

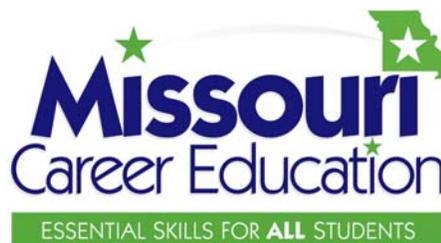
STATEWIDE VALIDATION

of
National Career Cluster Knowledge and Skills Statements
with
Suggestions to Better Prepare the Workforce of Tomorrow

*Responses Received from Online Survey of Missouri Business and Industry
Conducted November 20, 2006 through January 8, 2007*

16 Career Clusters

- *Agriculture, Food and Natural Resources*
- *Architecture and Construction*
- *Arts, Audio-Visual Technology, and Communication*
- *Business, Management and Administration*
- ***Education and Training***
- *Finance*
- *Government and Public Administration*
- *Health*
- *Hospitality and Tourism*
- *Human Services*
- *Information Technology*
- *Law, Public Safety, Corrections and Security*
- *Manufacturing*
- *Marketing, Sales and Service*
- *Science, Technology, Engineering and Mathematics*
- *Transportation, Distribution and Logistics*



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Division of Career Education
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How essential are the following cluster FOUNDATION knowledge and skills to a career in Education and Training?
ACADEMIC:

	Very Important	Important	Slightly Important	Not Important	No opinion	Response Average
Apply fundamental knowledge of psychology to enhance learner achievement.	36% (38)	50% (53)	14% (15)	0% (0)	1% (1)	1.78
Apply fundamental knowledge of sociology to enhance learner achievement.	18% (19)	58% (61)	21% (22)	2% (2)	1% (1)	2.07
Apply fundamental knowledge of cultural, ethnic, and racial groups to enhance learner achievement.	48% (52)	42% (45)	7% (8)	1% (1)	2% (2)	1.60
Apply fundamental knowledge of the relationships between education and society to enhance learner achievement.	37% (40)	52% (56)	10% (11)	0% (0)	0% (0)	1.73
Apply fundamental knowledge of instructional strategies to enhance learner achievement.	71% (75)	25% (27)	3% (3)	1% (1)	0% (0)	1.34
Apply fundamental knowledge and skills to assessment to enhance learner achievement.	63% (67)	32% (34)	6% (6)	0% (0)	0% (0)	1.43
Apply fundamental knowledge of economics to enhance learner achievement.	9% (10)	63% (67)	24% (26)	4% (4)	0% (0)	2.22
Total Respondents						108

How essential are the following cluster FOUNDATION knowledge and skills to a career in Education and Training?
COMMUNICATION:

	Very Important	Important	Slightly Important	Not Important	No opinion	Response Average
Apply verbal communication skills to enhance learning and stakeholder commitment to learning organization.	69% (75)	29% (31)	2% (2)	0% (0)	0% (0)	1.32
Employ interactive communication to enhance learning and stakeholder commitment to learning organization.	63% (67)	36% (39)	1% (1)	0% (0)	0% (0)	1.38
Apply writing skills to enhance learning and stakeholder investment in learning organization.	64% (69)	34% (37)	1% (1)	1% (1)	0% (0)	1.39
Total Respondents						108

How essential are the following cluster FOUNDATION knowledge and skills to a career in Education and Training? INFORMATION TECHNOLOGY APPLICATIONS:

	Very Important	Important	Slightly Important	Not Important	No opinion	Response Average
Use Personal Information Management (PIM)/Productivity applications.	15% (16)	38% (41)	27% (29)	6% (6)	15% (16)	2.27
Use Electronic Mail applications.	35% (38)	47% (51)	12% (13)	5% (5)	1% (1)	1.86
Use Internet applications.	43% (46)	52% (56)	6% (6)	0% (0)	0% (0)	1.63
Use Writing/Publishing applications.	38% (41)	52% (56)	9% (10)	1% (1)	0% (0)	1.73
Use presentation applications.	41% (44)	48% (52)	11% (12)	0% (0)	0% (0)	1.70
Use Collaborative/Groupware applications.	17% (18)	46% (50)	31% (33)	2% (2)	5% (5)	2.18
Use Computer Operations applications	38% (41)	43% (46)	14% (15)	2% (2)	4% (4)	1.79
Total Respondents						108

How essential are the following cluster FOUNDATION knowledge and skills to a career in Education and Training? **SYSTEMS, SAFETY:**

