

Education Bridge Curriculum

Career Awareness Resources

Outcome #1

Career Exploration

Directions: Visit [Education & Training career cluster | Explore Careers CareerOneStop](#). Choose one job to explore by clicking on the link. Record your information below and discuss your answers with your classmates.

1. Job title: _____

2. What level of education is required? _____

3. What are the median wages? _____

4. What do you like about this job?

5. What don't you like?

6. Do you think this could be a good job for you? Why or why not?

Outcome #2

Childcare Workers

What is a Childcare Worker?

A childcare worker is responsible for the care and supervision of children in various settings, such as daycare centers, preschools, and private homes. Their primary role is to ensure the safety and well-being of the children under their care while providing a nurturing and stimulating environment. Childcare workers may work with infants, toddlers, or older children, depending on the specific age group they specialize in.

In their day-to-day tasks, childcare workers engage children in various activities that promote their physical, social, and intellectual development. They may plan and organize games, crafts, and educational activities that encourage creativity and learning. Additionally, childcare workers assist children with daily routines, such as mealtime and naptime, and may help with basic hygiene tasks like diaper changes or toilet training. They also monitor children's behavior, intervene in conflicts, and teach appropriate social skills, fostering a positive and inclusive atmosphere for all children in their care.

Daycare Center Workers: These childcare workers are employed in licensed daycare centers or preschools. They care for and supervise children of different age groups, usually from infants to preschoolers. Their duties include providing a safe environment, planning and implementing age-appropriate activities, promoting social and educational development, maintaining records, and communicating with parents.

<https://www.careerexplorer.com/careers/childcare-worker/>

Childcare Directors

What are the requirements to be a childcare director?

Before opening a daycare or childcare program, it is important to understand the regulations you must follow to obtain a license to operate. The specific requirements and regulations for child care licensing vary from state to state and by center type (i.e. home-based or center-based program). Each state's licensing requirements also usually include qualifications or requirements that the childcare center director must meet such as age requirements, education qualifications, or training certifications.

For example, some states require that a childcare center director has a degree in child development, while other states require a director to have a combination of relevant coursework from an accredited college and teaching experience. Obtaining a childcare license ensures that the program follows proper staff-to-child ratios, child supervision policies, and health and safety procedures.

Although some states allow exemptions in childcare licensing (for example, providers who care for relatives, care for a small number of children, or operate for a few hours a day), it is the norm for most facilities to obtain a license.

What does a childcare director do?

A childcare director is responsible for the full operations of running a daycare or childcare program, including managing the facility, establishing policies and procedures, budgeting, hiring staff, overseeing curriculum, and maintaining relationships with families.

With all of these various tasks, save time and streamline your operations with brightwheel. You can reduce manual work, grow your enrollment, and manage staff and student information from one easy-to-use platform.

The duties and responsibilities of a childcare director include:

- Developing the program and curriculum
- Overseeing the hiring and training of staff
- Managing facility operations
- Creating a budget
- Meeting with families and teachers
- Marketing the facility to drive enrollment

Their duties extend beyond their responsibility to the children and include accountability towards the teachers, families, and facility. With education, experience, and practiced skills, childcare directors are an irreplaceable component in a child's early education.

<https://mybrightwheel.com/blog/childcare-director>

Nannies

Nanny Job Description: Top Duties and Requirements

Edited by [Indeed Employer Content Team](#)
Last updated June 16, 2025

A Nanny is responsible for performing all tasks that correlate to a child's care in an employer's home. While a Nanny's duties may vary based on the household, common responsibilities include creating a safe, stimulating, and nurturing environment where a child can thrive and develop.

Nanny duties and responsibilities

A Nanny is responsible for a range of duties that vary depending on the household. A Nanny's duties and responsibilities may include:

- Preparing food for children and often for the family
- Caring for the children's hygiene, like grooming, brushing hair, and bathing
- Light housekeeping like tidying playrooms, bedrooms, the kitchen, the laundry room, and sterilizing bottles and toys.
- Working with the family on appropriate discipline guidelines
- Taking children to their appointments and scheduled activities including school and extracurricular activities
- Organizing in-house activities such as reading, crafts, and games
- Maintaining a healthy environment
- Keeping a record of daily activities
- Changing diapers and preparing formula for infants

What does a Nanny do?

