**Occupational Titles**

- Adult Ed. Teacher
- Alumni Relations Coordinator
- Athletic Coach
- Athletic Director
- Child Life Specialist
- Curriculum Specialist
- Day Care Administrator
- Education & Training Administration
- Education Management Specialist
- Educational Therapist*
- Education Researcher
- Elementary School Teacher
- Educational Admin.
- Financial Aid Counselor
- Employee Training Instructor
- Guidance Counselor
- Grant Writer
- Instructor, College/University
- Historic Site Administrator
- Librarian*
- Kindergarten Teacher
- Media Center Specialist*
- Library Consultant *
- Missionary Worker
- Middle School Teacher
- Preschool Administrator
- Physical Education Instructor
- Religious Instructor
- Education Coordinator
- Registrar/Admissions Director
- Resource Teacher
- Secondary School Teacher
- School Psychologist*
- Special Education Administrator
- Student Personnel Administrator*
- Speech Pathologist*
- Student Admissions Administrator
- Student Affairs Administrator*
- Special Education Teacher
- Teacher, Adventure & Outdoor Education
- Training Specialist
- Teacher, Industrial Arts
- Vocational Rehabilitation Counselor*
- Tutor

*May require additional education and/or training.

**Typical Work Activities**

- Planning courses
- Instructing students
- Interacting with faculty, parents, and students
- Performing administrative duties
- Advising students
- Evaluate student performance
- Keeping current with emerging trends and technology
- Supervising student activities

**Skills & Abilities**

- Instructing
- Advising
- Coordinating
- Supervising
- Directing
- Explaining
- Answering Questions
- Writing
- Preparing Reports
- Analyzing
- Interpreting
- Evaluating
- Planning
- Making Decisions
- Developing Ideas
- Quick Thinking
- Communicating
- Inspiring
- Motivating
- Understanding
- Organizing
- Work values such as dependability, patience and creativity

**Employment Settings**

- Schools, public and private
- Business and industry
- Camps
- Churches
- Colleges and universities
- Community centers
- Educational publishers
- Hospitals
- Libraries
- Non-profit agencies
- State and federal government
- Youth Services

**Internet Sites and Professional Associations**

- Indiana Professional Standards Board: www.doe.in.gov/student-services/licensing
- American Federation of Teachers: www.aft.org
- National Education Association: www.nea.org
- Area School Corporations: www.iusb.edu/~edud/schools.html
- IU Bloomington School of Education: http://education.indiana.edu
- Office of Elementary and Secondary Education: www.ed.gov
- Teaching Jobs: www.teachingjobs.com
- Teaching Jobs.org: www.teaching-jobs.org
- Search for Public Schools: http://nces.ed.gov/ccd/schoolsearch

- K-12 Jobs: k12jobs.com
- ESL Employment: www.eslemployment.com
- US Teach.com: www.ussteach.com

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**Indiana University South Bend**

**CAREER SERVICES OFFICE**

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