



2 HOURS

Assessing Job Offers in Education and Childcare*



- Calculations
- Making inferences
- Essay development

Students assess two job offers with different wages, work hours, commutes, and duties. They make various computations of the wages, take personal strengths and preferences into account, and write an essay identifying which position they would choose and why.

MATERIALS

- *Assessing Job Duties* handout
- *Assessing Job Wages** handout
- *My Job Acceptance* essay assignment

EXPLAIN

- 1 After conducting an interview and checking references, an employer chooses an employee. But an employee also chooses. She can accept, reject, or negotiate. What factors will you consider when assessing a job offer?

› *Examples: work responsibilities, wages, bonus/commissions, workplace, responsibilities, commute, time off, hours, benefits.*

- 2 Distribute the *Assessing Job Duties* handout. Ask students to work in pairs to identify as many job responsibilities for each job as possible.

- 3 Share responses with the class.

Ask: What personal attributes would make a good employee for each job? How is this different from the responsibilities?

› *Responsibilities are what an employee does. Attributes are the qualities that the employee possesses, such as patience or facility with calculating large numbers, for example.*

- 4 If a computer lab is available, ask students to navigate to CareerCruising or CareerZone to find additional duties and write them in the chart.

Ask: If you are looking for Teacher Assistant, what are some keywords you can use to search?

› *Teacher Assistant, Assistant Teacher, Teacher's Aide*



*RAENs will provide regional adaptations.



- 5 If a computer lab is not available, print the entries from CareerZone or CareerCruising.
- 6 Distribute *Assessing Wages* worksheet. Let students know that some questions have one clear answer and others have multiple possible answers. Ask students to read the worksheet and determine which type of answer each question will have. Ask students to complete the worksheet.
- 7 Ask students to discuss which job they would prefer, taking into account the job responsibilities, wages, schedule, commute and any other factors.
- 8 Distribute *My Job Acceptance* writing assignment and ask students to complete it. Teachers should divide this assignment into steps according to how they teach the writing process, for example, by using an outline, a freewrite or pair discussions.



Assessing Wages*

The two jobs offer very different hours, wages and benefits. Analyze and complete the chart to answer the questions on the following page. Show all of your calculations.

	Nanny/Manny	Teacher Assistant
HOURS	Monday, Tuesday, Wednesday 8:00 a.m.–6:30 p.m. Additional occasional hours for nighttime babysitting at the same rate is available.	Monday–Friday 8:00 a.m. to 6:30 p.m.
BREAKS	No official break, but the children nap at the same time, usually for 1½–2½ hours	½ hour paid break
HOLIDAYS/ VACATIONS	5 unpaid holidays. These and the families' and nanny's vacation or other canceled work days are rescheduled to maintain consistent pay for the nanny. During public school closures, the nanny may bring her/his children, if any, to work.	9 paid vacation days. 2 weeks unpaid time off during holiday periods. May elect to work during these periods in "vacation camps."
PAY RATE	\$22/hour. Pay is in cash, received weekly. An annual pay increase may be negotiated. Taxes are not withheld. Worker is responsible for paying taxes on the income at the end of the year.	\$12/hour. Pay is received biweekly. Money for taxes are withheld.
BONUS	Year-end bonus equal to one week's pay	None
WEEKLY PAY		
ANNUAL PAY RANGE		
BENEFITS	None	Health insurance is included.

COMMUTE	The family's home is a 45-minute subway ride from your house.	The childcare center is located a 10-minute walk from your house.
RESPONSIBILITIES	Care for two two-year old children, one from each of two families, in one of the family's homes, including feeding them prepared meals, taking them on outings such as to parks, zoos and elsewhere, keeping them safe and engaged in their surroundings. Cleaning up after the kids is required, such as washing their dishes and keeping their toys organized, but no other housework is required. The nanny has a contract with each family and communicates with each family during each work day.	Assist a Pre-K class of 18 four-year olds with one head teacher, one teacher assistant and one paraprofessional. Duties include setting up activities and organizing materials, helping children wash their hands, use the bathroom, help with activities, take attendance, clean up from activities, ensure children's safety in the classroom and on daily trips to playgrounds or other locations, help children resolve conflicts with one another.
PROFESSIONAL DEVELOPMENT	None	Offers ongoing professional development free of charge, such as courses in child development, conflict mediation and group facilitation skills.



*RAENs will provide regional adaptations.



My Job Acceptance

Taking into account all that you know about each job and all that you know about yourself, which job would you choose?

Write a 1-2 page letter to your friend or sibling, describing your choice and the reasoning behind it. Be sure to include:

- Expected responsibilities and why you think you would enjoy this job.
- Your skills and interests and how you can grow as a professional in this job.
- How this job fits in to your short-term or long-term goals.
- A discussion of the wages, including salary, base pay, commissions, year-end bonus and transportation costs.
- A discussion of the work hours and how this fits in with your schedule.
- Was it a difficult or easy choice? Explain why.

Make sure that each paragraph has one main idea and that all paragraphs are organized in a way that is easy to follow.