A Nanny provides complete professional child care services on both a short-term and long-term basis. Nannies care for both the social and physical well-being of the child. They often perform duties such as cooking and cleaning. As opposed to other child care services, Nannies are an integral part of a child's upbringing as they spend such a significant amount of time caring for them in their early years of development. Nannies provide services throughout the entire day and typically focus their attention on working for one family at a time. Some Nannies, especially those that move from overseas to care for children, live and work in the family's home. Depending on the household, a Nanny sometimes also cares for family pets.

https://ca.indeed.com/hire/job-description/nanny?qad_source=1&gclid=Cj0KCQjwj8jDBhD1ARIsACRV2TtEOFjOmSD_5b3Des8CYmPtIpmYxwnqzJ-N2E4sUFv_dOMRMOhpkSoaAhppEALw_wcB&qad_campaignid=696031637&gbraid=0AAAAADfh6_vSyJFzpTeSOdeIjhC69Cla&aceid=&gclsrc=aw.ds

Preschool Teachers

Preschool Teacher Job Description: Top Duties and Qualifications

Edited by [Indeed Employer Content Team](#)
Last updated June 16, 2025

A Preschool Teacher, or Early Childhood Teacher, is a childcare professional who takes care of and educates students around three to four years old. Their main duties include teaching children about basic fundamentals, like numbers, color and shapes, helping children build their social skills and keeping the classroom clean and safe for all of the students and Teachers.

Preschool teachers are responsible for the early education of children in their care. Duties and responsibilities of Preschool Teachers include developing and delivering interactive learning programs designed to engage and educate young children. Examples of Preschool Teacher duties and responsibilities include:

- Establish and enforce rules of behavior for children in their classrooms
- Provide basic needs for children
- Provide tools and resources for children to use and explore during learning and play activities
- Adapt teaching methods and materials to meet the interests and learning styles of children
- Develop and maintain positive relationships with children and parents
- Manage classroom activities including lessons, play, breaks and meals
- Track childrens' progress and report to parents
- Maintain a clean and tidy classroom
- Help children reach developmental milestones
- Collaborate with others to implement lesson plans
- Encourage children to interact with each other to develop social skills
- Provide appropriate supervision for children at all times
- Maintain inventory system for classroom materials and supplies
- Facilitate various activities for children including songs, games and storytelling
- Adhere to health/safety and sanitation procedures

What Does a Preschool Teacher Do?

Preschool Teachers work for educational institutions, like private or public schools, teaching and preparing children for kindergarten. They'll use various teaching methods and techniques like storytelling, games, music and art to teach kids basic social skills and learning concepts. Preschool teachers are also responsible for demonstrating how students should follow rules and respect others.

They coordinate the children's schedules to ensure they have a proper balance of education, play time and rest. Preschool Teachers also educate students on how to follow daily routines and how to practice proper hygiene.

<https://www.indeed.com/hire/job-description/preschool-teacher>

Teacher Assistants/ Paraprofessionals

Teacher assistants, also referred to as paraeducators, paraprofessionals, or instructional assistants, work in the classroom under the direction of the lead teacher. Duties often required of teacher assistants include: working with students either in small groups or individually, enforcing the rules to help students behave, tracking attendance, preparing materials or equipment for lessons, and helping supervise students. In general, the lead teacher's job is to teach new material and the teacher assistant reinforces the lessons afterward. Teacher assistants may also help with grading or planning lessons.

Most teacher assistants work at the K-12 level but others work in preschools and childcare centers. There is a higher demand for teacher assistants at the early childhood level because younger children usually require more care.

Eligibility criteria for teacher assistants varies. Some school districts may only require a high school diploma, but most want teacher assistants to have an associate degree or at least two years of college. Potential teaching assistants may also have to pass a state or local test.

