

# EDUCATION DEVELOPMENT PLAN INSTRUCTIONS



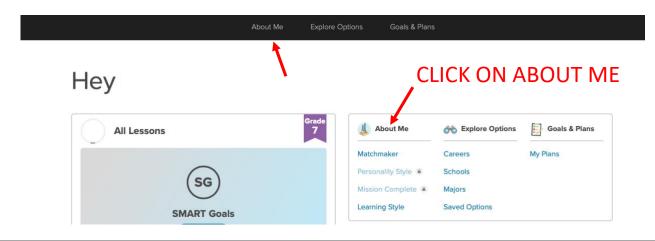
Log into Xello: <u>https:/</u> Username: TSD student email Password: Student ID #	
<ul> <li>Locate the ALL LESSONS section on the left side of your</li> <li>You will see a checkmark in a green circle next to the taken during a provision grade level</li> </ul>	
<ul> <li>task during a previous grade level.</li> <li>Click the link to begin an activity.</li> </ul>	2023-24 Education Development Plan
Select an activity name from the list below to open step by step instructions	To unlock this lesson:
→ Career Matchmaker Assessment → Personality Stye Quiz	Complete the Personality Style quiz Start Quiz
$\rightarrow \frac{\text{Select 4 Career Clusters}}{\text{Save 2 Experiences}}$	Choose 4 favorite cluster(s) Choose Clusters Add 2 experience(s) to your profile
$\rightarrow$ Select a minimum of 4 Saved Careers	Save 4 career(s) you like Explore Careers
$\rightarrow$ After the above activities have been completed type the box. Make sure to click the Turn In button to submit.	e answer to the following question in the text Turn In
What is the career(s) you are mo	st interested in right now?

To return to the Xello homepage click on the word Xello in the uppe	er left-hand corner.	
Your EDP is complete when you see 100%	next to All Lessons.	
100% All Lessons	Grade 9	
BE 2023-24 Education Plan		

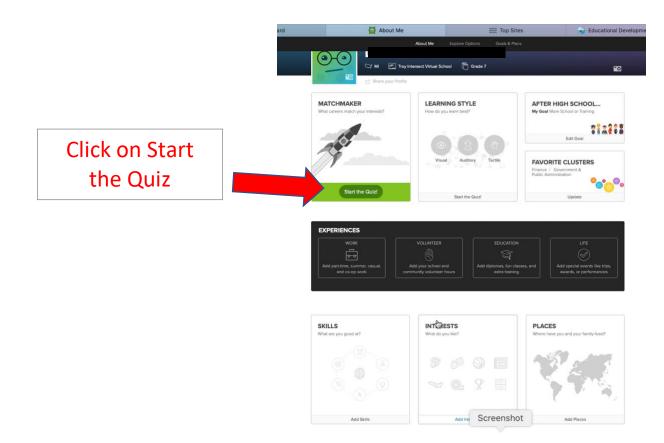
The section below contains step by step instructions and screenshots for each EDP activity. Some students report they do not need these detailed instructions, but they are available if you get stuck. If you continue to have difficulty, please reach out to Mrs. Clippard for assistance. 248-823-5158

### CAREER MATCHMAKER & AFTER HIGH SCHOOL GOAL

The first question students will be asked is "What would you like to do after high school?". This question helps to filter your matches. "Not Sure Yet" is also an option for those who are still on the path of figuring out their first steps after high school.



CAREER MATCHMAKER can be found on the ABOUT ME page Click GET STARTED to start the 39-question quiz. Once you select an answer Xello does not allow you to go back and make changes until the quiz is completed.







# DISCOVER CAREERS

that suit your interests

#### What is Matchmaker?

Matchmaker asks about your likes and dislikes and then suggests careers based on your interests. There are three phases in the quiz. Your matches will be updated as you complete each phase. Ready to see what's on your horizon?

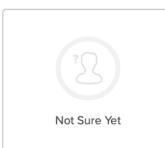
Launch Matchmaker!

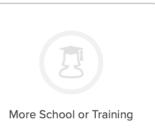
Click LAUNCH MATCHMAKER

Alternate Route

MATCHMAKER

#### What would you like to do after high school?





You can always change your selection!



