

**Bachelor of Science in Education: Secondary Education**

**Certification Programs in:** Biology, Chemistry, Computer Science, Computer Science & Mathematics (dual certification), Earth and Space Science, English, ESL, General Science, German, Mathematics, Physics, Physics and Mathematics (dual certification), Social Studies, and Spanish.

**Minors:** Secondary Education, ESL

The Secondary Education major prepares future educators with the knowledge and tools they need to be successful high school teachers. Students will learn curriculum and methods for teaching specific subjects, organization and classroom management, instructional technology and the needs of diverse learners. Students interested in teaching secondary education will find a distinct set of challenges and many rewards in this exciting field. After completing 60 credits in this program, you are eligible to be a substitute teacher. Please contact the district of interest to learn more.

**Career types associated with Secondary Education**

*(Is this a good fit for you? Are you...)*

Social - "Helper"

Enterprising - "Persuader"

Artistic - "Creator"

**Related skills, values, and qualities**

- Strong interpersonal skills and ability to communicate ideas, facts and abstract concepts to others
- Ability to interact with people of diverse backgrounds and personalities
- Desire and ability to work with children
- Enthusiasm for teaching
- Sense of humor and friendly attitude
- Ability to organize, maintain records and meet deadlines
- Ability to use and incorporate technology into teaching
- Ability to make decisions, solve problems and remain calm in stressful situations
- Ability to adjust to close public scrutiny & criticism

**Courses Secondary Education majors enjoy**

- Psychology
- Public Speaking
- English
- Sociology
- Social Studies
- Science
- Math

**Common interests of Secondary Edu. majors**

- Working part-time or as a volunteer tutoring high school students
- Playing or coaching team sports or participating in community service organizations
- Attending lectures, workshops, or conventions related to education
- Helping to organize and plan social events
- Working part-time or as a volunteer peer/camp counselor, tutor, 4-H leader or scout leader
- Serving as a mentor to youth
- Volunteer experience with urban youth

**For more information about the major**

Contact the Secondary Education Department  
226 Beekey, [secondaryeducation@kutztown.edu](mailto:secondaryeducation@kutztown.edu),

**KU Majors related to Secondary Education**

Elementary Education, Special Education, Library Science, Art Education, Music Education, Mathematics, English, History, Spanish, German, Biology, Physical Sciences

# FOUR STEPS TO SUCCESS

## EXPLORE

### 1<sup>ST</sup> YEAR

- Enroll in the Career Exploration Certificate.
- Attend info sessions to learn about career development and personal branding.
- Take a career assessment to identify and confirm interests.
- Get involved in campus clubs and organizations.
- Develop basic workplace skills through jobs or volunteer work.
- Talk with professors, family, and friends about career ideas.
- Conduct informational interviews with professionals working in fields of interest.
- Develop a relationship with your professors and faculty advisor.

## DISCOVER

### 2<sup>ND</sup> YEAR

- Meet with CDC career coach.
- Attend info sessions to learn about resume writing, and externships.
- Confirm your choice of major and consider options for double major or minor.
- Research careers of interest.
- Complete a job shadowing (externship) experience.
- Seek meaningful employment or volunteer work in a field related to your major.
- Explore options for undergraduate research and study abroad.
- Write a resume and have it reviewed by the CDC.
- Manage your online presence.

## EXPERIENCE

### 3<sup>RD</sup> YEAR

- Enroll in the Career Success Certificate.
- Complete an internship and/or undergraduate research.
- Attend info sessions about internships, interviewing, job search strategies, and grad school.
- Build a LinkedIn profile and continue to monitor your online presence.
- Complete a mock interview.
- Build skills through research projects, part-time employment, and volunteer work.
- Participate in Careers Cafe & networking programs.
- Attend internship & job fairs.
- Take on a leadership role in a student organization or work.
- Consider graduate school options and prepare for admissions tests.