	Very Important	Important	Slightly Important	Not Important	No opinion	Response Average
Use systems theory to explain models of educational delivery.	8% (9)	36% (39)	42% (45)	7% (7)	7% (7)	2.50
Form, sustain, and modify instructional systems to facilitate learning.	49% (52)	38% (40)	11% (12)	1% (1)	1% (1)	1.64
Control risks to safety, health, and environment in the learning setting.	62% (66)	32% (34)	6% (6)	0% (0)	1% (1)	1.43
Use emergency procedures as necessary.	62% (66)	28% (30)	9% (10)	0% (0)	1% (1)	1.47
Total Respondents						107

How essential are the following cluster FOUNDATION knowledge and skills to a career in Education and Training? **ETHICS AND LEGAL RESPONSIBILITIES:**

	Very Important	Important	Slightly Important	Not Important	No opinion	Response Average
Explain ethical and legal boundaries of professional practice in learning settings.	55% (59)	41% (44)	4% (4)	0% (0)	0% (0)	1.49
Explain legal rights that apply within learning settings.	45% (48)	46% (49)	9% (10)	0% (0)	0% (0)	1.64
Exhibit ethical and legal behavior in practice.	78% (83)	21% (22)	2% (2)	0% (0)	0% (0)	1.24
Total Respondents						107

How essential are the following cluster FOUNDATION knowledge and skills to a career in Education and Training? LEADERSHIP AND TEAMWORK, PROBLEM-SOLVING, CRITICAL THINKING:

	Very Important	Important	Slightly Important	Not Important	No opinion	Response Average
Apply planning knowledge and skills to enhance professional practice.	54% (57)	46% (49)	0% (0)	0% (0)	0% (0)	1.46
Apply group processing knowledge and skills to enhance professional practice.	33% (35)	57% (60)	10% (11)	0% (0)	0% (0)	1.77
Apply problem solving and critical thinking skills to enhance instruction and learner achievement.	77% (82)	23% (24)	0% (0)	0% (0)	0% (0)	1.23
Apply critical thinking to respond to educational issues.	61% (65)	38% (40)	1% (1)	0% (0)	0% (0)	1.40
Total Respondents						106

How essential are the following cluster FOUNDATION knowledge and skills to a career in Education and Training? EMPLOYABILITY AND CAREER DEVELOPMENT:

	Very Important	Important	Slightly Important	Not Important	No opinion	Response Average
Use research skills to explore career options.	31% (33)	54% (57)	14% (15)	1% (1)	0% (0)	1.85
Acquire state-specific certification/license/credentialing required to practice.	64% (68)	31% (33)	3% (3)	1% (1)	1% (1)	1.40
Complete state-specific requirements to maintain employment and advance career.	59% (63)	37% (39)	3% (3)	0% (0)	1% (1)	1.43
Total Respondents						106

How essential are the following cluster FOUNDATION knowledge and skills to a career in Education and Training? **TECHNICAL SKILLS:**

	Very Important	Important	Slightly Important	Not Important	No opinion	Response Average
Employ planning skills to enhance professional practice.	43% (46)	51% (54)	6% (6)	0% (0)	0% (0)	1.62
Employ instructional skills to enhance learner achievement.	64% (69)	34% (36)	2% (2)	0% (0)	0% (0)	1.37
Employ organizational skills to enhance professional practice.	58% (62)	41% (44)	1% (1)	0% (0)	0% (0)	1.43
Employ presentation skills to enhance professional practice.	53% (57)	45% (48)	2% (2)	0% (0)	0% (0)	1.49
Employ research skills to enhance professional practice.	31% (33)	56% (60)	13% (14)	0% (0)	0% (0)	1.82
Employ group management skills to enhance professional practice.	50% (53)	43% (46)	7% (7)	1% (1)	0% (0)	1.59
Employ assessment skills to enhance professional practice.	59% (61)	36% (37)	5% (5)	0% (0)	1% (1)	1.46
Total Respondents						106

What other skills and knowledge are essential as a foundation for success in an array of careers and educational pursuits in the Education and Training career cluster?