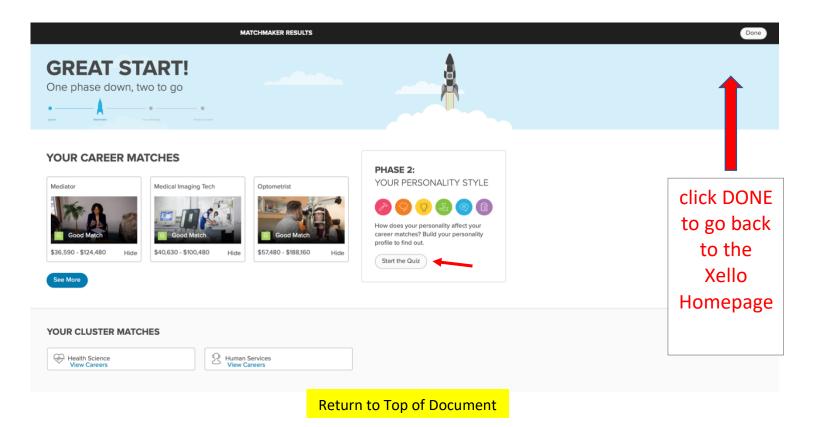
Choose what you think you would like to do after high school. You can always change your answer later. Then click the START MATCHMAKER button

		M	ATCHMAKER QUESTION	IS		
ΜΑΤΟ	HMAK	ER	F	Progress	1/39 Rev	iew My Answers
	How do you fee	el about:				
	Working outside	in any weather			?	
	LIKE VERY MUCH	LIKE	NOT SURE	DISLIKE	DISLIKE VERY MUCH	

During the Career Matchmaker quiz students will answer 39 questions. These questions have students thinking critically about their interests and ranking them on a scale of Like Very Much to Dislike Very Much.

TIP: To get more information or clarification on a question, click the question mark icon.

TIP: If you've changed your mind on how you answered a previous question, click **Review My Answers**, located next to the progress bar, to update your choice.

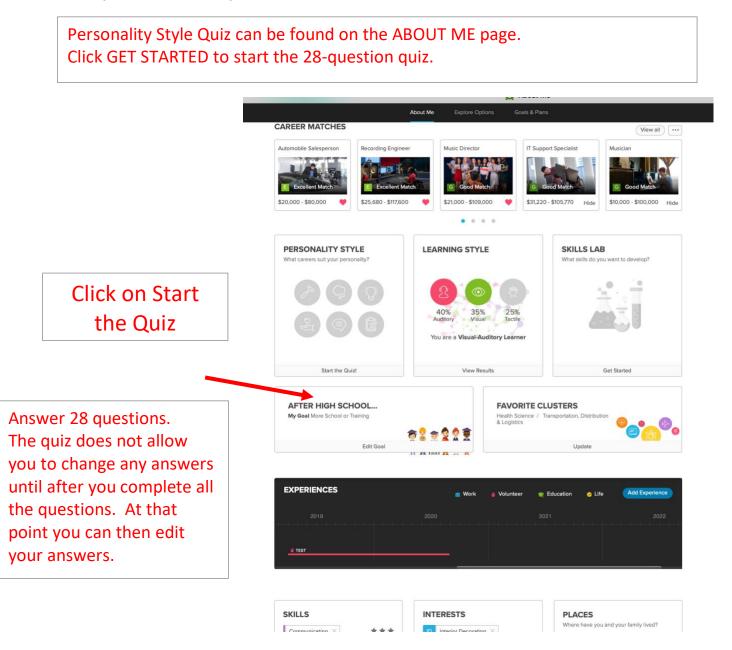


## PERSONALITY STYLE QUIZ

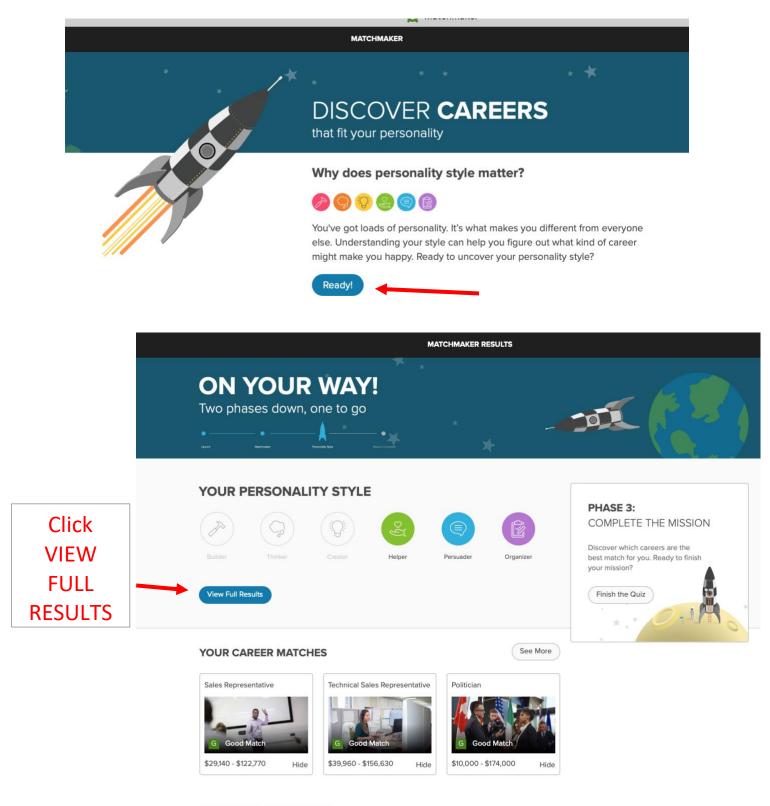
Xello's Personality Style assessment is the second phase of the Matchmaker assessment. Your answers in the 28 question Personality Style quiz finetune your career matches from the first Matchmaker assessment and match you with careers that are popular for professionals with the same personality styles.