## IMPLEMENT

### 4<sup>TH</sup> YEAR

- Attend your senior kick-off and other info sessions to prepare for job search/grad school.
- Update your resume and LinkedIn profile.
- Create cover letter drafts.
- Gain experience through internships and/or undergraduate research.
- Secure references for job/grad school applications.
- Create your "30 second" commercial.
- Meet with CDC to develop job search strategies.
- Research employers.
- Network with professionals through events and social media.
- Join a professional organization in your discipline.
- Attend the senior etiquette dinner.
- Participate in job fairs and on-campus interviewing.

### Sample Career Titles

Secondary Education majors can be found working in a wide variety of career fields. Here are just some career titles that may be of interest. Please note that some jobs may require further education and training.

- Adult Education Teacher
- Adventure/Outdoor Education Teacher
- Alumni Relations Coordinator
- Assistant Principal
- Athletic Coach/Director
- Business Education Teacher
- Child Life Specialist
- College President
- College Professor/Dean
- Community/Public Svc. Administrator
- Counselor
- Day Care Administrator
- Director of Guidance
- Education and Training Administrator
- Education Management Specialist
- Educational Administrator
- Education Consultant
- Educational Materials Sales
- Educational Researcher
- Educational Resource Coordinator
- Educational Therapist
- Elementary School Teacher
- Employee Training Instructor
- Grant Writer
- Guidance Counselor
- Historic Site Administrator
- Librarian
- Library Consultant
- Missionary Worker
- Peace Corps/VISTA Volunteer
- Personnel Director
- Principal
- Registrar
- Religious Education Teacher
- Resource Teacher
- School Psychologist
- School Social Worker
- School Superintendent
- Secondary School Teacher
- Social Services Volunteer
- Special Education Administrator
- Special Education Teacher
- Student Admissions Administrator
- Student Affairs Administrator
- Curriculum Specialist
- Textbook Writer
- Training Specialist
- Tutor
- Vocational Rehab Counselor
- Vocational/Technical Teacher

To learn more about these careers, visit <http://online.onetcenter.org> or [www.bls.gov/oco](http://www.bls.gov/oco).

## Common Internship Sites and Employers

Secondary Education majors often find internships and employment in the following fields/industries:

- Business and Industry
- Camps
- Public and Private Schools
- Churches
- Colleges and Universities
- Youth Services
- Community Centers/Non Profits
- Educational Publishers
- Day Care Agencies
- Hospitals
- Libraries
- State and Federal Government

# Handshake

Handshake is the primary online resource for preparing and connecting students and alumni with employers. [www.kutztown.edu/handshake](http://www.kutztown.edu/handshake)

## Useful Websites for Secondary Education Majors

Whether you are researching related career fields, applying for internships or jobs, or planning to join a professional association, these websites are for you!

### Industry/Employment Information

O\*NET OnLine  
[Wwww.onetonline.org](http://www.onetonline.org)

Occupational Outlook Handbook.  
[www.bls.gov/oco](http://www.bls.gov/oco)

PA Department of Education  
[www.pa.gov/agencies/education.html](http://www.pa.gov/agencies/education.html)

NJ Department of Education  
[www.state.nj.us/education](http://www.state.nj.us/education)

Education Week  
[www.edweek.org](http://www.edweek.org)

### Job/Internship Search Boards

PA-REAP  
[www.pareap.net](http://www.pareap.net)

PA-Educator.net  
[www.pa-educator.net](http://www.pa-educator.net)

Teachers-Teachers  
[www.teachers-teachers.com](http://www.teachers-teachers.com)

Southern Teacher's Agency  
[www.southernteachers.com](http://www.southernteachers.com)

Education Job Page  
[www.nationjob.com/education](http://www.nationjob.com/education)

School Spring  
[www.schoolspring.com](http://www.schoolspring.com)

US-REAP  
[www.reap.net](http://www.reap.net)

Pennsylvania School Board Assoc.  
[www.PSBA.org](http://www.PSBA.org)

LinkedIn Jobs  
[www.linkedin.com/jobs](http://www.linkedin.com/jobs)

### Professional Associations

PA School Board Association  
[www.psba.org](http://www.psba.org)