A DAY IN THE LIFE

- Morning: Teacher assistants may start with cleaning up after the students eat breakfast while the lead teacher prepares lessons for the day. During classroom time, a teacher assistant may deal with inappropriate behavior among the students while a lesson is being taught. She may also observe the lead teacher during the day in order to learn how to teach.
- Mid-Morning: She may do some administrative work during the day, like checking homework and tracking behavior points. And throughout the day, she will be responsible for responding to the needs of the lead teacher, which can vary from day to day.
- Lunch Break: During lunch and recess, she monitors the students and ensures that cots are set up for nap time.
- Afternoon: When class time resumes, she performs in-class duties like monitoring behavior or working with students in small groups.
- After Work: Her work day ends when the students leave. Most preparation and planning are done by the lead teacher, however, the teacher assistant might study the next day's lesson.

<https://www.earlychildhoodteacher.org/jobs/teacher-assistant/>

Work Setting	Notes
Child Care worker	
Child Care Director	
Nanny	

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Preschool Teacher	
Paraprofessional	

My Next Move Research

Name: _____

Date: _____

Directions: Using the website, [My Next Move](#), research one occupations discussed in class, and write some information about it below.

Job Title: _____

- Level of Education: _____
- 2 skills needed: _____
- Typical Wages: _____

What is interesting to you about this type of work?

Outcome #3

SMART Goals

Directions: Complete the acronym. Write your own SMART goals below.

S-

M-

A-

R-

T-

My SMART Goals:

#1

#2

Short- Term and Long-Term Goals

My short term goal:

My long term goal:

Outcome #4

Soft Skills Vocabulary

Word	Meaning

Soft Skills Examples

1. Isabel Sanchez

Isabel Sanchez is a preschool teacher at a childcare center. She has many children from different countries in her classroom and often has to share important information with parents. She always arrives at 7:00 every morning to open the classroom and is never late.

What soft skills does Isabel have?

2. Elise Johnson

Elise is a nanny and takes care of a 6 month old baby boy. Sometimes he cries a lot before going to sleep. She rocks him and sings to him as long as it takes. She changes her plans sometimes and takes him on walks to help soothe him. She writes in a daily log all the details of their day for his parents to read when they come home.

What soft skills does Elise have?

3. Margaret Dee

Margaret owns her own daycare center in her home. She is responsible for paying her staff on time and making sure all the paperwork is completed each month. She often has to look for and choose who she will hire. She has regular meetings with her staff and they work together to solve problems. She has regular conversations with families and children.

What soft skills does Margaret have?

Outcome #5

Educational Requirements

Associate's Degree	Bachelor's Degree	Master's Degree
<ul style="list-style-type: none"> ● 2- year degree ● Usually done at a community college ● Shortest type of degree, often cheaper 	<ul style="list-style-type: none"> ● 4- year degree ● Given at a state college or private university ● Not always necessary, but can help you advance your career 	<ul style="list-style-type: none"> ● Done after completing a Bachelor's Degree ● Advanced degree
<p><u>Early Childhood / Paraprofessional Jobs:</u></p>	<p><u>Early Childhood / Paraprofessional Jobs:</u></p>	<p><u>Early Childhood / Paraprofessional Jobs:</u></p>

Community College Research

Directions: Research a local community college. Choose any certificate or degree program to research and answer the questions below.

