

Employment Guide

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Careers in Education & Health Services

Consider this! According to the U.S. Department of Labor, the health services industry will generate three million *new* wage positions more than any other industry nationwide. It will provide 14 million jobs total—13.6 million for wage and salary workers and approximately 438,000 opportunities for the self-employed.

Education Services will account for approximately 13.3 million jobs between 2006 – 2016, the U.S. Bureau of Labor Statistics reports. The growing emphasis to make education available to all Americans will result in an increased demand for workers. This spells great news for interested job seekers!





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Note: For the purpose of this publication, “health care” refers to the occupations of health practitioners; “health services” encompasses health practitioners as well as those in business/administrative-oriented occupations.



EDUCATION AND HEALTH SERVICES – OPPORTUNITIES ABOUND!

The perception that careers in the education and health service industries are only limited to teaching and care-giving does not ring true for the professionals in these industries, today. Between the education and health services industries, there is a diverse blend of careers with excellent salaries and benefits awaiting job seekers. Both industries are projecting “greater-than-average” job growth within the next five years. And, while opportunities are certainly available to workers without specialized training beyond high school, both industries boast a workforce that is comprised of some of the most educated workers in the labor market.

HEALTH SERVICES

WHERE TO LOOK FOR WORK IN HEALTH SERVICES

According to the U.S. Bureau of Labor Statistics, the health services industry in the United States is comprised of approximately 580,000 establishments, of which nearly 77 percent are offices of physicians, dentists, or other health care practitioners. About one percent are hospitals, which hire about 35 percent of the workers.

Job seekers interested in opportunities in the health services industry can find openings in hospitals, nursing and residential care facilities, physicians and dental offices, home health care, other health practitioners’ offices (chiropractors, podiatrists, occupational and physical therapists, speech language pathologists, acupuncturists, homeopaths, and dietitians, etc.); outpatient care centers, ambulatory health care services, and medical and diagnostic laboratories.

The health services industry offers opportunities to job seekers of all educational levels. In fact, more than half the workers in nursing and residential care facilities, and a fifth of the workers in hospitals have only a high school diploma or less. To encourage professional growth among workers in this trade, many health care establishments provide their staff with on-the-job and classroom training as well as an opportunity to earn certifications through continuing education. Hospitals and nursing facilities, for example, offer an abundance of resources and incentives, such as tuition assistance, to ensure career advancement. Additionally, many facilities are now offering cross-training programs through college courses, continuing education, and in-house training so that workers may develop greater proficiency in job functions other than their own.

IS THE HEALTH SERVICES INDUSTRY FOR YOU?

While the health services industry attracts workers with varied backgrounds, a few things are an absolute must. Health care professionals must have a strong desire to help others, a genuine concern for the welfare of patients and clients, and be able to deal with people of diverse backgrounds, particularly in stressful and emotional situations. The industry offers 24-hour service to millions of people daily. Those interested in this field must be flexible to work overnight hours and on weekends. Because of the 24-hour scheduling, professionals in this field, particularly those in the in clinical area, usually work in shifts. The industry also offers part-time work schedules, which more than 19 percent of the workers utilize. This flexibility in work schedules allows many in the health services industry to have second jobs.

OCCUPATIONS IN HEALTH SERVICES

The health services industry can be broken into three main occupation sections. The **Professional & Service** occupations include the health diagnosing and treating practitioners – surgeons, physicians, and therapists – and the nursing aides and assistants, etc. Together, the professional and service occupations account for 3 out of 4 jobs in the industry. The **Office and Administrative Support** occupations include medical secretaries, receptionists, and information clerks, etc. They make up approximately 18 percent of the health service industry jobs. The **Management, Business, and Financial Operations** occupations include top executives and medical and health services managers. They account for 4 percent of employment in the industry.