Total Respondents	21
(See Comments page)	

Please select a career pathway:

		Response Percent	Response Total
Teaching and Training		73.6%	78
Professional Support Services		8.5%	9
Administration and Administrative Support		17.9%	19
Total Respondents			106

How essential are the following skills for the "Teaching and Training" career pathway?						
	Very Important	Important	Slightly Important	Not Important	No opinion	Response Average
Employ fundamental knowledge of subject matter to plan/prepare instruction.	84% (64)	16% (12)	0% (0)	0% (0)	0% (0)	1.16
Use needs of learners and organizations to design courses/programs.	73% (53)	27% (20)	0% (0)	0% (0)	0% (0)	1.27
Employ knowledge of learning and developmental theory to describe individual learners.	47% (36)	47% (36)	5% (4)	0% (0)	0% (0)	1.58
Use content knowledge and instructional skills to construct standards based educational goals.	60% (45)	39% (29)	1% (1)	0% (0)	0% (0)	1.41
Apply knowledge of teaching and learning and instructional skills to plan educational strategies.	73% (55)	25% (19)	1% (1)	0% (0)	0% (0)	1.28
Identify needed materials and resources to support instructional plan.	61% (45)	38% (28)	1% (1)	0% (0)	0% (0)	1.41
Use knowledge of content, teaching/learning, and assessment to plan assessment/evaluation strategies.	77% (58)	21% (16)	1% (1)	0% (0)	0% (0)	1.24
Establish a positive climate to promote learning.	83% (62)	17% (13)	0% (0)	0% (0)	0% (0)	1.17
Employ motivational, social, and psychological theory and effective practices to guide learners' personal conduct.	53% (40)	43% (32)	4% (3)	0% (0)	0% (0)	1.51
Use organizational and relationship-building skills to manage instructional activities and related procedures.	57% (43)	41% (31)	1% (1)	0% (0)	0% (0)	1.44
Employ awareness of physical elements to optimize learning.	33% (25)	48% (36)	17% (13)	0% (0)	1% (1)	1.84

Employ instructional strategies to advance learning.	76% (57)	24% (18)	0% (0)	0% (0)	0% (0)	1.24
Use learner response to plan appropriate in-process adaptations in instructional plans.	66% (49)	30% (22)	4% (3)	0% (0)	0% (0)	1.38
Use assessment/evaluation to advance learning.	67% (50)	29% (22)	4% (3)	0% (0)	0% (0)	1.37
Use reflection on past performance to assess effectiveness of instructional practice.	68% (51)	31% (23)	1% (1)	0% (0)	0% (0)	1.33
Locate pathways to improve knowledge and skills.	40% (30)	45% (34)	12% (9)	0% (0)	3% (2)	1.71
Use community-building skills to advance the profession and organizational vision.	29% (22)	49% (37)	21% (16)	0% (0)	0% (0)	1.92
Use organizational skills to maintain accurate records.	56% (42)	35% (26)	9% (7)	0% (0)	0% (0)	1.53
Plan strategies to maintain relationships with organization stakeholders.	37% (27)	51% (37)	12% (9)	0% (0)	0% (0)	1.75
Total Respondents						76

What other skills and knowledge are essential for this career pathway?

Total Respondents	3
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How would you characterize your relationship to the workforce in the career pathway of Teaching and Training? Answer as many as applicable.

		Response Percent	Response Total
I make hiring decisions		10.7%	8
I supervise people who are in this career field		29.3%	22
I work in this career field		93.3%	70
I have a friend or relative who works in this career field		41.3%	31
I have an interest in improving the quality of the workforce in this area		65.3%	49
I have an interest in attracting more people to this career field		49.3%	37
I have no professional connection with this career field		0%	0
Other (please specify)		4%	3
Total Respondents			75

Thank you for your responses. Please indicate what you would like to do next.

		Response Percent	Response Total
Continue to the final wrap-up questions of this survey.		97.3%	71
Return to the Education and Training career cluster list to select another career pathway.		2.7%	2
Total Respondents			73

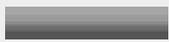
How essential are the following skills for the "Professional Support Services" career pathway?

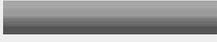
	Very Important	Important	Slightly Important	Not Important	No opinion	Response Average
Employ strategies and techniques to determine needs of learners.	75% (9)	25% (3)	0% (0)	0% (0)	0% (0)	1.25
Teach stakeholders to identify needs of learners.	58% (7)	42% (5)	0% (0)	0% (0)	0% (0)	1.42
Employ strategies and techniques to raise awareness of learners' needs.	50% (6)	50% (6)	0% (0)	0% (0)	0% (0)	1.50
Plan ways to enhance educational success.	75% (9)	25% (3)	0% (0)	0% (0)	0% (0)	1.25
Coordinate support and services to meet needs of learners.	83% (10)	17% (2)	0% (0)	0% (0)	0% (0)	1.17
Evaluate success of support and services.	50% (6)	50% (6)	0% (0)	0% (0)	0% (0)	1.50
Total Respondents						12

What other skills and knowledge are essential for this career pathway?