#### How to Access the Personality Style Assessment

In order to begin the Personality Style assessment, you <u>must</u> have already completed the first phase of Matchmaker.



If you need to return to the Xello homepage click on the XELLO in the upper left-hand corner



#### YOUR CLUSTER MATCHES

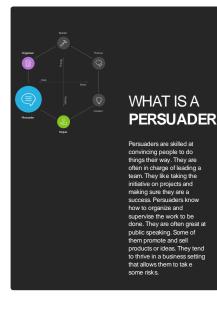


### YOUR PERSONALITY STYLE



Persuaders enjoy influencing, leading, and managing people. They often like working in positions of power. Persuaders usually have to make tough decisions and take risks. They may also like to give speeches, lead groups, and sell things or ideas.

PERSUADERS ARE	PERSUADERS USUALLY LIKE	PERSUADERS VALUE
Assertive	Managing	Influence
Energetic	Deciding	Leadership
Confident	Strategizing	Risk-taking
Ambitious	Selling	Achievement
Adventurous	Motivating	Initiative



#### WHAT MAKES ME A PERSUADER?

As a persuader, you probably like the idea of having power and influence over others. When you have a project, you enjoy taking on the role of team lead and making decisions. You're good at meeting new people and making a strong first impression. Arguing your point of view comes naturally, and you often win debates Maybe you'd like to create business plans that make money. Or, perhaps the thought of giving a speech tha motivates others gives you a rush.

#### The Holland Codes can tell you about your personality style People can display the traits of one or more of these six personality styles:

-01

WHAT IS THE

HOLLAND MODEL?

> Builders like to use tools and machines to repair and install things. They are practical and good at using their hands. Holland Code: REALISTIC

> > Thinkers like to research and solve complex problems. They are logical and curious, and invent theories they try to prove. Holland Code

Creators like to design, write, paint, and perform They value intuition and imagination, and enjoy expressing their ideas Holland Code: ARTISTIC

Helpers like to care for, counsel, and teach people They value cooperation and connection, and they are good listeners. Ľ are good listeners. Holland Code: SOCIAL **Persuaders** like to make decisions, motivate and lead people, and take risks. They are natural influencers and managers Holland Code: ENTERPRISING

> Organizers like structure and order in their work. They are good at working with data, files, lists, and little details. and Code: CONVENTIONA

#### THE HOLLAND CODE

Ê

Each personality style tends to have certain interests, values, and traits. But, many people display traits from more than one personality style. You might have the traits of mainly one Holland Code, or you might have a combination of traits from two or three. Most careers can also be mapped to the Holland Model Knowing your personal Holland Code can help you seek out a career that you enjoy and find fulfilling

Of course, the Holland Model can't tell you exactly what career to choose – you have to do that yourself! Think of this assessment as a starting point to discover careers. It will give you some insight into the kind of work you might be good at, what you value as a worker, and what you might like to do on the job

Once the Personality Quiz is completed you will be able to see your results based on the Holland Career **Development Model.** Your results contain information about your personality types. At the bottom of the webpage, you will see careers that align with your personality types.

After you complete the Personality Style quiz you can see how your results relate to a career on each Career Profile page in Explore Options (Module 3)

Xello uses a series of guizzes to match you with potential careers you may be suited to.

- 1. Career Matchmaker.
- 2. Personality Style Quiz.
- 3. Mission Complete.

Completion of each of these guizzes helps to refine your career matches.

CAREERS FOR PERSUADERS, HELPERS AND ORGANIZERS

ne risk s.

