

**CONTRA COSTA COUNTY
OFFICE OF EDUCATION**

CAREER DEVELOPMENT DEPARTMENT

**ROP CAREER GUIDE
FOR
HIGH SCHOOL STUDENTS**



Contra Costa County Board of Education

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Public Notice

The Contra Costa County Office of Education has a uniform complaint process as required in Code of Regulations, Title 5, Section 4622, COE Board Policy 1312.3(a). The Associate Superintendent of Student Programs and Services is designated as compliance officer. A copy of the policy is available in the ROP Administration Office. The policy provides for mediation or investigation, presentation of additional relevant information, findings, and appeals as appropriate.

ROP, in compliance with federal law, does not discriminate on the basis of race, religion, national origin, gender or disability.

Using the Career Guide

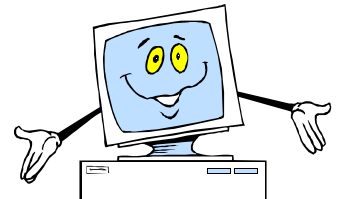
This book was prepared by the Contra Costa County Office of Education's Career Development/ROP Department especially for you, the high school student.

The purpose of this book is to assist you with career planning. It presents different career opportunities that are available to you. Included are important tips, various samples, and contact information. How to get started...

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To find Web sites, look for this symbol throughout the booklet.



To find phone numbers, look for this symbol.



Assessment/Who am I?

Let's begin by identifying your career interest profile. To help you with this task, John Holland's **RIASEC** system is presented below. This career assessment model offers six interest areas and associated "roles."

REALISTIC - You are a "doer." You usually prefer physical activities, games and projects rather than socializing. You like to find concrete solutions to problems by trying out various possibilities. You often avoid situations that involve a lot of discussion with other people, and you usually want to go further than working out a problem in theory – you want to see how your solutions work.

Does this sound like you?

- You enjoy "hands-on" activities – building, tinkering, fixing.
- You prefer concrete (vs. abstract) problems.
- Using tools and machinery seems to come naturally to you.
- You often enjoy working outdoors.
- You may describe yourself as athletic.

INVESTIGATIVE - You are a "thinker." You like to analyze situations and work with ideas to find creative solutions. You prefer to work on your own and usually don't like having to persuade other people to accept your ideas.

Does this sound like you?

- You enjoy observing, learning, evaluating.
- You like the challenge of thinking through problems.
- You prefer working on your own.
- You often use science and math problem-solving.
- You may describe yourself as inventive and original.

ARTISTIC - You are a "creator." You enjoy art, music, and/or literary activities. You usually show emotion more easily than other people, and you avoid rules and rigid situations.

Does this sound like you?

- You enjoy art of all types, including drama, music, literature and poetry.
- You like using your imagination and creativity.
- You prefer working in unstructured environments.
- You have a need to express yourself.
- You may describe yourself as sensitive or emotional.

SOCIAL - You are a "helper." You like being with and around other people, helping others, working in jobs that directly affect other people. You work and socialize well with other people, and when possible, you avoid doing physical work.

Does this sound like you?

- You enjoy assisting people in various ways.
- You are concerned about the well being of others.
- You like working in groups.
- Verbal and communication skills come naturally to you.
- You may describe yourself as friendly or empathetic.

ENTERPRISING - You are a “persuader.” You like to sell products and ideas and manage other people. You enjoy having power, prestige, and high status. You have good language skills and you like to use them to control and influence other people. Does this sound like you?

- You enjoy leading or managing people.
- You often respond well to competition; you enjoy leading teams to victory.
- You are willing to take risks.
- You value status, power, money and material possessions.
- You may describe yourself as ambitious or energetic.

CONVENTIONAL - You are an “organizer.” You feel comfortable working with details in structured situations and like to keep things neat and organized. You like working with forms, charts, and reports. You are self-controlled and identify strongly with status, authority and power. Does this sound like you?