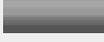
Total Respondents	1
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How would you characterize your relationship to the workforce in the career pathway of Professional Support Services? Answer as many as applicable.

		Response Percent	Response Total
I make hiring decisions		16.7%	2
I supervise people who are in this career field		25%	3
I work in this career field		83.3%	10
I have a friend or relative who works in this career field		41.7%	5

I have an interest in improving the quality of the workforce in this area		66.7%	8
I have an interest in attracting more people to this career field		33.3%	4
I have no professional connection with this career field		0%	0
Other (please specify)		8.3%	1
Total Respondents			12

Thank you for your responses. Please indicate what you would like to do next.

		Response Percent	Response Total
Continue to the final wrap-up questions of this survey.		83.3%	10
Return to the Education and Training career cluster list to select another pathway.		16.7%	2
Total Respondents			12

How essential are the following skills for the "Administration and Administrative Support" career pathway?

	Very important	Important	Slightly Important	Not Important	No opinion	Response Average
Synthesize cutting-edge knowledge and trends to enlist support for a vision of success for all learners.	58% (11)	42% (8)	0% (0)	0% (0)	0% (0)	1.42
Foster a positive organizational culture to promote a climate conducive to learning.	74% (14)	26% (5)	0% (0)	0% (0)	0% (0)	1.26
Facilitate instructional programs to meet organizational objectives.	63% (12)	32% (6)	5% (1)	0% (0)	0% (0)	1.42
Facilitate instructional practice to meet organizational objectives.	63% (12)	37% (7)	0% (0)	0% (0)	0% (0)	1.37

Guide personnel to meet organizational and personal objectives.	74% (14)	26% (5)	0% (0)	0% (0)	0% (0)	1.26
Manage operations to meet organizational objectives.	63% (12)	37% (7)	0% (0)	0% (0)	0% (0)	1.37
Collaborate with stakeholders to meet organizational objectives.	68% (13)	32% (6)	0% (0)	0% (0)	0% (0)	1.32
Employ advocacy strategies to meet organization and learner needs.	53% (10)	42% (8)	5% (1)	0% (0)	0% (0)	1.53
Negotiate within political, social, economic, legal, and cultural contexts to meet organizational objectives.	42% (8)	58% (11)	0% (0)	0% (0)	0% (0)	1.58
Total Respondents						19

What other skills and knowledge are essential for this career pathway?

Total Respondents

0

How would you characterize your relationship to the workforce in the career pathway of Administration and Administrative Support? Answer as many as applicable.

		Response Percent	Response Total
I make hiring decisions		68.4%	13
I work in this career field		63.2%	12
I supervise people who are in this career field		57.9%	11
I have an interest in improving the quality of the workforce in this area		73.7%	14
I have an interest in attracting more people to this career field		57.9%	11
I have no professional connection with this career field		0%	0

I have a friend or relative who works in this career field		26.3%	5
No response		0%	0
Total Respondents			19

Thank you for your responses. Please indicate what you would like to do next.

		Response Percent	Response Total
Continue to the final wrap-up questions of this survey.		94.7%	18
Return to the Education and Training career cluster list to select another pathway.		5.3%	1
Total Respondents			19

In which state do you live?

		Response Percent	Response Total
Missouri		97%	96
Other (please specify)		3%	3
Total Respondents			99

Please indicate the professional area in which you work:

		Response Percent	Response Total
Business/Industry		3%	3
State Agency		3%	3
Federal Agency		0%	0
Association/Chamber		2%	2
Secondary Education		65.7%	65
Postsecondary Education		8.1%	8
Other (please specify)		18.2%	18
Total Respondents			99

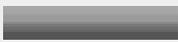
Years of work experience:

		Response Percent	Response Total
Student		0%	0
0-1		1%	1
2-5		5.1%	5
6-10		8.2%	8
11-20		27.6%	27
21-30		40.8%	40
31+		17.3%	17
Total Respondents			98

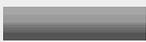
What other comments would you like to add related to career education in Missouri?

Total Respondents	7
(See comments page)	

Would you be willing to participate in future surveys like this related to Missouri Career Education and workforce development?

		Response Percent	Response Total
Yes		47.5%	47
Maybe		27.3%	27
No		25.3%	25
Total Respondents			99

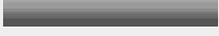
Would you be willing to serve on a local or state advisory council for the betterment of career education and workforce preparation in Missouri?

		Response Percent	Response Total
Yes		32.7%	32
Maybe		22.4%	22
No		44.9%	44
Total Respondents			98

If you indicated "yes" or "maybe" to either of the two questions above, please provide DESE your contact information (include name, company, address, telephone number, and e-mail address). This information will be used solely for the purposes described.