WHERE DO

Business

Sales

Politics

Law Leadership

Management

PERSUADERS WORK

Persuaders seek out careers in which they must convince and motivate

others. They often choose to work in fields such as:



#### Politician G 000 -\$174,000 Hide

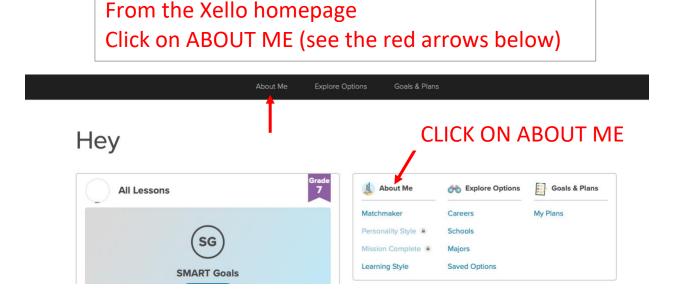
#### **Return to Top of Document**

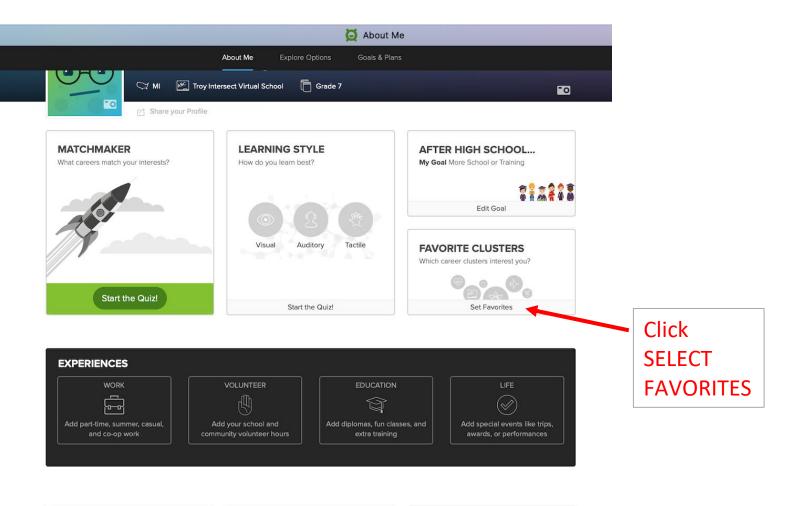
## CAREER CLUSTERS

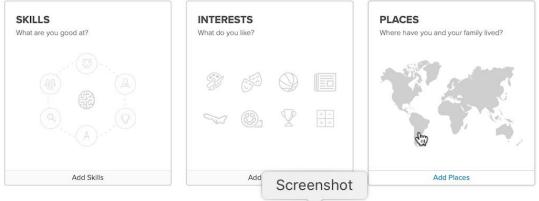
A career cluster is group of careers that share common features. If you like one job in a cluster, you will probably find other jobs in that cluster that you will like as well.

Here are examples of three different career clusters.

- **Health** Workers in this cluster help people have healthy lives. Some work directly with people, some don't. This cluster contains jobs like home health aide, medical sonographer, pharmacy aide, and medical transcriptionist.
- **Business** Workers in this cluster help companies run smoothly. This cluster contains jobs like office clerk, receptionist, credit checker, and janitor.
- **Public Safety** Workers in this cluster protect people and enforce laws. This cluster contains jobs like security guard, court clerk, alarm installer, and lifeguard.



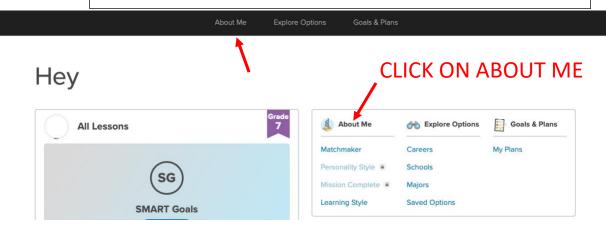




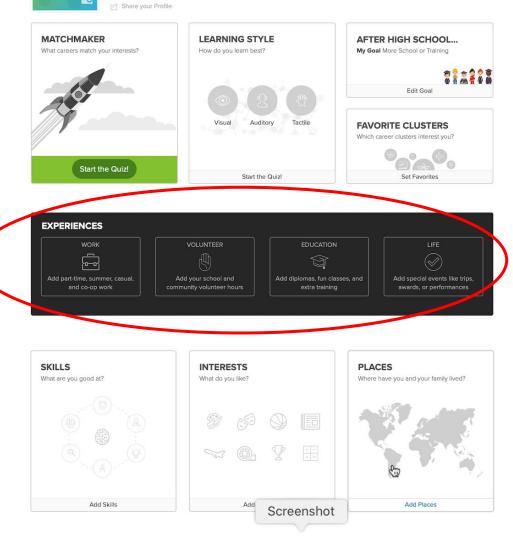
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Education & Tr	aining	ß	Finance		Government & Public Administration	-69-	Health Science		
Human Service	es		Hospitality & Tourism		Information Technology	Å	Law, Public Safety, Corrections & Security		
Manufacturing		<b>R</b>	Marketing	2JS	Science, Technology, Engineering & Math	4	Transportation, Distribution & Logistics		
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	WHAT'S	S A CAR	EER CLUSTER?		upper rig	zht-ł	nand corne	er of the	page.
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	+ ARC	HITECTURE	& CONSTRUCTION						
	+ AGR	CULTURE,	FOOD & NATURAL RESOUR	CES					
	+ ART	S, A/V TECH	INOLOGY & COMMUNICAT	IONS					
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		CATION & T	RAINING				ne category you		
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### **EXPERIENCES**