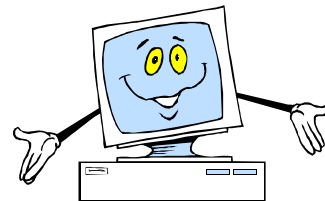
- You enjoy systematic, step-by-step work tasks.
- You like to keep things neat and in order.
- You prefer working in stable environments with predictable routines.
- You are detail-oriented and persistent.
- You may describe yourself as efficient or dependable.

To further assist you in sorting out your interests,

The Princeton Review Career Quiz

is available free at:

www.princetonreview.com/cte/quiz



It is a short quiz containing 24 questions to answer, then you are given a color code. Your color code will link to job responsibilities and occupations. This identifies “the way” you prefer to perform job responsibilities. A key career decision is to choose a work environment or career path in which your style is welcomed and produces results. It also presents you with some career suggestions. This type of assessment may give you ideas you haven’t thought of, and suggestions worth following up.

Let’s move on now to take a look at the **ROP** courses clustered by interest areas.

ROP Career Training Courses

ARTISTIC

Art & Animation*
Commercial Art
Computer Graphic Arts*
Creative Writing*
Fashion Design
Multimedia*
Music Theory/Technology*
Photography*
Visual BASIC & Animation

CONVENTIONAL

Business Economics*
Computer Applications
Computer Office Careers
Computerized Accounting
Medical Office Systems

ENTERPRISING

Art of Video Production*
Desktop Publishing
Digital Arts/Designs for the Web*
Digital Recording Studio
Marketing
Journalism*
TV/Video Production
Web Design

***UC approved courses**

INVESTIGATIVE

Architectural Design*
Biotechnology*
Bioscience Research*
Cisco Networking
Computer-Assisted Design(CAD)
Computer Programming*
Computer Systems/Networking
Environmental Science*
Sun Java Programming

REALISTIC

Agricultural Science Careers
Auto Body Repair
Auto Technology
Baking/Art and the Palate II*
Culinary/Catering Careers
Cabinetmaking
Construction Technology
Criminal Justice
Electrical Engineering*
Electronics
Exploratory Applied Arts*
Fire Science
Health Careers Core
Health Careers Internship
Refinery/Process Plant Operator
Sports Medicine

SOCIAL

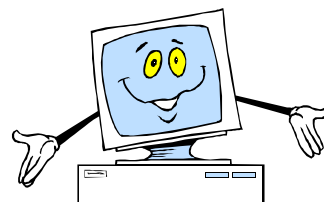
Careers in Education
Careers with Children
Cosmetology
Esthetician
Hotel Careers
Manicuring

What is ROP?

ROP is the primary source of career and technical training for high school students in our area. Classes are located on high school campuses throughout Contra Costa County, Albany, Berkeley, and Emeryville. Students earn high school graduation credit and/or college units. Many classes are UC approved courses.

Visit the following web site for additional class information

www.cocoschools.org/rop



Training Opportunities



Training Programs

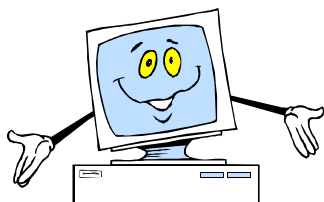
| | |
|--|----------------|
| California Conservation Corps (CCC) www.ccc.ca.gov | (800) 952-5627 |
| East Bay Conservation Corps (EBCC) www.eastbaycorps.org | (510) 891-3900 |
| ROP/County Office of Education www.cocoschools.org/rop | (925) 942-3368 |
| U.S. Job Corps www.jobcorps.org | (800) 733-5627 |
| Youth Development Services (YDS) www.cocoschools.org/yds | (925) 942-3300 |

Apprenticeships

| | |
|--|----------------|
| Oakland | (510) 622-3529 |
| Sacramento | (916) 263-2877 |
| California's Union Apprenticeships www.calapprenticeship.org | |
| Division of Apprenticeship Standards www.dir.ca.gov/DAS | |
| Resource Guide www.dir.ca.gov/DAS/ApprenticeshipResourceGuide.pdf | |

