**Job Titles/Personnel Descriptions**

Materials: School Personnel Descriptions, School Personnel Worksheet, Who Am I?, Who Am I? – Answer Sheet

Objectives: Students will be able to name job/personnel titles by descriptions of jobs, and they will be able to give job descriptions by job/personnel titles.

1. Tell the students that today you will be talking about jobs and job/personnel descriptions. You might want to point out the difference between *personal* (relating to one specific person) and *personnel* (the people who work in a company or for a particular type of employer).

2. Start out by giving each student a copy of the School Personnel Worksheet. They can choose partners or work on their own to write a one sentence job description for each job title. Give them an example such as: Principal - Responsible for the administration (running) of the school.

3. Once they have completed the worksheet ask for volunteers to give their descriptions. Ask if other students had different descriptions. Write the best combined description for each personnel title. You can use the School Personnel Descriptions as a guide.

4. Ask the students to think about all the people they meet in their life who help them. For example, ask the students how they got to school that day. If they took a bus, the bus driver helped them. If they drove a car, a gas station attendant helped them because we need gas to drive. Let the students work in pairs or small groups to see how many people they can think of who have jobs that help them. Ask them to list the job and a one sentence job description just like the School Personnel worksheet.

5. After the students have completed their lists, go around the room and ask each person to name one of their workers and job descriptions. Write these down on the board so the students can include workers they might not have on their list.

6. Many students will name the people that they see every week like cashiers and bus drivers, but won’t think of the workers they see only occasionally. Tell the students you are going to give them a sheet of paper that in one sentence tells about a job. The students have to give the job title. Tell them they can work with their partner. See who can finish first! Hand out the Who Am I? Worksheet face down to each student. When you say go, they can begin.

7. When the students have completed the task ask them to each take a turn giving a job title. Were there any that they didn’t know?

8. Ask the students if they have ever needed help but didn’t know who to call because they didn’t know the job title. You can also have a discussion about how the students choose the people who help them. Do they ask for personal recommendations from friends? Do they look it up on Google?

9. This lesson can be modified to talk about just health care workers. For example in a dentist’s office you can find an Office Manager, a Receptionist, a Billing Clerk, a Dental Assistant, a Dental Hygienist, and a Dentist. In a doctor’s office you can find all the same Office Personnel plus, a Medical Assistant, a Nurse, a Nurse Practitioner, a Physician’s Assistant, and a Physician. It would be interesting to discuss the various levels of education and responsibilities that are required for each job.

10. Another possibility is to have a list of the different kinds of physicians to see if the students could guess what that physician specializes in. For example, “What part of the body does a Cardiologist work on?”

School Personnel Descriptions

Principal – Responsible for the administration of the school.

Vice Principal/Assistant Principal – Helps the Principal run the school.

Secretary – Responsible for recording students’ attendance, answering phones, making appointments, etc.

School Nurse – Is responsible for giving children their medication in school. Helps children who get sick during the school day.

Teacher – Teaches children one or more subjects like history and math.

Teacher Aide/Teacher Assistant – Helps the teacher with activities.

Guidance Counselor – Helps children with personal problems relating to school and/or may help with planning for college.

Librarian – Administers the library, and helps children learn how to use the library.

Custodian/Janitor – Helps to keep the school clean.

Parent Coordinator – Encourages parents to get involved with children’s education.

Special Education Teacher – Helps children with learning disabilities.

Psychologist – Helps children who are having behavioral problems in school.

Speech Therapist – Helps children who have difficulty in speaking (stuttering, etc.)

Occupational/Physical Therapist – Helps children who have physical disabilities.

ESL Teacher – Helps children who do not speak English to learn the language.

Cafeteria Worker – Prepares lunches for children.

School Personnel Worksheet

Principal –

Vice Principal/Assistant Principal –

Secretary –

School Nurse -

Teacher –

Teacher Aide/Teacher Assistant –

Guidance Counselor –

Librarian –

Custodian/Janitor –

Parent Coordinator –

Special Education Teacher –

Psychologist –

Speech Therapist –

Occupational/Physical Therapist –

ESL Teacher –

Cafeteria Worker –

Who Am I?

1. I will arrange flowers for you.

2. I will examine your eyes to see if you need glasses.

3. I will fix your toilet.

4. I will cut and polish your fingernails.

5. I will help you plan a trip.

6. I cook your food in a restaurant.

7. You want me to shorten your pants.

8. If your pet gets sick, call me.

9. I am the doctor you need if you are going to have a baby.

10. Come to see me if you need money for a car or house.

11. If your lights don’t work, call me.

12. I’ll make a special cake for your wedding.

13. I’ll cut your husband’s hair.

14. If you don’t want to cook for a party, I’ll cook the food and deliver it.

15. If your need your teeth fixed, call me.

16. I’ll fix your broken necklace or sell you a new one.

17. If you lose your keys, I can help you get into your house.

18. I’ll help you with a legal problem.

19. Call me if you want to buy or sell a house.

20. Fighting with your spouse all the time? I can help.

21. Call me when someone in your family dies.

22. I cut and style women’s hair.

23. I’ll fix your car.

24. I’ll install a new door for you.

25. I’m the one who serves you your food in the restaurant.

26. If you’re hurt in an accident, I’ll help you first and then bring you to a hospital.

27. I’m often the first person you speak to when you walk into an office.

28. Talk to me if you have a problem with a product or a service.

Who Am I? – Answer Sheet

1. Florist

2. Optometrist

3. Plumber

4. Manicurist/Nail Technician

5. Travel Agent

6. Chef

7. Tailor/Seamstress

8. Veterinarian

9. Obstetrician

10. Loan Officer

11. Electrician

12. Baker

13. Barber

14. Caterer

15. Dentist

16. Jeweler

17. Locksmith

18. Lawyer

19. Real Estate Agent

20. Marriage counselor

21. Funeral Director

22. Hairdresser/Hair Stylist

23. Car Mechanic

24. Carpenter

25. Waiter (male)/Waitress (female)/Server (male or female)

26. EMT (Emergency Medical Technician)

27. Receptionist

28. Customer Service Representative