## From the Xello homepage Click on ABOUT ME (see the red arrows below)



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About Me Explore Options Goals & Plans	
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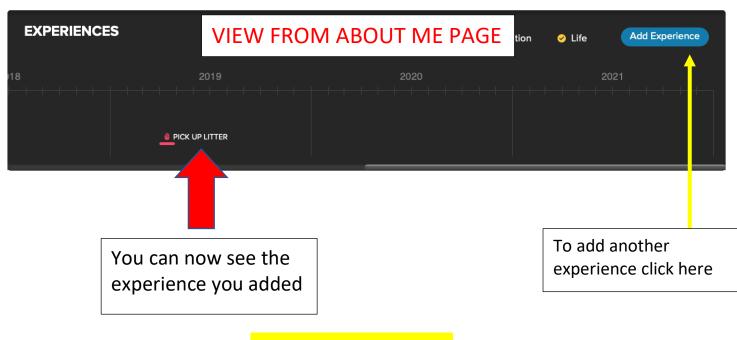


Document your extracurricular activities, volunteer experiences and jobs. This information is useful when it comes time to fill out job, apprentice, or college applications and can easily be added to your Resume Builder assignment ( $9^{th} - 12^{th}$  grade). Update your experiences at least once a year.

- Work: document each job you have received money for
- Volunteer: specify if you participated one time or ongoing
- Education: enter your high school's name and expected date of graduation. Enter classes you take outside of school – art, music, karate, gymnastics.....
- Life: enter extracurricular activities you participate in – sports, band, clubs, performances, and awards.

	VOLUNTEER EXPERIENCE	
Position	Pick Up Litter	
Organization	Add organization	
Time Period (Required)	from to Logarity 2019 V April V 2019 V Ongoing	
Service Hours	hours minutes Add hours Add min	
City or Town	Enter a location	
🟠 What I liked	📆 What I found challenging 🛛 🍈 What I learned	
	500, 500,	500

- Next to Position type in the name/title of what your experience was. This example shows "Picked Up Litter"
- You must fill in a start date (month & year) and an end date (month and year) or select ongoing if it is something you are still participating in. The SAVE button will appear once you enter the date.
- Fill in the other boxes if possible or come back later and add details you may need to look up.
- Once you have the required information you will see the SAVE button in upper right-hand corner.
- Click on SAVE to add your experience.



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# **EXPLORING & SAVING CAREERS**

### Save a minimum of 4 careers that interest you

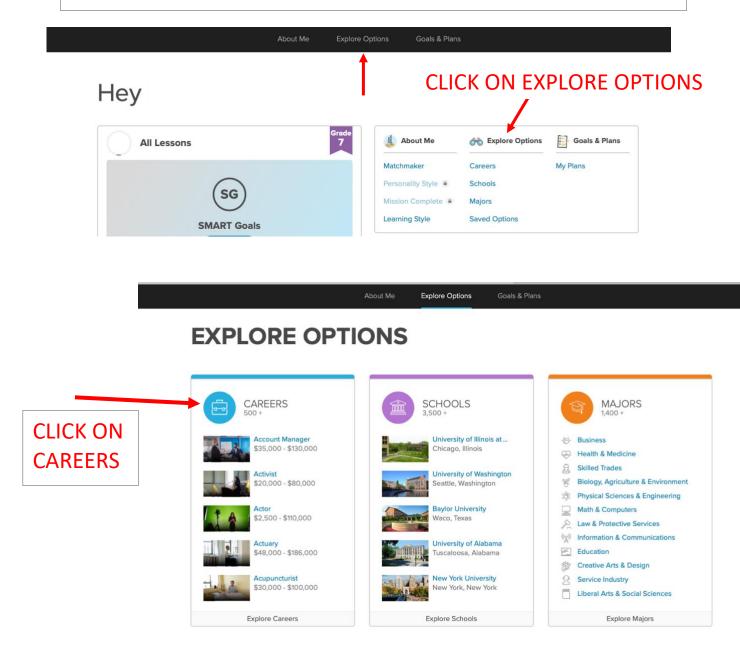
This lesson is designed to get your started in career exploration. Your goal is to save at least four careers you are interested in learning more about. You are welcome to save any additional careers that you find interesting enough to want to learn more about them.