Volunteering

| | |
|---|----------------|
| Volunteer Center of Contra Costa County www.helpnow.org | (925) 472-5760 |
| Volunteer Match www.volunteermatch | |



Training Opportunities

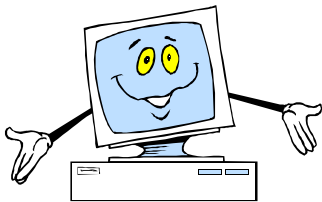


Adult Schools

| | |
|---|----------------|
| Acalanes Adult Center www.acalanes.k12.ca.us/adulted | (925) 935-0170 |
| Antioch Adult School www.antioch.k12.ca.us/prospects/adult.html | (925) 706-5310 |
| Martinez Adult School www.martinez.k12.ca.us/musd | (925) 228-3276 |
| Mt. Diablo Adult Center www.mdusd.k12.ca.us/adulted | (925) 685-7340 |
| Pittsburg Adult Education Center www.pittsburg.k12.ca.us/paec | (925) 473-4460 |
| San Ramon Adult Education www.venture.srvusd.k12.ca.us/programs/adult_ed.asp | (925) 824-0380 |
| West CC Adult Education Center www.richmondworks.org/rwmem/adu3.htm | (510) 215-4666 |

Community Colleges

| | |
|--|----------------|
| Brentwood Center www.losmedanos.edu | (925) 513-1625 |
| Contra Costa College www.contracosta.edu | (510) 235-7800 |
| Diablo Valley College www.dvc.edu | (925) 685-1230 |
| Los Medanos College www.losmedanos.edu | (925) 439-2181 |
| San Ramon Valley Center www.srvc.net | (925) 866-1822 |



Training Opportunities

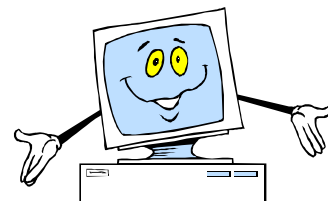


Other Colleges/Universities

| | |
|---|----------------|
| California State University, Hayward Contra Costa Campus www.ccc.csuhayward.edu | (925) 602-6700 |
| John F. Kennedy University www.jfku.edu | (925) 254-0200 |
| St. Mary's College www.stmarys-ca.edu | (925) 631-4349 |

Military

| | |
|--|-----------------|
| Merchant Marine Academy | (707) 648-4200 |
| Naval Sea Cadet Corps www.seacadets.org | |
| Reserve Officer Training Corps(ROTC) Army, Navy, Air Force | 800-USA-ROTC |
| Enlistment: | |
| U.S. Air Force | 800-423-USAF |
| U.S. Army | 800-USA-ARMY |
| U.S. Coast Guard | 800-424-8883 |
| U.S. Marines | 800-MARINES |
| U.S. Navy | 800-USA-NAVY |
| Reserves: | |
| U.S. Air Force Reserve | 800-257-1212 |
| U.S. Air National Guard | 800-TO GO GUARD |
| U.S. Army National Guard | 800-GO GUARD |
| U.S. Army Reserve | 800-USA-ARMY |
| U.S. Navy Reserve | 800-USA-USNR |
| Today's Military www.todaysmilitary.com | |
| Jobs in Military www.militarycareers.com | |
| My Future www.myfuture.com | |



Job Resources

Contact these resources for job listings.

- High school career center staff
- High school job board
- Community College Placement Centers
- Library
- Newspaper ad contacts
- East Bay Works One Stop Center

Internet Contacts:

City of Antioch Leisure Services - Job Opportunities & Teen Activities
www.ci.antioch.ca.us

City of Concord Parks & Recreation - After School & Summer Jobs
www.ci.concord.ca.us

City of Richmond Arts & Leisure - YouthWeb
www.ci.richmond.ca.us

City of Walnut Creek - Teens
www.ci.walnut-creek.ca.us

Contra Costa County Office of Education
www.cocoschools.org

Cool Jobs
www.cooljobs.com

Snag a Job
www.snagajob.com

Summer Jobs
www.summerjobs.com

Waterworld USA
www.sixflags.com/parks/waterworldconcord/



Job Application

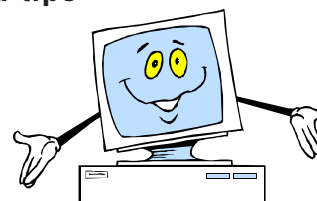
Job applications are often used as a screening tool to limit the number of applicants to be interviewed. The job application could be the most important form you will fill out.