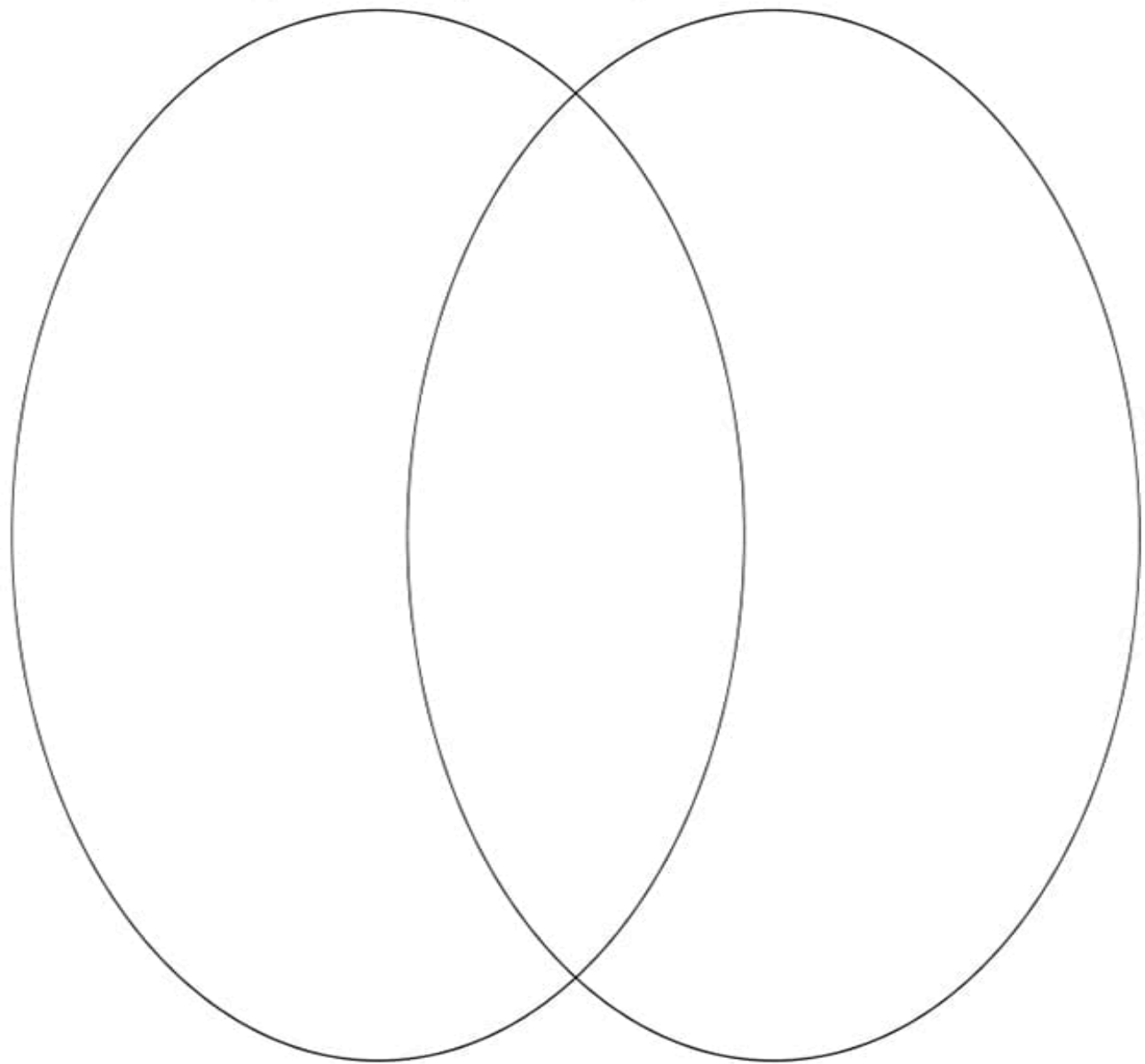
1. Name of College:
2. What is the name of the program?
3. Is this a Certificate program or an Associate's Degree program?
4. How many classes will you take in the whole program?
5. How many total credit hours will you earn?

Outcome #6

Interview Questions

1. Tell me about yourself.
2. Why did you choose this career field?
3. What is your educational background?
4. What experience do you have working with children?
5. How do you handle stress?
6. How would you respond to a child who is acting out in the classroom?
7. What are your greatest strengths?
8. What is your greatest weakness?
9. Are you CPR certified?

Venn Diagram Graphic Organizer



Outcome #7

What Should You Include on a Resume?