NINE POPULAR HEALTH CARE JOBS

- **Registered Nurses (RN)** treat patients, perform diagnostic tests and analyze results, and operate medical machinery. **Required:** Associate Degree, LPN-BSN, and MSN.
- **Licensed Practical and Licensed Vocational Nurses** care for the sick, injured, convalescent and disabled, under the direction of a physician or registered nurse. **Required:** Must pass the state's licensing examination, NCLEX-PN, after completing a state-approved nursing program.
- **Nursing Aides, Orderlies, and Attendants** care for the physically or mentally ill as well as the injured, disabled, or infirm individuals confined to hospitals, nursing care facilities of mental health institutions. **Required:** High school diploma or equivalent and past experience.
- **Medical Assistants** perform administrative and clinical tasks at physicians, chiropractors and other health practitioners' offices. **Required:** High school diploma or equivalent. **Preferred:** Formal training/program in medical assistance offered at an approved vocational, technical, post secondary school.
- **Dental Assistants** perform a variety of patient care, office, and laboratory duties. **Required:** High school diploma or equivalent and on the job training. **Preferred:** Formal training/program in dental assistance offered at an approved vocational, technical, post secondary school.
- **Dental Hygienists** remove soft and hard deposits from teeth, teach patients how to practice good oral hygiene, and provide other preventative dental care. **Required:** Must be licensed by the state in which they practice. To qualify for licensure, the candidate must graduate from an accredited dental hygiene school and pass a written and a clinical examination.
- **Pharmacy Technicians** help licensed pharmacists provide medications and other health care products to patients. **Required:** On-the-job training. **Preferred:** Completion of formal training and certification.
- **Medical Record and Health Information Technicians** organize and evaluate medical records. **Required:** Associate Degree.
- **Medical and Clinical Laboratory Technologists** examine and analyze body fluids and cells. They look for bacteria, parasites, and other microorganisms; analyze the chemical content of fluids; match blood for transfusions; and test for drug levels in the blood to show how a patient is responding to treatment. **Highly recommended and preferred:** Bachelor's degree with a major in medical technology or one of the life sciences and on-the-job training.

WHERE TO GET STARTED

If you are interested in pursuing a career in health services, there are programs that provide specialized training for certain jobs. While on-the-job training is important, earning a health care specific certificate or a degree at the associate, baccalaureate, or graduate level is strongly encouraged in order to excel in this industry. For example, a two-year certificate or associate degree is a basic standard credential for occupations such as dental hygienist or radiology technologist. Most therapists and social workers have at least a bachelor's degree. Health diagnosing and treating practitioners—such as physicians and surgeons, optometrists, and podiatrists—are among the most educated workers, with many years of education and training beyond college.



2006 - 2016 DISTRICT OF COLUMBIA HIGH GROWTH OCCUPATIONS IN HEALTH SERVICES

OCCUPATIONS	AVG. HOURLY WAGE	AVG. ANNUAL WAGE	EDUCATION/TRAINING
Social and Human Service Assistants	\$16.20	\$33,700	Moderate-term on-the-job training
Registered Nurses	\$35.11	\$73,040	Associate degree
Home Health Aides	\$12.26	\$25,490	Short-term on-the-job training
Personal and Home Care Aides	\$11.31	\$23,530	Short-term on-the-job training
Nursing Aides, Orderlies, and Attendants	\$13.70	\$28,500	Postsecondary vocational training
Receptionists and Information Clerks	\$15.33	\$31,880	Short-term on-the-job training
Mental Health and Substance Abuse Social Workers	\$22.84	\$47,510	Master's degree
Substance Abuse and Behavioral Disorder Counselors	\$17.26	\$35,900	Bachelor's degree
Medical Assistants	\$18.59	\$38,660	Moderate-term on-the-job training
Dental Assistants	\$19.68	\$40,940	Moderate-term on-the-job training
Rehabilitation Counselors	\$16.70	\$34,730	Master's degree
Office Clerks, General	\$16.52	\$34,360	Short-term on-the-job training
Mental Health Counselors	\$20.29	\$42,190	Master's degree

Source: Department of Employment Services, Labor Market Information Projections.



HEALTH CARE PAYS!

Earnings for health care occupations will depend on the duties, level of education and training, and amount of responsibility required. Health care establishments that are staffed around-the-clock to care for patients and handle emergencies often pay premiums for overtime and weekend work, holidays, late shifts, and time spent on call. Bonuses and profit-sharing payments also may add to earnings.

DID YOU KNOW?

- Most health care workers have jobs that require less than 4 years of college education, but diagnosing and treating practitioners—surgeons and physicians, etc.—are among the labor force’s most educated workers.
- Nursing aides, orderlies and attendants, and home health care aides are among the occupations adding the most new jobs between 2006 and 2016—about 647,000.
- Over the 2006 - 2016 period, total employment of home health care aides—including the self-employed—is projected to increase by 49 percent; medical assistants by 35 percent; physical therapists by 32 percent; and physician assistants by 27 percent.





EDUCATION SERVICES

Job seekers interested in working in the education services industry will find employment in various areas – from teaching and counseling students to driving school buses and working in school cafeterias. Two out of three workers in education services are employed in professional and related occupations. In fact, almost half of all the workers in the education services industry are teachers. However, many others are enjoying equally meaningful careers in administrative support, managerial service, and other areas.

Teaching Occupations

Teaching is a unique occupation. It requires dedication, determination, discipline, and competence. Those interested in this profession should have a sincere desire and ability to inspire those they teach. They must be able to exercise patience and instill confidence in their students and demonstrate strong communications skills, such as speaking, writing, and, in particular, listening. They must also be able to communicate effectively to children.

A teacher's duties depend largely on the age group of the students and the subject he/she teaches. The type of institution in which a teacher works can also impact the duties.