Total Respondents	49
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Through which channel did you receive this survey?

		Response Percent	Response Total
Trade association or professional society		46.5%	46
Chamber of Commerce or industry group		1%	1
Business colleague		3%	3
e-mail from Department of Elementary and Secondary Education		33.3%	33
Educator		8.1%	8
Website link		2%	2
Word-of-mouth		1%	1
Other (please specify)		5.1%	5
Total Respondents			99

Was this survey easy to use?

		Response Percent	Response Total
Yes		83.8%	83
No		1%	1
Somewhat		9.1%	9
Comments		6.1%	6
Total Respondents			99

COMMENTS FOR EDUCATION AND TRAINING:

FOUNDATION Knowledge and Skills:

What other skills and knowledge are essential as a foundation for success in an array of careers and educational pursuits in the Education and Training career cluster?	
<u>1.</u>	follow up training/education.
<u>2.</u>	Proofreading and double checking the end product
<u>3.</u>	A love of teaching!
<u>4.</u>	none that I can think of
<u>5.</u>	Community partnerships
<u>6.</u>	experience working with children or adolescents in other settings (church, tutoring, etc.)
<u>7.</u>	Listening and observational skills.
<u>8.</u>	Improvement/change theories
<u>9.</u>	Some kind of basic ethics training
<u>10.</u>	I think that to be an administrator, a teacher should have MINIMUM of 10 years teaching experience. This is getting to be ridiculous that these teachers who are administrator-want-a-be's are becoming administrators with such a low amount of teaching experience. For those of us who have actually been in the classroom for over 15 years, a wet-behind-the-ears teacher is one thing, but to start evaluating those of us who KNOW what we are doing, is quite another. Let's UP the requirements instead of dumbing it down!
<u>11.</u>	an understanding of different learning styles, social and economic backgrounds (Ruby Payne, for instance)the things that can impact student learning that are beyond the teacher's control.
<u>12.</u>	Reflective practitioner
<u>13.</u>	Practice, practice, practice. Get the professional in the classroom or skill or tech career, whatever, but get them into the practical application to see if they are comfortable in the situation and if they are good enough to continue in the professional field.
<u>14.</u>	Time Management, Effort & Attitude, Following Directions and Finished Product.
<u>15.</u>	Personal appearance is important. Professional dress in the educational work place is important to have credibility with the students and parents.
<u>16.</u>	Working with professional peers Working with learners with special needs and a variety of abilities
<u>17.</u>	Skills and strategies related to conflict resolution.
<u>18.</u>	Time and stress management :)
<u>19.</u>	Mastering the appropriate content areas. Building relationships.
<u>20.</u>	resume building
<u>21.</u>	Demonstrate classroom management skills

PATHWAY Knowledge and Skills:

TEACHING AND TRAINING

What other skills and knowledge are essential for this career pathway?	
<u>1.</u>	The ability and the courage to do what is best for the students even when it is not the most popular thing to do. Also, one must develop the skills needed to inspire students to do their best in school.
<u>2.</u>	Discipline, organizational skills, class management
<u>3.</u>	Working with professional peers Working with learners with special needs and a variety of abilities Professionalism and high personal standards of ethics and morals

PROFESSIONAL SUPPORT SERVICES

What other skills and knowledge are essential for this career pathway?	
<u>1.</u>	Always look at the whole picture not just that day's activities. Strive toward a goal.

ADMINISTRATION AND ADMINISTRATIVE SUPPORT

What other skills and knowledge are essential for this career pathway?	
Total Respondents	
0	

OTHER COMMENTS:

What other comments would you like to add related to career education in Missouri?	
<u>1.</u>	Schools should use a form to guide and document student decisions on coursework in high school. This would serve as a double check for the academic counselor as well as the parents and the student.
<u>2.</u>	None
<u>3.</u>	More emphasis on the arts and vocational education.
<u>4.</u>	Everything we here from industry, says we are not preparing our students for the work place. I do not know the answer but that is what the Business world I here says to me as an educator.
<u>5.</u>	I wished more teachers considered it as a CAREER instead of a supplemental salary.
<u>6.</u>	As far as teacher training goes, universities have begun a very beneficial process that gets young teaching majors out into public classrooms for observation and micro-experiences early in their college training. This is extremely important, as these students need to experience these things as early as possible so as not to discover too late that education is not a good fit for them.
<u>7.</u>	That special needs students' should not be excluded from any career. Special Needs students', with help, can have fulfilling careers.