TIP: Explore the dynamic filters by clicking **More Filters** including. You can narrow your list based on factors like earnings, related clusters, and job outlook.

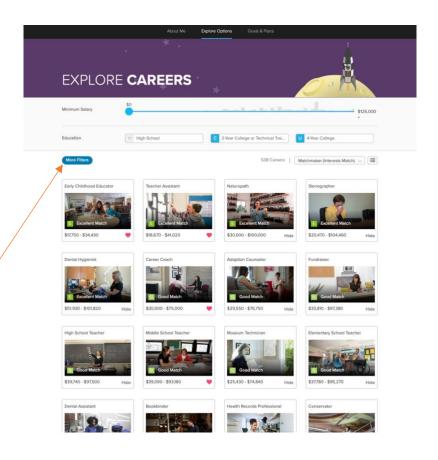
### Each career profile page contains:

- Job Description
- list of Similar Careers
- Video Interviews
- Core Tasks
- Work Place
- How Career relates to your Personality Style \*must have taken the Personality Style Quiz to access this information
- Working Conditions
- Earnings
- Sample Career Path
- <u>Education and Training</u> You will see a list of links under Related Majors. Choose one to take you to the profile for that Major.

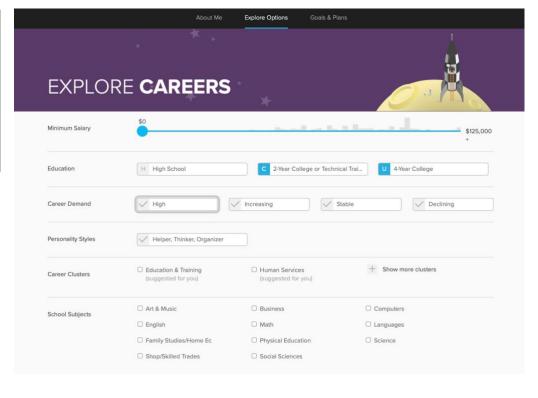
### From the Xello homepage Click on Explore Options and then (see the red arrows below)



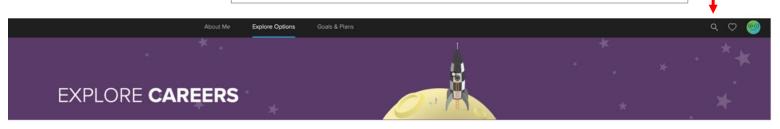
On this screen you can scroll down and look through all your career matches in Xello. When you find a career you are interested in learning more about, click on career name to access more information. Click on 'More Careers' at the bottom of the page to see more career matches. Students typically have more than 400 matches.



You can use the MORE FILTERS option to help narrow down your career choices

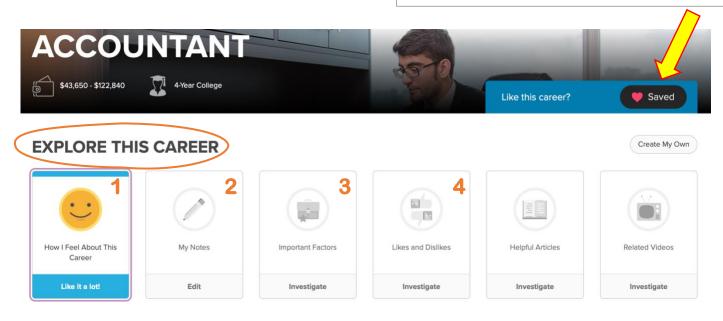


If you already have a career in mind, use the search option to type the career



• To view your previously saved careers, select the heart located in the upper right corner of the webpage.

To SAVE a career click on the heart. You know you have saved it when it turns red like below.



For each career you save, complete the Explore This Career section:

- 1. How I Feel About This Career
- 2. My Notes Type your answer to the question "What classes or activities could help me increase the skills related to this career?
- 3. Important Factors
- 4. Likes & Dislikes

Early childhood educators care for and teach infants, toddlers, and preschool children. They play a key role in shaping these young children's futures.

### JOB DESCRIPTION

You may not remember your first few years of life, but they influenced who you are today. The people who took care of us back then also affected who we are now. When you think about it that way, early childhood educators have very important jobs.

Early childhood educators are called ECEs for short. They work with children in nursery schools, daycares, and similar settings. Most ECEs work with children aged 2 to 5. Some daycares take children up to 10 years old in after-school programs.

ECEs must know how children develop on a mental, physical, social, and emotional level. They are trained to design games and activities that are both fun and educational. They know how to treat children based on their age.