- **Create a master application and carry it with you.**

| | | |
|---|-------------------------------------|--------|
| Name: <u>Warren</u> | Susan | Ann |
| Last | First | Middle |
| Address: <u>2 Devon Court</u> | Concord | CA |
| Street | City | State |
| Phone Number : <u>(925) 685-5674</u> Social Security Number: <u>121-34-5656</u> | | |
| Describe your current or most recent employment first. | | |
| Employer: <u>Contra Costa Daily Press</u> | | |
| Address: <u>12 Main St., Walnut Creek, CA</u> | Phone Number: <u>(925) 212-4441</u> | |
| Dates of employment: From: <u>09/2002</u> | To: <u>12/2002</u> | |
| Your job title: <u>Intern - Sports Department</u> | | |
| Employer: <u>N/A</u> | | |
| Address: <u>N/A</u> | Phone Number: <u>N/A</u> | |
| Dates of employment: From: <u>N/A</u> | To: <u>N/A</u> | |
| Your job title: <u>N/A</u> | | |
| Please list reference.: | | |
| Name: <u>Tim Burrows</u> | | |
| Address: <u>17 Sunny Lane, Concord, CA</u> | Phone Number: <u>(925) 687-3361</u> | |
| Signature: _____ Date: _____ | | |

- **READ** the application completely before you start
- Always **PRINT** or **TYPE**
- Be **NEAT**
- Always **REVIEW** it carefully and **SIGN** the application
- Answer all questions or insert **“N/A”** (not applicable) when appropriate
- Start with your most recent job, or volunteer job
- Ask permission of everyone you would like to use as a reference

Visit the following Web site for additional samples and tips
www.youthgig.com



Cover Letter

A cover letter should always accompany résumés sent by mail. It is brief, neat and error-free. An excellent cover letter should:

1. Be addressed to a specific person. If unknown, use their functional title: “Dear Manager.” Do not use “To whom it may concern.”
2. Identify the specific position you are applying for and how you discovered the position.
3. Summarize your skills, and set yourself apart from the applicants by identifying one unique thing about you.
4. Share with the employer your availability for an interview and employment, and provide information on how they may contact you.

Today's Date

Your Street Address
City, State, Zip Code

Mr. (Ms./Mrs.) Bob Jones, Job Title (if known)
ABC Company
Company Address
City, State, Zip Code

Dear Mr. (Ms./Mrs.) Jones:

(Tell how you heard about the job opening).In the May 10 issue of The Contra Costa Times you advertised for a sales trainee. Please consider me as an applicant for that position.

(Show enthusiasm and interest in the company, their product and/or services offered. Give an example of how you think you'll fit in.) I will be graduating from XYZ High School in June. My high school program has included two years as a marketing and merchandising student. This course helped me develop skills in sales, inventory, merchandise stocking, and the use of computerized cash registers.

(Describe your plan of follow-up.) My résumé is enclosed, which reflects my skills and qualifications. I am available immediately for employment, and can interview any day after 3:00 p.m.

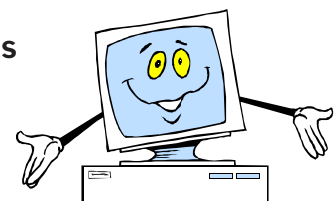
I appreciate your consideration. You may reach me at 456-7890.

Sincerely,

Your Signature
Your Name (Typed or Printed)

Enclosure

Visit the following Web site for additional samples and tips
www.gotajob.com/brainfood.