Directions: Fill in the blanks with the correct vocabulary words from the word bank.

1. A resume is a brief document that tells _____ employers about your skills, work history and more.
2. Because it is so useful and _____ almost every job search begins with one.
3. The summary offers brief highlights of your most _____ skills and achievements.
4. Although it is not required on a resume, the summary can make a great _____ _____ on a hiring manager.
5. In your work experience section, make sure you present yourself in the _____ _____ possible.
6. The skills section can _____ your work experience by listing any technical or career related skills that can help you stand out.
7. Every aspect of your resume should be clear, _____ and _____ to the job you are pursuing

Word Bank:

best light

Potential

Relevant

Concise

Reinforce

first impression

Notable

Versatile

Jenny Baret

Elgin, IL 60120 | (312) 453-0963 | jenny_baret@gmail.com

OBJECTIVE

Responsible babysitter and nanny with extensive experience seeking a part-time job in childcare with children ages 0-10.

PROFESSIONAL EXPERIENCE

THE JONES FAMILY

Nanny

Elgin, IL

Sep 2020 – Present

- Cared for a boy and a girl aged 5 and 8 during parents' absence in the evenings
- Ensured children were bathed, fed, and in bed prior to parents' return
- Created innovative and educational games that improved 5-year-old's speech impediment
- Played with children and read bedtime stories, receiving requests from children every evening
- Helped 8-year old girl with school homework or other activities, helping with high score during Standard Tests
- Completed household tasks such as laundry, light cleaning, cooking and meal planning

THE LANG FAMILY

Babysitter

Schaumburg, IL

June 2018 – Aug 2020

- Looked after a girl aged 6 during weekends and summer and winter breaks
- Took child to parks and playgrounds, as well as taught her to swim
- Created interesting and home learning activities, as well as arts and crafts
- Prepared lunch and snacks, taking extra attention to nutritional values of food, and turning around child's previous dislike for carrots
- Coordinated play dates with other families following parent approved list

EDUCATION

WAUBONSEE COMMUNITY COLLEGE

Aug 2012- May 2014

Aurora, IL

- Associate's Degree- Early Childhood Education

O'HARA HIGH SCHOOL

2004-2008

Kansas City, MO

SKILLS

- High physical stamina and perseverance
- Strong oral communicator
- Diaper change and potty training
- Ability to plan and implement age-appropriate learning experiences
- Certified Lifeguard with CPR Certification
- Emergency First Aid Kits

Created by World Relief 2025

Adapted by Christine Noreik 2025

Jenny's Resume

1. Where does Jenny live?
2. What job did she have in 2019?
3. What job does she have now?
4. Did Jenny go to college? If yes, where?
5. Where did Jenny go to school?
6. What are Jenny's skills? Do you have any of these skills?

Resume Outline

Full name: _____

City: _____ **IL, Zip Code:** _____

Phone number: _____

Email: _____

Objective:

(state a simple goal for a career)

Skills: List at least 4 abilities or talents

- _____
- _____
- _____
- _____

Education:

School: _____ Location: _____

Degree/ Course of Study: _____ Years you attended: _____

Employment History: Add any work experience you have and include your responsibilities.

Most Recent Job: _____

- _____
- _____
- _____
- _____

Other Work Experience: _____

- _____
- _____
- _____

Certifications:

- _____

Outcome #8

7 Key Components of an Effective Cover Letter

<https://www.indeed.com/career-advice/resumes-cover-letters/parts-of-cover-letter>

Your cover letter is typically the first impression you make on potential employers when they review your job application. To capture their attention and increase your chances of being invited for an interview, your cover letter should aim to include key elements presented in a clear format. Hiring managers often sift through numerous applications each day, making it important to incorporate specific cover letter contents that highlight your qualifications and align with their professional expectations.

In this article, discover the key [cover letter](#) contents for every application, plus a template and example to help you write your own standout cover letter.

What is the purpose of a cover letter?