ECEs teach young children a variety of things. They teach them how to read and why they should share. They teach them not to hit others and how to deal with anger. Teaching these life skills requires different strategies and techniques.

ECEs must be creative and resourceful. They plan activities that help children develop and build selfesteem. They also must be able to keep them interested and motivated. They organize daily routines that help kids feel comfortable and secure.

ECEs often use arts and crafts in their classroom. These projects help to bring out children's creativity. Art

You will want to keep scrolling all the way to the bottom of the page to learn all about the career you selected. If you don't know what a particular career does read the JOB DESCRIPTION. If you really like a career check out the SIMILAR CAREERS to find out what other careers may use the same skills or education as the career you like.

#### SIMILAR CAREERS



Personal Care Aide \$18,243 - \$30,896



Social Worker \$30,196 - \$77,928



ESL Teacher \$29,000 - \$91,000



Special Education Tea... \$38,710 - \$95,186

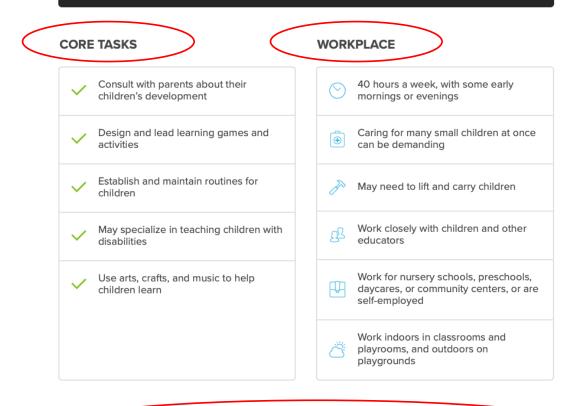


Child and Youth Worker \$20,000 - \$50,000

#### **CAREER CLUSTER**

#### INCREASING DEMAND

The demand for this career is increasing. Its growth rate is slower than the national average growth for all careers. But, many people are needed to work in this career compared with other careers.





WORKING CONDITIONS

Early childhood educators work in:

- nursery schools
- preschools
- daycare centers
- community centers
- recreational facilities

Some start their own child care businesses. Many ECEs work full time, about 40 hours a week. Those who work for daycare centers may work longer hours, starting early in the morning and ending late at night. Most daycare centers are also open in the summer, while schools are not. Directors of daycares may work 10 or 11 hours a day. They often have extra administrative duties to finish before they can go home.

ECEs care for many children at once. They have to watch children in the classroom and outside in the playground. Caring for toddlers involves helping them eat and brush their teeth. They also help toddlers go to the washroom and wash their hands. ECEs who work with children with a disability have even more hands-on duties.



ECEs can be employed by a variety of businesses. They typically work full time and are paid hourly. Some ECEs are self-employed and run their own business.

In general, ECEs make between \$8 and \$16 an hour. This means that full-time workers can make up to about \$33,000 a year. Assistants earn the lowest wages.

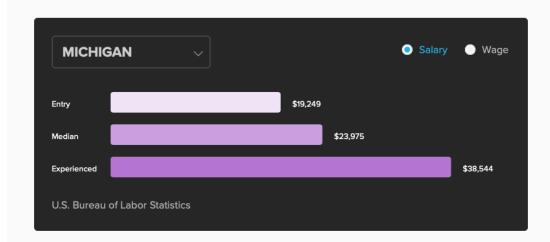
Preschool educators earn between \$10 and \$26 an hour. Their median wage is \$14 an hour. This adds up to about \$20,000 to \$55,000 a year, with a median of \$29,000 a year.

Supervisors and directors can make anywhere from \$14 to \$41 an hour. This adds up to a range of about \$30,000 to \$85,000 a year.

Earnings for ECEs depend on many factors. These can include their experience, education, employer, and location. ECEs who work for large daycare centers will make more than those who work for smaller organizations. ECEs with a college degree will make more than those with just a high school diploma.

Earnings for self-employed ECEs depend on the hours they work and how many children they look after. They might have to market themselves to find children to care for.

Some full-time ECEs will receive benefits, such as health coverage and paid vacation days. Those who are self-employed must provide their own benefits. These educators may have a side job to make more money.



