Today we talked about businesses within our community. We used job cards to learn many different things about each job (what they do, where they work, and the skills they use).

After participating in the jobs card activity, what did you learn about how you can prepare for a job in your future?
Job Card Descriptions

Food Scientist

What they do
Food scientists work with food.

Where they work
Offices and laboratories

Education
College

Skills and duties
✓ Find new ways to grow food
✓ Help farm animals grow strong
✓ Do experiments on soil and plants
✓ Reading, writing, and computer skills

Like jobs
Farmer
Rancher

Farmer

What they do
Farmers raise food or animals.

Where they work
Outdoors

Education
High school or college

Skills and duties
✓ Plant and pick crops and vegetables
✓ Run tractors and repair farm machines
✓ Raise animals
✓ Reading, writing, and computer skills

Like jobs
Rancher
Food scientist

Architect

What they do
Architects make plans for buildings and bridges.

Where they work
Offices and buildings

Education
College

Skills and duties
✓ Make plans for buildings where people live, work, and shop
✓ Follow safety laws
✓ Know building codes
✓ Reading, writing, and computer skills

Like jobs
City planner
Art designer

Carpenter

What they do
Carpenters build and fix things made of wood.

Where they work
Indoors and outdoors

Education
High school

Skills and duties
✓ Use hand tools and saws
✓ Work with wood-cutting machines
✓ Reading, writing, and computer skills

Like jobs
Ironworker and steelworker
Toolmaker
**Fashion Designer**

**What they do**
Fashion designers draw plans for new clothes, shoes, and jewelry.

**Where they work**
Offices, dance studios, and movie companies

**Education**
High school

**Skills and duties**
- Use computers or paper to draw ideas
- Pick fabrics and colors for clothes
- Show their work at fashion shows
- Reading, writing, and computer skills

**Like jobs**
Art director
Floral designer

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**Art Teacher**

**What they do**
Art teachers help students make drawings and paintings.

**Where they work**
Schools and community centers

**Education**
College

**Skills and duties**
- Teach art using different materials and methods
- Teach art history
- Buy art supplies and paper
- Reading, writing, and computer skills

**Like jobs**
Cartoonist
Set designer

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**Librarian**

**What they do**
Librarians help people find facts and knowledge in libraries.

**Where they work**
Public libraries, schools, and colleges

**Education**
College

**Skills and duties**
- Order new books, CDs, and DVDs
- File materials so they are easy to find
- Read and plan fun things for children to do
- Reading, writing, and computer skills

**Like jobs**
Reading teacher
Child care worker

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**Social Worker**

**What they do**
Social workers help people fix problems in their everyday lives.

**Where they work**
Schools, hospitals, and clinics

**Education**
College

**Skills and duties**
- Help people who are sick or out of work
- Help people who need food or places to live
- Help families adopt children
- Reading, writing, and computer skills

**Like jobs**
School counselor
Family therapist
Accountant

What they do
Accountants keep track of money.

Where they work
Offices

Education
College

Skills and duties
☑ Help people and businesses see how they spend their money
☑ Prepare tax returns
☑ Have good money and math skills
☑ Reading, writing, and computer skills

Like jobs
Money planner
Tax planner

Money Manager

What they do
Money managers help people grow their money.

Where they work
Offices

Education
College

Skills and duties
☑ Teach people how to use or lend money
☑ Buy and sell stocks and bonds
☑ Help with tax forms
☑ Reading, writing, and computer skills

Like jobs
Tax planner
Bookkeeper

City Planner

What they do
City planners decide how to use community land.

City planners work for the government.

Where they work
Offices

Education
College

Skills and duties
☑ Draw community maps
☑ Plan parks and playgrounds
☑ Work with engineers and architects
☑ Reading, writing, and computer skills

Like jobs
Architect
Surveyor

Federal Agent

What they do
Federal agents help keep people and property safe.

Federal agents work for the government.

Where they work
Offices and in the community

Education
College

Skills and duties
☑ Enforce federal laws
☑ Learn the facts of a case and write reports
☑ Try to stop crimes before they happen
☑ Reading, writing, and computer skills

Like jobs
Security guard
Private detective
**Veterinarian**

**What they do**
Veterinarians are doctors who care for animals.

**Where they work**
Clinics, zoos, and farms

**Education**
Veterinary school

**Skills and duties**
- Keep animals healthy
- Treat sick animals
- Help people care for their pets at home
- Reading, writing, and computer skills

**Like jobs**
Surgeon
Wildlife biologist

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**Dental Assistant**

**What they do**
Dental assistants help dentists take care of people's teeth.

**Where they work**
Dental offices

**Education**
High school

**Skills and duties**
- Hand tools to the dentist
- Take X-rays
- Give out toothbrushes
- Reading, writing, and computer skills

**Like jobs**
Medical assistant
Pharmacy technician

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**Caregiver**

**What they do**
Caregivers care for children in the home.

**Where they work**
Apartments, condos, and houses

**Education**
High school and college

**Skills and duties**
- Help feed, bathe, and dress children
- Teach children to read and write
- Shop, pay bills, and make meals
- Reading, writing, and computer skills

**Like jobs**
Child care worker
Home health aide

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**Baker**

**What they do**
Bakers bake bread, cakes, cookies, donuts, and pastry.

**Where they work**
Bakeries, grocery stores, hotels, and restaurants

**Education**
High school

**Skills and duties**
- Measure flour and sugar
- Roll, cut, and shape dough
- Place and bake things in hot ovens
- Reading, writing, and computer skills

**Like jobs**
Chef
Cook
Travel Agent

What they do
Travel agents help people make travel plans for vacation or work.