A cover letter offers a personalized introduction to a potential employer, highlighting your qualifications and interest in the role. While your resume focuses on skills and work experience, the cover letter provides insight into your [soft skills](#), attitude, and motivations. Employers may review cover letters to assess how well you align with their company culture and how you can apply your experience to meet the role's requirements. An effective cover letter connects your career goals with the company's values.

Key cover letter contents to include

Cover letter contents may differ between cover letters, but there are still key elements that each one should aim to include to highlight your candidacy for the role. Consistent formatting is also important, ensuring your information is well-organized and easy for employers to review.

A strong cover letter follows a logical structure to showcase your skills. To meet [employer](#) expectations and highlight your top qualities, here are seven sections that every cover letter should include:

1. Header

Cover letters generally begin with a header that includes your contact details. To maintain consistency, many applicants use the same header for both their cover letter and [resume](#).

Your header should start with your name and list your email, phone number, and address on

separate lines. If relevant to the role, you can also include links to your [portfolio](#) or professional social media profiles.

If space allows, you may also include the hiring manager's name and company contact information. While typically included on hard copy submissions, adding employer details is optional for digital applications.

Read more: [7 Powerful Ways to Start a Cover Letter \(With Examples\)](#)

2. Greeting

The salutation of your cover letter is a key opportunity to stand out by addressing the correct person. Research the hiring manager's name for each job to show effort and [attention to detail](#). You can often find this information in the job listing, on the company website, or by contacting the company directly.

If a specific name is not available, personalize the greeting by referencing the department that the role belongs to. If a name is not available, a standard greeting like 'Dear Hiring Manager' can be acceptable. Keep your greeting professional and concise, using appropriate titles and honorifics where appropriate.

3. Introduction

The opening paragraph of the cover letter should aim to introduce who you are and explain why you are interested in the role. Mention the [job title](#), highlight your relevant strengths, and share why you are excited about the opportunity. If a current employee referred you, you may mention that here.

Review the job posting to identify key qualifications, and use this paragraph to showcase how you meet those requirements, setting the stage for the rest of your letter. This introduction helps employers quickly see why you are a strong fit for the role.

4. Qualifications

After your introduction, focus on your qualifications and experience. This section should aim to immediately capture the employer's interest by highlighting how you can contribute to their team.

Expand on the skills and achievements listed in your resume, specifically focusing on how they align with the job requirements. Share examples of relevant projects or challenges you have worked on, emphasizing how you solved problems and delivered results. Highlight your contributions to the success of past initiatives and showcase the impact of your work to demonstrate your value to the employer.

Read more: [10 Skills for Cover Letters](#)

5. Values and goals

In the next paragraph, show that you have researched the company and understand its mission. Highlight how your goals align with theirs, focusing on what excites you about the [company's culture](#).

A strong cover letter typically demonstrates how you will be an asset to the team, fit in well with colleagues, and share the company's values, making you a more appealing candidate for an interview. Use this section to explain how your work can benefit both you and the employer, showcasing your ability to not only perform the job but also contribute positively to the team.

6. Call to action

In the final paragraph, summarize your interest in the position and suggest the next steps. Thank the hiring manager for reviewing your application, and express your enthusiasm for discussing the role further or scheduling an interview. Keep the focus on how your skills and experience can benefit the company, highlighting the value you can bring to their team.

7. Signature

Conclude your cover letter with a professional sign-off, followed by your name or signature. If you are submitting your cover letter via email, avoid adding an extra [email signature](#). Some suitable closing phrases include:

- Sincerely
- Best regards
- Respectfully
- Thank you
- With thanks

Cover Letter Examples

#1

Mike Lee
2309 Central Ave.
Aurora, IL 60656
872-925-0345
mlee@myemail.com

October 3, 2024

Chris Robinson
Restaurant Manager
350 N. Park St.
Aurora, IL 60656

Dear Mr. Robinson,

I am writing to express my interest in the Chef position at St. Paul's Restaurant. I have been passionate about cooking since I was young, and have chosen to pursue culinary training as soon as I could. Now, with more than 3 years of experience, I am excited to put my skills into practice in a highly respected restaurant like yours.

