

4th Grade Career Development
Activity #7: Government and Public Administration Careers
Estimated time: 30-45 minutes

National Career Development Guidelines Indicators

ED1 - Attain educational achievement and performance levels needed to reach your personal and career goals

- ED1.K7 - Recognize that your educational achievement and performance can lead to many workplace options
- ED1.K8 - Recognize that the ability to acquire and use information contributes to educational achievement and performance

ED2 - Participate in ongoing, lifelong learning experiences to enhance your ability to function effectively in a diverse and changing economy

- ED2.K3 - Recognize the importance of being an independent learner and taking responsibility for your learning

CM3 - Use accurate, current, and unbiased career information during career planning and management

- CM3.K2 - Recognize that career information includes occupational, education and training, employment, and economic information and that there is a range of career information resources available
- CM3.K4 - Identify several ways to classify occupations

CM4 - Master academic, occupational, and general employability skills in order to obtain, create, maintain, and/or advance your employment

- CM4.K4 - Recognize that many skills are transferable from one occupation to another

Goal:

Students will investigate careers in the **Government and Public Administration** Career Cluster.

Objectives:

- Understand that a career cluster is a grouping of occupations based on commonalities
- Recognize that the **Government and Public Administration** Career Cluster includes careers that execute the government functions of governance; national security; foreign service; planning; regulation; and management and administration at the local, state, and federal levels.
- Investigate careers in the **Government and Public Administration** Career Cluster.

Materials:

- 4th Grade Career Development Activity #7– **Government and Public Administration Careers: Public Management and Administration Matching** handout
- 4th Grade Career Development Activity #7– **Government and Public Administration Careers: Public Management and Administration Matching** answer sheet
- Writing Materials

Activity:

1. “Today we’re going to learn about occupations in the **Government and Public Administration** Career Cluster. Does everyone remember what a Career Cluster is? **A career cluster is a grouping of occupations based on things they have in common.**”
2. “The **Government and Public Administration** Career Cluster includes jobs that execute the government functions of governance; national security; foreign service; planning; regulation; and management and administration at the local, state, and federal levels.” *Write this on the board.*
3. “This career cluster contains many jobs, but before we talk about some of them, I want to know what you think of when you think of jobs in the government.” *Allow students time to respond. Provide prompts to help them, if needed. Some possible responses: city planners, senators, governors, the President, court clerks, compliance officers, emergency management directors.*
4. “Exactly! These are examples of government jobs that plan, regulate, govern, and manage. Let’s see how many workers we can match to the right government office.” *Distribute the **Government and Public Administration Careers: Public Management and Administration Matching** handout. Explain the directions. Ensure students understand the assignment. Walk around and offer help if necessary.*
5. *Go over the answers with students. See which ones they got right and wrong. Go over the commonly missed answers again to ensure that students understand.*
6. *When finished, have a discussion with the students about whether they would like to work in any of the occupations discussed today. Have them explain why or why not.*
7. *Have students draw a picture of themselves as one of the occupations discussed. Have them explain why they picked the occupation.*
8. *Collect the handout and drawings. Display the drawings on a bulletin board.*

Evaluation:

Students will be evaluated on their handout and their drawings.

Handout #1

Government and Public Administration Careers: Public Management and Administration Matching 4th Grade Career Development: Activity #7

Directions: Put the number beside the occupation in the blank next to the correct description.

1. Municipal Clerks _____ Draft agendas and bylaws for town or city council; record minutes of council meetings; answer official correspondence; keep fiscal records and accounts; and prepare reports on civic needs.
2. License Clerks _____ Issue licenses or permits to qualified applicants.
3. Environmental Compliance Officers _____ Inspect and investigate sources of pollution to protect the public and environment and ensure conformance with Federal, State, and local regulations and ordinances.
4. Urban Planners _____ Develop comprehensive plans and programs for use of land and physical facilities of jurisdictions, such as towns, cities, counties, and metropolitan areas.
5. Court Clerks _____ Perform clerical duties in court of law; prepare docket of cases to be called; secure information for judges; and contact witnesses, attorneys, and litigants to obtain information for court.
6. Emergency Management Directors _____ Plan and direct disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies or hazardous materials spills) disasters or hostage situations.



Answer Sheet

Government and Public Administration Careers: Public Management and Administration Matching 4th Grade Career Development: Activity #7

1 - Draft agendas and bylaws for town or city council; record minutes of council meetings; answer official correspondence; keep fiscal records and accounts; and prepare reports on civic needs.

6 - Plan and direct disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies or hazardous materials spills) disasters or hostage situations.

4 - Develop comprehensive plans and programs for use of land and physical facilities of jurisdictions, such as towns, cities, counties, and metropolitan areas.

3 - Inspect and investigate sources of pollution to protect the public and environment and ensure conformance with Federal, State, and local regulations and ordinances.

5 - Perform clerical duties in court of law; prepare docket of cases to be called; secure information for judges; and contact witnesses, attorneys, and litigants to obtain information for court.

2 - Issue licenses or permits to qualified applicants.