#### SAMPLE CAREER PATH

TITLE / ANNUAL SALARY RANGE	REQUIREMENTS	RESPONSIBILITIES
ASSISTANT EARLY CHILDHOOD EDUCATOR \$17,000 - \$20,000	Volunteer experience     working with children	Assist fully qualified ECEs in the classroom
EARLY CHILDHOOD EDUCATOR \$20,000 - \$30,000	<ul> <li>Degree in early childhood education</li> <li>A professional designation</li> </ul>	<ul> <li>Plan units and daily activities</li> <li>Care for children</li> <li>Supervise assistant ECEs</li> <li>Deal with parents</li> </ul>
SUPERVISOR	<ul> <li>Several years of experience as an ECE</li> </ul>	Oversee all the programs     and activities of a daycare

# EDUCATION & TRAINING

Each state has its own requirements for entering this field. Some states require ECEs to have special education or training. Other states don't require you to get much training. Most employers prefer to hire those who have been trained or certified.

In most states, you need at least a high school diploma. You might also need an associate or bachelor's degree. You can study early childhood education or child development. Depending on where you live, you might need to get both education and child care experience. Supervisors and directors must complete extra training.

Some states require ECEs to be certified as a Child Development Associate (CDA). The Council for Professional Recognition offers this designation. You need at least 120 hours of child care training and 480 hours of experience. The National Child Care Association (NCCA) also certifies ECEs.

It is helpful to take a course in first aid and CPR. In fact, some employers require you to have this training. Fire safety and child abuse prevention training are also recommended. You are usually required to show proof of immunization and have a police records check.

#### RELATED MAJORS

 $\overline{\mathbf{X}}$ 

Elementary Education and Teaching

Early Childhood Education and Teaching

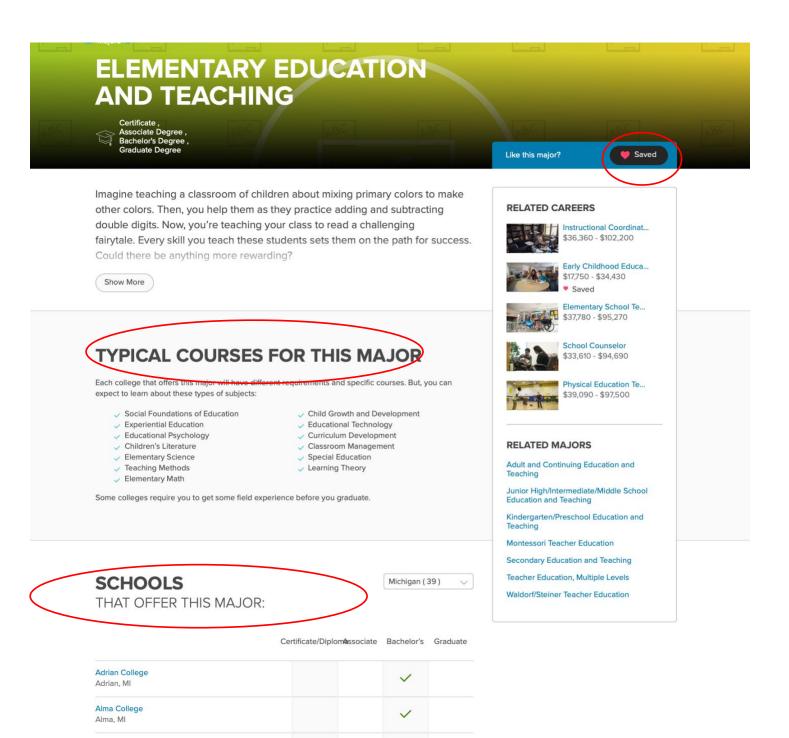
Child Care and Support Services Management Kindergarten/Preschool Education and Teaching

Child Development

Youth Services/Administration

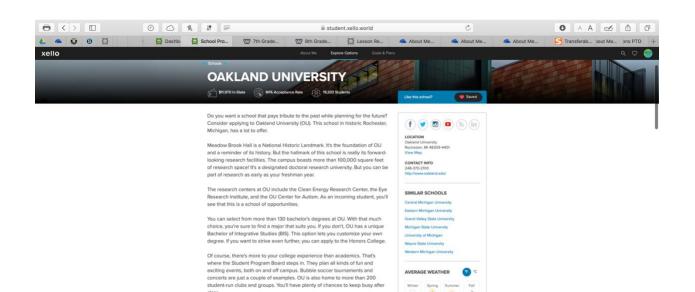
If a career you are interested in requires further education click on one of the majors to learn what type of classes you would need to take.

In 6<sup>th</sup> – 10<sup>th</sup> grades adding a major and a school are optional. If you are interested in exploring majors & schools, you are welcome to do so. You can save them to your EDP by clicking the heart (the same way you saved your career)



Alpena Community College Alpena, MI

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Michigan is a great place to live and learn. The state offers outdoor activities for all 4 seasons. Rochester is a small town with sturning architecture, cultural events, and lots of parks. OU is a school for high achievers, and it sets students up for success!

G 3,432 U 15,901 19,333 Graduate Undergraduate Total

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