

In Demand Education Careers

PARAPROFESSIONAL / TEACHER ASSISTANT

SECRETARIES AND ADMINISTRATIVE ASSISTANT

EDUCATION



Most occupations in this zone require training in vocational schools, related on-the-job experience or an associate's degree.



High school graduates can take courses in word processing and office procedures at technical schools or community colleges. Secretaries and administrative assistants typically learn their skills through short-term on-the-job training.

IMPORTANT QUALITIES



- Active listening
- Communication skills
- Instructive
- Interpersonal skills
- Patience
- Resourcefulness



- Decision-making skills
- Interpersonal skills
- Organizational skills
- Reading comprehension
- Time management
- Writing skills

WHAT THEY DO



Teacher assistants work with or under the guidance of a licensed teacher. Generally, teachers introduce new material to students while teacher assistants help reinforce the lessons by working with the individual students or small groups of students.



Secretaries and administrative assistants perform clerical and administrative duties. They prepare documents, schedule appointments, update event calendars, arrange staff meetings, maintain databases and filing systems, perform basic bookkeeping, and support other staff.

EMPLOYMENT OPPORTUNITIES

MEDIAN ANNUAL WAGE **\$30,474**

Employment of teacher assistants is projected to grow eight percent from 2016 to 2026.

MEDIAN ANNUAL WAGE **\$35,380**

Employment of secretaries and administrative assistants is projected to decline two to five percent from 2016 to 2024.

WORK ENVIRONMENT



Teacher assistants typically work in public and private schools, at childcare centers, and for religious organizations. About one in three work part time and most do not work during the summer.



Although secretaries and administrative assistants work in nearly every industry, many are employed in schools, hospital, and government, legal, and medical offices. Most work full time.

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In Demand Education Careers

SECONDARY SCHOOL TEACHER

In Demand Education Careers

SPEECH-LANGUAGE PATHOLOGIST (SPEECH THERAPIST)

EDUCATION



Secondary teachers must have a bachelor's degree. In addition, public school teachers must have a state-issued certification or license, which may require an academic background in the subject(s) they will be certified to teach.

Speech-language pathologists typically need at least a master's degree.



IMPORTANT QUALITIES



- Active listening
- Communication skills
- Instructing
- Patience
- Resourcefulness
- Speaking

- Analytical skills
- Communication skills
- Compassion
- Critical-thinking skills
- Detail oriented
- Listening skills



WHAT THEY DO



High school teachers help prepare students for life after graduation. They teach academic lessons and various skills that students will need to pursue post-secondary education and/or enter the job market.

Speech therapists assess and treat persons with speech, language, voice, and fluency disorders. May select alternative communication systems and teach their use. May perform research related to speech and language challenges.



EMPLOYMENT OPPORTUNITIES

MEDIAN ANNUAL WAGE **\$60,648**

Employment of high school teachers is projected to grow eight percent from 2016 to 2026.

MEDIAN ANNUAL WAGE **\$62,670**

Employment of speech therapists is projected to grow eighteen percent from 2016 to 2026.

WORK ENVIRONMENT



Secondary teachers work in either public or private schools. They typically work during school hours, but may also work evenings and weekends to prepare lessons and grade papers. Most do not teach during the summer.

About two out of five speech-language pathologists work in schools. Most others work in healthcare facilities, such as hospitals.

