

Education Career Guide

A guide for education administrators, postsecondary; elementary school teachers, except special education.



Finding Your Way to a Career: Education

Educational professionals support students from young children to adults in learning and applying new information and skills. Others who work in education perform administrative work directing and coordinating educational activities. Teaching and administrative functions of these professionals are vital to ensuring schools meet the needs of students.

How to use this document to learn more.

As one of the Top 100 Hot Jobs for 2022, education is a promising occupation for job seekers in West Michigan. To find out if this might be a good career choice for you, use this Career Map to examine:

- Who might enjoy this kind of work.
- Qualifications needed in this career field.
- Growth potential and levels of pay.
- Valuable skills for this type of work.
- Common tools and technology used in this work.
- Occupations, responsibilities, and other job titles.

This information is drawn from national data and insights from West Michigan employers. It is meant as a starting point for job seekers and career coaches to work together in the exploration of meaningful and fulfilling careers.



Exploring Occupations in Education

Educational professionals deliver lessons, supervise student activities, and assess educational progress while administrators develop organizational policies, pre-prepare budgets, and communicate with government agencies involved in education. Administrators also supervise other professionals involved in education and direct maintenance of facilities used for student instruction. Educational professionals must have excellent communication and planning skills.

The Path to Success

Who might enjoy this type of work?

People who work in the education field tend to enjoy:

- Working with, communicating with, and teaching people.
- Helping or providing service to others.
- Working with projects, starting and carrying out tasks that provide solutions.
- Being the decision maker while leading a group of people.
- Following set procedures and routines.
- Working with data and details more than with ideas.
- Having a clear line of authority to follow.

People who do well in this work generally perform well in such areas as:

- Responsibility
- Teamwork
- Adaptability
- Decisive
- Achievement

Qualifications needed in this career field.

Nationally, most people working in education have a bachelor's degree. The next largest group has earned a master's degree. Working in education will often require a license.

Sample certifications include:

Education Administrators, Postsecondary sample credentials: Reading Intervention Specialist, English as a Second Language Certification

Elementary School Teachers, Except Special Education sample credentials: Reading Intervention Specialist, English as a Second Language Certification

Growth potential and levels of pay.

In the West Michigan counties of Allegan, Barry, Ionia, Kent, Montcalm, Muskegon and Ottawa, there were 5,465 education jobs in 2020. That number is projected to grow by at least <1% to 5,493 by 2025.

Valuable skills for this type of work.

Tasks and functions performed by people working in education include:

- Making decisions and solving problems.
- Getting information.
- Organizing, planning, and prioritizing work.
- Establishing and maintaining interpersonal relationships.
- Communicating with supervisors, peers, or subordinates.

Common tools and technology used in this work.

Tools: computers, overhead projectors, photocopiers
Technology: database reporting software, presentation software, computer-based training software

Mapping a Career:

Elementary School Teachers, Except Special Education

Education Administrators, Postsecondary



LESS THAN 2 YEARS



2-4 YEARS



5-9 YEARS

Wage ranges represent 25th - 75th percentile.
Timeframes represent the typical education and experience combined.
See page 6 for detailed description of occupations.

10+ YEARS

Education: A Field Guide

Occupations, responsibilities and other job titles.

Education Administrators, Postsecondary

Plan, direct, or coordinate student instruction, administration, and services, as well as other research and educational activities at postsecondary institutions, including universities, colleges, and junior and community colleges.

Examples of locally used job titles: academic affairs vice president, academic dean, admissions director, college president, dean, financial aid director, institutional research director, provost, registrar, students dean

Elementary School Teachers, Except Special Education

Teach academic and social skills to students at the elementary school level.

Examples of locally used job titles: art teacher, classroom teacher, educator, elementary education teacher, elementary school teacher, elementary teacher, fifth grade teacher, first grade teacher, second grade teacher, teacher



West Michigan Works! is part of the statewide Michigan Works! system and the workforce development agency in West Michigan. We serve the employers and job seekers of Allegan, Barry, Ionia, Kent, Montcalm, Muskegon and Ottawa counties.

We partner with employers, educators, economic developers and community organizations to create a qualified workforce that meets our region's current and future talent needs and fuels our shared economic future.

Learn more at: <https://www.westmiworks.org/>



CareerPoint helps students and job seekers find their place in the world of work by matching interests and abilities with training, support, and meaningful and rewarding careers.

By providing training and tools, CareerPoint supports the workforce professionals who help people navigate the West Michigan job market.

CareerPoint promotes evidence-based coaching to help students and job seekers discover and follow pathways to rewarding careers. This model follows seven steps to each participant's success.

Learn more at: <https://talnetcareerpoint.org/>