Résumé

You will need a well-written résumé for your job search. A one-page résumé is best.

Include:

- Name
- Address
- Phone Number
- Job Objective
- Work History
- Skills
- Education
- Honors, Awards, Activities

| | |
|--|--------------------|
| SUSAN WARREN | |
| 2 Devon Court, Concord, California | (925) 685-5674 |
| OBJECTIVE | |
| To work in an entry-level journalism position. | |
| EDUCATION | |
| Concord High School, Concord, CA | Graduated - 2003 |
| ROP, Martinez, CA Course work in Journalism | Certificate - 2001 |
| EXPERIENCE | |
| Editor, <i>Concord High News</i> , Concord High School, CA | 2003 |
| Design lay out of paper, develop new advertising strategies and conduct weekly staff meetings. | |
| Contra Costa Daily Press, Walnut Creek, CA | 2002 |
| Internship - Sports Department | |
| SKILLS | |
| <ul style="list-style-type: none">• Excellent rapport with staff• Proficient in word processing, page layout, and graphic design software• Bilingual | |
| VOLUNTEER & COMMUNITY SERVICE | |
| <ul style="list-style-type: none">• Concord High School - After School Youth Program - Tutor• Mt. Diablo Medical Center - Gift Shop - Cashier | |

Visit the following Web sites for additional samples and tips

www.jobstar.org

www.jobweb.com



Preparing for an Interview

How to prepare yourself:

- Find out about the desired position.
 - Review the job description, if available
 - Ask a current employee, if possible
- Write a list of questions to ask the interviewer about the job.
 - What are your expectations for the person you hire for this position?
 - What duties and responsibilities are involved with the job?
 - What kind of person are you looking for?

Make sure the interviewer learns this about you:

- Why you want the job
- Your past accomplishments related to the job
- Your strengths
- What you can contribute to the job
- Why you would be the best for the job

What an interviewer looks for:

- Enthusiasm - You are on time for the interview
- Appearance - You dress appropriately
- Preparedness - You answer all questions confidently
- Communication - You express yourself clearly

Types of questions you may be asked:

- What kind of work experience have you had?
- Why do you want this job?
- How do you handle responsibility?
- What are your best skills?
- Why do you think you are qualified for this job?
- What areas could you improve upon?
- How well do you work under pressure?
- Why did you leave your last job?

Some extra tips to keep in mind:

- Arrive 10 - 15 minutes early for the interview.
- Employers want to hear you talk about yourself and the job.

Thank You Letter

A thank you letter should be sent immediately after the interview to thank the interviewer. The thank you letter:

1. Calls attention to you and will be appreciated by the interviewer.
2. Shows the employer you will take the initiative to make contact soon.

Today's Date

Your Street Address
City, State, Zip Code

Mr. (Ms./Mrs.) Bob Jones, Job Title (if known)
ABC Company
Company Address
City, State, Zip Code

Dear Mr. (Ms./Mrs.) Jones:

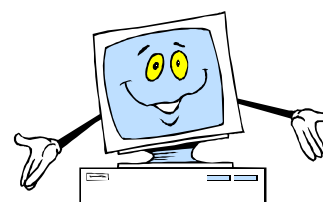
Thank you for taking the time to interview me on Monday, March 20, 2003, for the position of (title of job). From what we discussed about this job and the ABC Company, I know I would be very interested in working for you.

I will call you next Monday afternoon to follow-up on our interview.
Again, thank you for your time.

Sincerely,

Your Signature
Your Name (Typed or Printed)

**Visit the following Web site
for additional samples and tips:**
www.ipl.org/div/pathways/carpreg.html



Working Youth

Getting Ready to Work...What You Should Know

Work Permits

If you are under 18, you will need a work permit. Contact your school, or your school district office.

