://www.clubztutoring.com/tutor_opportunities.php

Extreme Learning Center <http://www.extremelearningcenter.com/index.htm>

Inland Empire Tutoring Service <http://www.empiretutoring.info/>

Novaland Youth Development Centers http://www.novaland.org/contact_working.htm

Sylvan Learning Center http://www.jobdig.com/companies/11624/Sylvan_Learning_Center.html

Schools/ Programs for Children with Disabilities

Braille Institute– Desert Regional Center <http://www.brailleinstitute.org/About/EmploymentOpportunities.htm#DCjobs>

California School for the Deaf <http://www.csdf.k12.ca.us/employment/emp/>

V.I.P. Tots (click on employment) <http://www.viptots.org/>

For more information call 909-537-5250 or visit <http://career.csusb.edu> and open this flier in PDF for clickable links

Supplemental Children's Programs

Girl Scouts of San Gorgonio Council	http://www.gssgc.org/HR/JOBS.html
Girl Scouts– Spanish Trails Council	http://www.gsspanishtrails.org/employop.html
Inside the Outdoors	http://ito.ocde.us/Employment.htm
JW Tumbles	http://www.jwtumbles.com/careers/
Mad Science	http://www.madscience.org/locations/inlandempire/careers.aspx

Educational Companies

Lakeshore Learning	http://www.lakeshorelearning.com (scroll down to bottom and click on employment)
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Test Preparation and Instruction

Kaplan	http://www.kaplan.com/Careers
Princeton Review	http://www.princetonreview.com/footer/jobsite/employment.asp

Vocational Education

Devry	http://www.devryinc.com/careers/
ITT Technical Institute	http://hostedjobs.openhire.com/epostings/jobs/submit.cfm?company_id=15665&version=1
ROP	http://www.rop.cc/teach.shtml

Community Colleges

Barstow Community College	http://www.barstow.edu/jobs/default.asp
California Community Colleges (database listing jobs throughout CA)	https://www.cccregistry.org/jobs/searchForm.aspx
Chaffey College	http://www.chaffey.edu/humres/index.shtml
College of the Desert	http://www.collegeofthedesert.edu/FacultyStaff/HumanResources/index.asp?id=522
Copper Mountain College	http://www.cmccd.edu/hr/index.asp?content=hrjobs
Mt San Jacinto College	http://www.msjc.edu/hr/index.htm
Palo Verde College	http://www.paloverde.edu/index.php?module=ContentExpress&func=display&ceid=13
San Bernardino Community College District	http://www.sbcod.cc.ca.us/index.php?CurrentDir=Human_Resources/Employment_Opportunities/
Riverside Community College District	http://www.rcc.edu/administration/hr/employment.cfm
Victor Valley College	http://www.vvc.edu/offices/human_resources/joblisting.htm

Public and Private Universities

Argosy University	http://www.edumgt.com/employment/employment.asp?div=2
California Baptist University	http://www.calbaptist.edu/staff/
California State University San Bernardino	http://adminfin.csusb.edu/hrd/employmenttopp.htm
La Sierra	http://www.lasierra.edu/departments/hr/employees/jobs.php
Loma Linda University	http://www.llu.edu/hrm/jobs/
National University	http://www.nu.edu/About/Employment/jobpostings.cfm
Southern California Universities (database listing jobs in Southern CA)	http://www.socalherc.org/
UCR Extension	http://www.extension.ucr.edu/jobs.html
University of Phoenix	http://jobpath.com/csh/search.aspx? csh=CSH_APOLLOGRP&pubjobs=true&privjobs=false&int=false&cbRecursionCnt=2&cbsid=c984a7a1aa70499a9dd15445d6f9e85-242855434-TP-4
University of Redlands	http://www.redlands.edu/x2701.xml
University of Riverside	http://humanresources.ucr.edu/jobs/

Government Organizations (see government industry sheet for listings of local city government sites who routinely hire for preschool/ before and after school)

California Department of Corrections and Rehabilitation	http://www.cdcr.ca.gov/CareerOpportunities/HR/OPS/Exams/Education_Position_Exams/EducationPositions.asp
EdHIREs	http://www.edhires.ed.gov
Federal Jobs	http://www.usajobs.opm.gov/

Job/Volunteer Search Engines (do not use these searches and resume posting sites as **only** means of job searching)

Association of Christian Schools International	http://www.acsi.org/web2003/default.aspx?ID=1924
California Association of Independent Schools	http://www.caisca.org/career_jobs.asp
Child Care Careers	http://childcarecareers.net/job_seekers.htm
Church Staffing	http://www.churchstaffing.com/cgi-bin/jobs.pl?_cgifunction=search&_layout=a_Job_Search_Most_Recent
California Community Colleges (database listing jobs throughout CA)	https://www.ccregistry.org/jobs/searchForm.aspx
Craigslist	http://inlandempire.craigslist.org/
Edjoin	http://www.edjoin.org
EduTech	http://www.edutech.nodak.edu/ed_resources/
Hands on Inland Empire	http://www.handsoninlandempire.org
Idealist	http://www.idealist.org (do not type in a city, just search by state)
K-12 Jobs	http://www.k12jobs.com/
Monstertrak (Jobs and Internships for CSUSB students and grads)	http://career.csusb.edu/jobsearchlogin.htm
National Association of Independent Schools	http://careers.nais.org/search.cfm
School Spring	http://www.schoolspring.com/find/california_teaching_jobs_in_california.cfm
Southern California Universities (database listing jobs in Southern CA)	http://www.socalherc.org/
Teach Aboard	http://www.teachabroad.com/search.cfm
Troops to Teacher	http://www.jobs2teach.doded.mil
Volunteer Center of San Bernardino (volunteer positions)	http://www.yourvolunteercenter.org/
Volunteer Center of Riverside (volunteer positions)	http://www.vcrivco.org/
Volunteer Match (volunteer positions)	http://www.volunteermatch.org/

Clubs and Organizations (websites may also have info on careers, job searching, interviewing, resumes, etc.)

American Association of University Women	http://www.aauw.org/
Cal State Teach	http://www.calstateteach.org/
California Association for the Education of Young Children	http://www.caeyc.org/
California Association of Private School Organizations	http://www.capso.org
California Elementary Education Association	http://www.ceea.org/
California Postsecondary Education Commission	http://www.cpec.ca.gov/
California State PTA	http://www.capta.org/
California Teachers Association	http://www.cta.org/home.aspx
Child Development Student Club @ CSUSB	http://icdfr.csusb.edu/
Educational Counseling Graduate Student Association @ CSUSB	http://csusb.edu/coe/epc/ms/hm_con.html
Hispanic Association of Colleges and Universities	http://www.hacu.net/hacu/Default_EN.asp
National Association for the Education of Young Children	http://www.naeyc.org/
National Board for Professional Teaching Standards	http://www.nbpts.org/
National Education Association	http://www.nea.org/index.html
National PTA	http://www.pta.org/
North American Montessori Teacher's Association	http://www.montessori-namta.org/NAMTA/Teachers/career.html
Peer Advising in Liberal Studies @ CSUSB	http://www.csusb.edu/liberal/pals.html
Teach California	http://www.teachcalifornia.org/