Where they work
Offices

Education
High school

Skills and duties
✓ Order plane tickets
✓ Search for tickets to special shows
✓ Search for nice places for people to stay
✓ Reading, writing, and computer skills

Like jobs
Meeting planner
Information clerk

Counselor

What they do
Counselors help guide and teach people in the community.

Where they work
Offices, schools, and career centers

Education
College

Skills and duties
✓ Teach students how to study and make decisions
✓ Help students think about jobs
✓ Listen to people's problems and offer help
✓ Reading, writing, and computer skills

Like jobs
Social worker
Teacher

Hairstylist

What they do
Hairstylists take care of people's hair. They may also take care of skin and nails.

Where they work
Salons and barbershops

Education
High school

Skills and duties
✓ Wash, cut, and color hair
✓ Use hairbrushes, scissors, and other tools
✓ May trim nails and apply polish
✓ Reading, writing, and computer skills

Like jobs
Manicurist
Pedicurist

Computer Programmer

What they do
Computer programmers write directions for computers.

Where they work
Offices

Education
College

Skills and duties
✓ Write programs that computers need to do certain tasks
✓ Build tools to help write programs
✓ Test and fix mistakes
✓ Reading, writing, and computer skills

Like jobs
Information systems manager
Software developer
**Video Game Designer**

**What they do**
Video game designers make computer games.

**Where they work**
Offices

**Education**
College

**Skills and duties**
- Make animation (moving pictures)
- Write new stories for games
- Build 3-D models
- Reading, writing, and computer skills

**Like jobs**
Graphic designer
Web developer

**Police Officer**

**What they do**
Policemen help keep people and communities safe.

**Where they work**
Police stations and in the community

**Education**
High school

**Skills and duties**
- Know a community’s laws
- Answer calls for help
- Arrest people who they think break the law
- Write reports and go to court
- Reading, writing, and computer skills

**Like jobs**
Private detectives
Prison officers

**Firefighter**

**What they do**
Firefighters put out fires and help people who are hurt.

**Where they work**
Fire stations and forest lands

**Education**
High school

**Skills and duties**
- Put out fires using hoses and pumps
- Drive fire trucks
- Give medical care
- Teach people about fire safety
- Reading, writing, and computer skills

**Like jobs**
Fire Inspector
Paramedic

**Lawyer**

**What they do**
Lawyers help people understand the law.

**Where they work**
Offices and courts

**Education**
Law school

**Skills and duties**
- Know a community’s laws
- Help people charged with crimes
- Prepare important papers for court
- Present facts to a judge
- Reading, writing, and computer skills

**Like jobs**
Judge
Paralegal
Electrician

What they do
Electricians work to set up or fix wires that send electrical power.

Where they work
Buildings, homes, and factories

Education
High school

Skills and duties
- Read building plans
- Wire lights and plugs
- Check, test, and fix wire problems
- Reading, writing, and computer skills

Like jobs
Construction helper
Computer machine repairer

Plumber

What they do
 Plumbers put together or fix pipes that carry water, air, or gas.

Where they work
Buildings, homes, and factories

Education
High school

Skills and duties
- Read building plans
- Use hand and power tools
- Place, test, and fix pipes
- Reading, writing, and computer skills

Like jobs
Building inspector
Electrician

Customer Service Worker

What they do
Customer service workers help people with the things they buy.

Where they work
Customer service centers, banks, and stores

Education
High school

Skills and duties
- Answer people’s questions
- Listen to people’s needs and wants
- Take orders and handle returns
- Reading, writing, and computer skills

Like jobs
Cashier
Bank teller

Real Estate Agent

What they do
Real estate agents help people buy or sell homes or land.

Where they work
Offices

Education
High school

Skills and duties
- Help people find homes for sale or rent
- Compare homes to see which one is the best
- Help people understand important papers
- Reading, writing, and computer skills

Like jobs
Loan officer
Property manager
Robot Engineer

What they do
Robot engineers make robots to help people and businesses.

Where they work
Offices and laboratories

Education
College

Skills and duties
✓ Build robots to do jobs people can't or don't want to do
✓ Use computers to "talk" to robots and tell them what to do
✓ Test and fix robots
✓ Have good math and science skills
✓ Reading, writing, and computer skills

Like jobs
Mechanical engineer
Space engineer

Crime Scene Investigator

What they do
Crime scene investigators help solve crimes.

Where they work
Offices, crime laboratories, and outdoors

Education
College

Skills and duties
✓ Take pictures of a crime scene
✓ Collect things that may prove a case
✓ Do tests and lab work
✓ Have good math and science skills
✓ Reading, writing, and computer skills

Like jobs
Chemist
Medical scientist

Archaeologist

What they do
Archaeologists study people who lived a long time ago and the things they left behind.

Where they work
Offices, laboratories, and outdoors

Education
College

Skills and duties
✓ Study old bones, buildings, dishes, and tools
✓ Collect what they find to study later
✓ Do lab work and write reports
✓ Have good math and science skills
✓ Reading, writing, and computer skills

Like jobs
Museum director
Historian

Car Mechanic

What they do
Car mechanics fix cars and trucks.

Where they work
Repair shops

Education
High school

Skills and duties
✓ Fix or replace car and truck parts
✓ Test engines and brakes
✓ Change oil and fix flat tires
✓ Reading, writing, and computer skills

Like jobs
Car body repairmen
Small engine mechanic