If you are under 18 you may **NOT**:

- Drive a motor vehicle on public streets as part of the job
- Drive a forklift
- Use powered equipment
- Work in wrecking, demolition, excavation or roofing
- Work in logging or sawmill operations
- Handle, serve, or sell alcoholic beverages
- Work where there is exposure to radiation

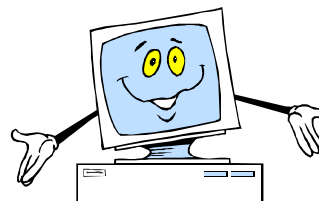
If you are 14 or 15 years old you may **NOT**:

- Bake or cook on the job
- Work in dry cleaning or a commercial laundry
- Build, construct or do manufacturing work
- Work on a ladder or scaffold

The good news is... there are still many other jobs you can have! Check with your school counselor or job placement coordinator to make sure the job you are considering is allowed.

Visit the following Web site

www.youngworkers.org



What are my Rights and Responsibilities on the Job?

Your employer must provide:

- A safe and healthful workplace
- Training about health and safety, including information about hazardous chemicals
- Protective clothing and equipment
- Payment for medical care if you get hurt or sick because of your job. You may be entitled to lost wages.
- Minimum wage of \$6.75 per hour. In some cases, employers can pay less than this. For example, during your first 160 hours on the job if you have no previous similar work experience.

Working Youth

You have a right to:

- Report safety problems to Cal/OSHA without jeopardizing your job
- Work without facing discrimination and/or sexual harassment
- Refuse to work if the job is dangerous to your life or health
- Join or organize a union

Your responsibilities are:

- Know and follow all safety rules and instructions
- Use safety equipment and protective clothing when needed
- Look out for co-workers
- Keep work areas clean and neat
- Know what to do in an emergency
- Report all health and safety hazards to your supervisor

What hours can I work?

Ages 14 and 15

- No work during school hours
- 7 a.m. - 7 p.m. from Labor Day to June 1
- 7 a.m. - 9 p.m. from June 1 to Labor Day

Maximum hours when school is in session:

- 18 hours a week, but not over:
 - 3 hours a day on school days
 - 8 hours a day Saturday, Sunday and holidays

Maximum hours when school is not in session:

- 40 hours a week
- 8 hours a day

Ages 16 and 17

- 5 a.m. - 10 p.m. when there is school the next day
- 5 a.m. - 12:30 a.m. when there is no school the next day

Maximum hours when school is in session:

- 48* hours a week, but not over:
 - 3 hours a day on school days
 - 8 hours a day Saturday, Sunday and holidays

Maximum hours when school is not in session:

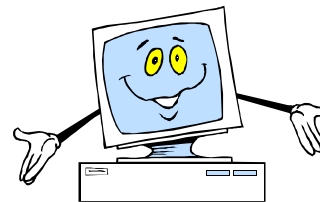
- 48* hours a week
- 8 hours a day
- You will be paid overtime for any hours you work over 40 hours per week.

Working Youth

Helpful Work-Related Web Sites and Contacts

The Department of Labor
www.youthrules.dol.gov

UC Berkeley's Labor Occupational Health
www.lohp.org



For information or to make a complaint:

Health and safety issues contact
Cal/OSHA's Industrial Relations Department
1-800-232-4842

Sexual Harassment or Discrimination
Department of Fair Employment and Housing
1-800-884-1684

Information in English or Spanish
on employment, healthcare, housing and other issues
Farmworkers Guide
1-800-232-4842



GOOD LUCK!

Now put these pieces together and make them work for you. This is an exciting time to discover and apply your unique talents. Career doors and lifelong learning await you. Also, remember ROP Adult Programs can support you in your career quest after high school.

For more information about ROP classes call:

| | |
|---|----------------|
| Acalanes & San Ramon Valley Districts | (925) 942-3436 |
| Albany, Berkeley, Emery, John Swett, & West Contra Costa Districts | (510) 237-0840 |
| Antioch, Liberty & Pittsburg Districts | (925) 942-5315 |
| Martinez & Mt. Diablo Districts | (925) 942-3437 |

**Contra Costa County Office of Education/ROP
is accredited by
Western Association of Schools and Colleges**