American Federation of Teachers  
[www.aft.org](http://www.aft.org)

PA State Education Association  
[www.psea.org](http://www.psea.org)

National Education Association  
[www.nea.org](http://www.nea.org)

Teachers of English to Speakers of Other Languages  
[www.tesol.org](http://www.tesol.org)

National Council of Teachers of Mathematics  
[www.nctm.org](http://www.nctm.org)

National Council for the Social Studies  
[www.socialstudies.org](http://www.socialstudies.org)

National Science Teaching Association  
[www.nsta.org](http://www.nsta.org)

National Council of Teachers of English  
[www.ncte.org](http://www.ncte.org)

American Council on the Teaching of Foreign Languages  
[www.actfl.org](http://www.actfl.org)

# Building Your Resume for a Career in Secondary Education

Building a strong resume for your career field starts long before you ever start your job search. Employers want to hire graduates who not only have the necessary educational background but also have experience applying that knowledge to real life situations.

## Elijah S. Education

eeduca000@live.kutztown.edu, [www.linkedin.com/in/elijah](http://www.linkedin.com/in/elijah), 555-555-5555

### PROFILE

Interested in teaching biology to 12th graders in the Reading School District.

### CERTIFICATION

Secondary Education - Biology

### EDUCATION

B.S.Ed. Kutztown University of Pennsylvania  
Major: Secondary Education/Biology  
Minor: Biochemistry  
Dean's List

Kutztown, PA  
Dec 20xx  
Spring 20xx

### TEACHING EXPERIENCE

Reading High School  
Teacher Candidate, Clinical Experience  
• Taught 10<sup>th</sup> grade biology including dissection instruction with 3D projector technology  
• Created instructional strategies for differentiated units utilizing interactive SMART Board

Reading, PA  
Spring 20xx

Hamburg High School  
Teacher Candidate, Clinical Experience  
• Taught 9<sup>th</sup> and 10<sup>th</sup> grade Anatomy and Physiology, and Zoology  
• Assisted in leading monthly class trips to local zoo

Hamburg, PA  
Spring 20xx

Brandywine Heights High School  
Professional Semester Student  
• Co-taught 12<sup>th</sup> grade Advanced Biology course with gifted students  
• Served as advisor for the Brandywine Heights Biology Club

Topton, PA  
Spring 20xx

### RELATED EXPERIENCE

Philadelphia Zoo  
Education Ambassador Intern  
• Assisted with animal care and handling for educational programs  
• Presented information on featured wildlife, natural habitats, and endangered species conservation efforts

Philadelphia, PA  
Summer 20xx

### PROFESSIONAL MEMBERSHIPS

Pennsylvania State Education Association (PSEA)  
American Federation of Teachers

Spring 20xx-Present  
Fall 20xx-Present

### CAMPUS LEADERSHIP & INVOLVEMENT

Public Relations Chair, Phi Sigma Pi National Honor Fraternity  
• Promote the public image of the Chapter to the University and community  
• Update and maintain the Chapter social media pages (Facebook, Pinterest & Twitter)  
Member, Phi Sigma Pi National Honor Fraternity  
Treasurer, Bonner Hall Council  
Recipient, Career Success Certificate, Kutztown University Career Development Center  
Recipient, Career Exploration Certificate, Kutztown University Career Development Center

Fall 20xx-Present  
Spring 20xx-Present  
Fall 20xx  
Spring 20xx  
Fall 20xx

### WORK EXPERIENCE

Kutztown University Health & Wellness Center  
Desk Receptionist  
• Schedule appointments, manage waiting room, record and file confidential information

Kutztown, PA  
Fall 20xx-Present

Take note of the skills and knowledge obtained through your educational background and hands-on experiences. Highlight transferable skills such as presentation abilities and technological proficiencies.

Learn more about your field and develop the necessary skills for employment by gaining hands-on experience through clinical practice and related work or volunteer experience.

Develop professionally through campus involvement and professional memberships. This illustrates responsibility, leadership abilities and time management skills.