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THE SCHOOL DISTRICT OF MANATEE COUNTY FEATURES A STUDENT AND A CAREER & TECHNICAL EDUCATION TEACHER

Newspaper in Education Presents
Inquizi
 Brought to you by Adult, Career & Technical Education



CAREER
Biz & Buzz



Go Further, Do Better

Southeast High School's Career Advisor Towann Jenkins has a passion for helping others and a strong background of real-world experience working with at-risk youth. He is completely approachable and at ease in any social situation, two admirable qualities that serve him well in his job. Most days during lunch, you can find Towann in the cafeteria mixing easily with both students and staff. Towann is not just working the crowd; he's earning trust and building rapport.

As Career Advisor, Towann strives to motivate students to go further and do better. Emphasis is placed on processing and presenting information to students and their families, which can lead to a world of opportunities for a successful future. Towann works hard getting scholarship information to students and guiding them through the application process. He conducts tours of Manatee Technical Institute for students interested in dual enrollment—a program where students learn a trade (tuition free for high school students) while simultaneously attending high school. He is also planning an onsite career fair and recruiting mentors for the Freshman Learning Center.

ACADEMIC
Biz & Buzz

Finding a Student's Niche

Brandy Braver believes that there is an ideal job for everybody. As Southeast High School's Academic Advisor, this self-professed 'curriculum junkie' endeavors to help students find a better fit, or their niche.

Brandy draws on her years of teaching experience and enthusiasm for curriculum on a daily basis. Emphasis is placed on professional development and cross curriculum integration as well as organizing centers and academies. Brandy works with teachers and students to gather information about subjects and areas of interests. She then develops a plan of action that might include job shadowing or creating a curriculum pathway. This concerted effort moves students forward as they navigate through their high school career and develop the skills that will prepare them for the future.

Brandy also has a strong role in preparing students as they transition into the workforce or college. Resume writing, interviewing skills, filling out applications, and conducting mock interviews are all-important proficiencies that can give an applicant just the edge they need to find their niche in the academic or career world.



InnoVators

Using the Web to Search for Jobs

Students and adults—are you job hunting? Entry-level jobs are often found at retail stores and restaurants, where applying in person works best. If you are looking for a job, have you looked online? Using the web to search and apply for jobs has become popular. The internet is available day or night, making your online job search convenient, flexible, and cheap.

Before you search, be prepared. Some employer websites offer online applications, but many request a resume. Do you have a current resume in a file that you can email? First, create your resume in a word processor such as Microsoft Word. If possible, save your resume in a PDF format. PDF stands for "portable document format" this file type allows readers to view the resume regardless of the program that created it. (Tip: To convert to a PDF, search online using the keywords "free PDF converter".) If necessary, use a professional resume service to create your resume. The price you pay may be worth the results.



Once your resume is ready to go, head online to search for jobs. Local job search websites post job openings for our region. Try the Sarasota/Manatee Economic Development Council's www.JobFocus.com or the statewide Agency for Workforce Innovation's www.employflorida.com. Also, find regional newspaper websites such as www.Bradenton.com and search the classifieds.

National job search sites allow searching by keyword and location. Examples include www.monster.com, www.careerbuilder.com and www.hotjobs.com. When searching for jobs, try a variety of keywords based on your skills or experience. Examples of career-related keywords include "sales," "construction," "entry level," or "manager"—except substitute your skills and experience. Experiment with different keywords, or leave the keyword field blank to see every posted job.

The job search site at www.Indeed.com has an interesting concept; it searches many sites and sources at once. Another new idea is the automated "matching" concept found at www.jobfox.com, which targets experienced professionals.

To focus your search on specific employers, locate the employer's website and dig deeper for the job posting section. Using Google, find the employer's home page and then locate a career section on their home page to view available job listings. For example, Manatee School District job postings are found at <https://pats.manatee.k12.fl.us>.

The best job search strategies include attacking the search from all fronts. Talk to everyone you know—they may know of an opening. Apply online. Hit the street; go to businesses near you wearing a nice outfit and with a resume in hand. Visit Jobs Etc., our region's one-stop career center. Most of all—persevere!



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Regional Careers: Current wages in the Suncoast Workforce Region.

Occupation Title	Entry Level	Experienced
Minimum wage	\$7.21	-
Occupational Therapist Assistants	\$21.04	\$27.76
Physical Therapists	\$27.03	\$37.65
Cosmetologists	\$8.61	\$17.76
Environmental Science and Protection Technicians	\$13.93	\$19.92
Computer Software Engineers, Systems	\$27.30	\$53.17
Database Administrators	\$21.23	\$36.43

Source: <http://fred.labormarketinfo.com>
 FL Labor Market Statistics, Occupational Employment Statistics & Wages Program

Career Pathway: Students desiring a career in any of these areas can find related educational programs at these schools*:

- Southeast High School,
- Manatee Technical Institute,
- Manatee Community College,
- University of South Florida

*Other Manatee schools may offer similar programs.

WEB
Wise

Check out the following websites:

- www.jobfocus.com
- www.employflorida.com
- www.indeed.com
- www.manatee.k12.fl.us/sites/highschool/southeast/

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Conduct a Mock Job Interview

A job interview can be nerve-racking. Whether the experience turns out to be successful or disastrous may depend on practice, practice, practice. This activity will give you a chance to practice the appropriate things to say and do on a job interview. When the time comes for a real job interview, you'll be more confident and relaxed.

1. First, find three (or more) working adults whom you already know and trust. Ask them if they will "interview" you for a job, letting them make up their own questions.
2. Next, make sure you dress up for your interviews. Important first impressions are usually made in the first 30 seconds.
3. Prepare some answers ahead. Some commonly asked questions are, "Why do you want to work for us?" "What experience do you have in this area of work?" "Why did you leave your last job?" and "Tell me about yourself." Be prepared with answers relevant to the type of job you're seeking. Search online for common interview questions to help prepare.
4. After the interviews, ask your interviewer for feedback. Ask them, "How did I do?" "What could I have done differently?" and "How did I look?"



InquiziKidz page is published every Wednesday in Bradenton Herald. Provided by Newspaper in Education, Christine Fritch (941) 748-0411 ext. 5464, cfritch@bradenton.com, Julie Beacham-Hooie, Page Editor.