In my last position at Peterson Restaurant, I learned the art of quality service in a fast-paced environment. I am skilled at working well under pressure and managing a kitchen staff of more than 10 employees. I am trained in knife work as well as kitchen safety. I also have experience creating a robust menu that utilizes a wide range of culinary techniques.

I believe my unique skills make me a perfect fit for the Chef role at your restaurant and I look forward to the opportunity to speak with you in person for an interview. Thank you for your time and consideration.

Sincerely,

Mike Lee

*Adapted from NorthStar Digital Literacy, Career Search Skills,
Lesson 8: Preparing the Cover Letter*

Created by World Relief 2025

Adapted by Christine Noreik 2025

#2

Felicia Smith

Felicia.s@myemail.com

Hello,

My name is Felicia Smith. I am interested in working for your company.

I am qualified for this position because I love to cook good meals at home for my family. I am a hard worker and a fast learner.

Thanks,

Felicia

*Adapted from NorthStar Digital Literacy, Career Search Skills,
Lesson 8: Preparing the Cover Letter*

Created by World Relief 2025

Adapted by Christine Noreik 2025

Cover Letter Planning

<p>Introduction-</p> <ul style="list-style-type: none">• What is your “Attention getter”?• What position are you interested in?• Why is this job interesting to you?	
<p>Qualifications-</p> <ul style="list-style-type: none">• What makes you a good fit for this job?• What are some measurable accomplishments you can discuss?• What are your credentials?	
<p>Values and Goals-</p> <ul style="list-style-type: none">• What are your career goals?• How do your personal values and goals match with the company or particular position? <p><i>Created by Christine Noreik. 2025</i></p>	

Call to Action-

- What can you say to encourage the employer to contact you?

Cover Letter Peer Review Rubric

Student Reviewer: _____

Graded on:	Scale of 1-3 1=Worst 3=Best	Comments:
Header & Greeting <ul style="list-style-type: none"> ● Did they have an appropriate header with their contact information? ● Did they have an appropriate greeting? 		
Introduction <ul style="list-style-type: none"> ● Did they have an attention getter? ● Did they say the name of the position ● Did they talk about why they are interested? 		
Qualifications- <ul style="list-style-type: none"> ● Did they talk about why they are a good fit for the job? ● Did they mention any measurable accomplishments? ● Did they mention credentials? 		
Values and Goals- <ul style="list-style-type: none"> ● Did they mention any of their career goals? ● Did they mention how their personal values or goals match with the company or particular position? 		
Call to Action- <ul style="list-style-type: none"> ● Did they encourage the employer to contact them? <p><i>Created by Christine Noreik. 2025</i></p>		

Signature <ul style="list-style-type: none">• Did they have an appropriate signature?		
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Outcome #9

Volunteer Opportunities Log

Community Organization Name	Description of Volunteer Work	Requirements to Volunteer

Career Planning

1. What type of job am I planning to pursue?
2. What are the skills required for this job?
3. What skills do I currently have? What skills do I need to gain?
4. What type of training or education do I need?
5. What is one short- term and one long-term goal I have for my career?
6. What are my next steps?
7. How did this course help prepare me for a career in Education?

Education Bridge Class Presentation

Student Name: _____

Graded on:	Scale of 1-5 1=Worst 5=Best	Comments:
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1. Submitted a presentation on time		
2. Presented for 8-10 minutes		
3. Answered all of the presentation questions		
4. Used visuals (pictures/images) to make the presentation interesting		
5. Spoke clearly (not too fast, not too slow, not too quietly)		
6. Expressed enthusiasm and excitement about the presentation through smiling, hand motions etc.		
7. Dressed professionally		

8. Appropriate mannerisms- (No gum, held eye contact, confident, sat up straight in chair, face was in the middle of the screen)		
9. Turned off or silenced my cell phone and had no distractions		
10. Responded clearly to questions		
11. Used professional language (no slang)		