Handout 8

**Sample - Career Day Logistics for Faculty & Staff**

April 2018

Here are the logistics for Career Day. Let me know **prior** to May April 27 if you have any questions on procedures.

There are two simultaneous career day events. One for PK-1st grade and one for 2nd-5th grade. There will be a keynote speaker for K-5th in the cafeteria from 8:30-8:55. His focus will be on how students can create an awesome future for themselves by doing their best academically in school, learning to work out conflicts, taking responsibility for their actions, and not letting strong emotion get in the way of learning and pursuing their dreams. PK will not attend the keynote speaker. The schedule is as follows:

**Career Day Schedule**

**Keynote Speaker** – Motivational Speaker – Kinder-5th
 8:30-8:55 – Cafeteria

* **Session 1**
	+ 9:10-9:30 (PK-1st)
	+ 9:10-9:40 (2nd-5th)
* **Session 2**
	+ 9:35-9:55 (PK-1st)
	+ 9:50-10:20 (2nd-5th)
* **Session 3**
	+ 10:00-10:20 (PK-1st)
	+ 10:30-11:00 (2nd-5th)
* **Session 4**
	+ 11:05-11:30 (Kinder) – Cowboy
	+ 11:30-12:00 (First Gr) - Cowboy

We will be using PK-5th grade classrooms, some of the specials’ classrooms, and possibly a kindergarten room. Room assignments will be emailed to you prior to April 27. If your room is not being used, you will be assigned a room to help cover.

PK-1st grade students will travel by class with their teachers to various primary presenters. These students will not be mixed with the 2nd-5th grade students.

2nd-5th grade students will be mixed in the various sessions, based upon the choices that they made or were assigned to. Teachers will stay in their assigned room with the presenter for each session. Please take role once the students are seated. You will have a roster of the students in each session. The students will rotate to the different sessions. Sessions will have approximately 15-20 students in them. Teachers may switch with each other for sessions 2 & 3 if they want to hear other presenters. Please plan this in advance. Make sure that there is a teacher in each room to handle logistics, discipline, power points, etc. and that you leave your session roster containing the students’ names with the person you are switching with. **Teachers should be active participants in the sessions**. This communicates to our students and presenters that what they have to share is valuable information. **Please do not grade papers, read emails, etc.** Ensure that students are respectful and quiet during the presentation and please help with the transition between sessions so that students are moving safely between rooms. If a presenter is having difficulty relating to the students’ level of understanding, you can jump in with questions or clarification to help redirect the speaker so that the students understand.

There will be 10 minutes between sessions (5 min for primary). Students transition to their next session and line up quietly outside of the classroom door until the previous class has exited the room and the teacher invites them in. The presenter may start a few minutes early, if desired. However, they should continue to take questions from students until it is time to switch to the next session. Do not allow your students to leave the class early since they will have nowhere to go. Teachers, please serve as timekeepers for your presenter so that they end on time. Give them a 5-minute warning before time is up.

Presenters will be checking in at the front office starting at 8:30 a.m. and will be shown to their room by assigned staff members so they can get set up for their presentation. **Please leave your room unlocked when you go to the cafeteria for the keynote speaker so that the presenters may drop off their materials.** If presenters do not have anything to set up, they will wait in the hospitality room until about 9:00-9:05, at which time they will come to your class.

**If a presenter has not arrived on time for some reason or a presenter has canceled at the last minute (after student schedules are done), the students still need to report to their assigned room. Mrs. Powell or another staff member will be down a.s.a.p. to reassign them to another room for that particular session.**  The front office will be checking presenters in and Mrs. Powell is in frequent contact with them during this time so will know if someone is running late. If a student is re-scheduled, the new session will be hand-written and initialed by an adult. This will increase your session numbers slightly.

Teachers will have a master copy showing which students will be in your room for each session as well as a copy showing which sessions your homeroom students will be in. There will be colored signs on your window with the career name so that the students can easily locate the correct rooms. Some of the presenters may need help with projecting their power point presentation. The master lists and student schedules will not be in your box until sometime Thursday. This ensures that schedules are as accurate as possible due to last-minute cancelations/additions by presenters.

Students (2nd-5th) should plan to take notes in their Social Studies Interactive Notebooks during sessions, except the keynote session. Before coming to the cafeteria, students should have their notebook, schedule, and pencil on their desk, ready to grab after returning from the keynote speaker. **It is best to tape schedules to the front of students’ notebooks so they do not get lost.** Teachers of PK-1st graders will have a schedule, but students will not. 2nd-5th grade student schedules will be given to you the day before career day.

Students can set their notebooks up in advance for career day. Attached, are some question prompts students may wish to ask presenters. Students can write some of these questions (or others) in their notebook ahead of time.

Please be in the cafeteria and **seated no later than 8:20 a.m.** Pledges and Announcements will start at 8:20 in the cafeteria. We will start promptly so that our presenter has adequate time (8:30-8:55). After the keynote session, students will go back to their homerooms to grab their notebook, schedule, and pencil. Students should transition to the first session between 9:00 and 9:05.

**Hospitality Room** – The hospitality room will be in the library. This is for our guests only (I am expecting about 40-45 people). Any leftover food will be put in the lounge once the speakers have left.

**Dress for Career Day** – A note will go home on Wednesday encouraging students to either dress up according to the career they would like to have when they grow up or Dress for Success. Teachers and staff, please Dress for Success on career day since we will have many visitors in our school.

**To show appreciation for the presenters taking their time to come to MWE:**

* Please have your students write a thank you note/letter to the presenter they saw in the 3rd session. This will ensure that every presenter receives a stack of cards. Have them mention the name of the person or the career in their card so I know who it is supposed to go to (You will get a list of presenters via email). Stress with students that they should put some thought into their card. Students should use their best penmanship; mention something they learned, something they liked about the presentation, appreciation for the presenter taking time off from work to come to MWE, etc. Presenters love to get these and appreciate the time the students and teachers spend preparing these.
* 2nd-5th Have some of your faster working students also make a card/letter for the keynote presenter, in addition to the 3rd session presenter.
* PK-1st – Have some of your faster working students also make a card/letter for the Cowboy (your 4th session), in addition to the 3rd session presenter.
* Paperclip or rubber band your stack together and put a sticky note on them with your name. You can either put them in my box or drop them by my room by the end of the day.

I encourage you to further extend the Career Day learning by having students compare/contrast the different careers they attended by using bubble maps, discussion groups, writing assignments/research on interested careers, or other activities of your own choosing.

Since Mrs. Powell will be busy with the other presenters during the keynote session, Ms. Johnson will facilitate introducing him and will serve as a timekeeper for the speaker.

Lunch and Specials schedules will not be changing, except that 3rd-5th grade students will not attend specials on career day. Someone will be coming to your classroom at your regular specials time (3rd-5th) to cover you so you can leave your room if you wish.

**After the keynote speaker:**

* 2nd-5th - Exit the cafeteria first.
	+ Students return to their homeroom to get their notebooks, schedule, and pencil.
	+ Students transition to the next session between 9:00-9:05.
* K/1st Grade - Exit the cafeteria once 2nd-5th have cleared out.
	+ If time is short, please transition your class to your first session.
* There will be extra staff in the hallways to help students find their 1st session.

**Parking on Career Day**

* If you generally park in the front lot (including reserved spaces), please park in the back lot or on the street for Career Day, if possible. I know parking is limited this year with the construction so do the best you can. We will try to reserve all of the front lot spaces for our presenters. Thank you so much!