- *Teachers in pre-schools, kindergarten, and elementary schools* offer children the first formal introduction to courses such as mathematics, language, science, and social studies. Teaching, at this level, is done in a manner that engages and excites the students. Teachers are known to integrate games, artwork, songs, and other learning tools to help their students learn and retain information.
- *Teachers in middle and secondary schools* help student develop a better understanding of the subjects they were introduced to in elementary school. Teachers, at this level, often specialize in one or two specific academic subjects, such as English, mathematics, or science. Depending on the skill set and the institution, some secondary school teachers serve as unofficial counselors to students and assist them with decisions related to college and career. Some may also lead afterschool extra curricular activities and coach sports teams.
- *Teachers in special education* work with students who have learning and/or physical disabilities. Special education teachers have the flexibility to modify the instruction of the general education curriculum or develop alternative assessment methods to better accommodate their students' special needs.
- *Teachers in postsecondary schools* (colleges, trade schools, and universities) teach and advise college students, based on their area of study. Additionally, many venture into academic research that is usually related to their area of study and publish their findings in scholarly journals or books.
- *Teachers of adult literacy and remedial education* teach English to speakers of other languages (ESOL). They also help to prepare students for the General Education Development (GED) exam.
- *Teachers of self-enrichment courses/workshops* conduct seminars on personal enrichment activities, such as dancing, cooking, gardening, etc.

Other Professional Occupations in the Education Service Industry

- *Education administrators* provide vision, direction, leadership, and manage the day-to-day educational activities in schools, colleges, and universities. Education administrators also work at trade-related organizations, correctional institutions, museums, and job training and community service organizations. They set educational standards and goals and help to establish the policies and procedures for implementation. They develop academic programs; monitor students' educational progress; hire, train, motivate, and evaluate teachers and other staff; manage counseling and other student services; administer recordkeeping; prepare budgets; and handle relations with staff, parents, current and prospective students, employers, and the community.
- *Instructional coordinators* evaluate schools curricula. They conduct research on the latest teaching methods, textbooks and other instructional materials, and coordinate and provide training to teachers.
- *Educational, vocational, and school counselors* work at the elementary, middle, secondary, and postsecondary school levels to help students evaluate their abilities, talents, and interests. Secondary school counselors also help students understand and deal with their social, behavioral, and personal problems. At the high school level, counselors advise students on college admission requirements, trade and technical schools, and apprenticeship programs. Elementary school counselors typically focus more on social and personal counseling and development.
- *Librarians* help people find information and learn how to use it effectively in their scholastic, personal, and professional pursuits. Librarians manage library staff and develop and direct information programs and systems for the public, as well as oversee the selection and organization of library materials.
- *Library technicians* help librarians acquire, prepare, and organize material; direct library users to standard references; and retrieve information from computer databases. Clerical library assistants check out and receive library materials, collect overdue fines, and shelve materials.
- *Teacher assistants, also called teacher aides or instructional aides*, assist classroom teachers with their responsibilities in the classroom, cafeteria, schoolyard, hallways, or on field trips. They provide students, particularly those who are in special education and do not speak English well, with individualized attention and tutoring. They record grades, set up equipments, and prepare materials for instruction.
- *Secretaries, administrative assistants, and general office clerks* offer administrative support.
- *Coaches* offer athletic direction; and *bus drivers* transport students safely to and from the school.





DID YOU KNOW?

- There is a critical need for bi-lingual teachers (particularly Spanish), secondary math and special education teachers, and speech therapists in the District of Columbia Public School system.
- About 38 percent of workers in the education services industry in the U.S. are union members or are covered by union contract, compare with only 13 percent of workers in all other industries, combined.
- The District of Columbia has 129 public schools and serves approximately 46,000 students.

2006 - 2016 DISTRICT OF COLUMBIA HIGH GROWTH OCCUPATIONS IN EDUCATION SERVICES

OCCUPATIONS	AVG. HOURLY WAGE	AVG. ANNUAL WAGE	EDUCATION/TRAINING
Education Administrators, Elementary and Secondary School	*	\$85,910	Bachelor's or higher degree, plus work experience
Business Operations Specialists, all other	\$41.49	\$86,300	Bachelor's degree
Business Teachers, Postsecondary	*	\$66,950	Master's degree
Health Specialties Teachers, Postsecondary	*	\$114,620	Master's degree
Law Teachers, Postsecondary	*	\$106,820	First professional degree**
Art, Drama, and Music Teachers, Postsecondary	*	\$54,160	Master's degree
English Language and Literature Teachers, Postsecondary	*	\$66,410	Master's degree
Elementary School Teachers, Except Special Education	*	\$56,100	Bachelor's degree
Middle School Teachers, Except Special and Vocational Education	*	\$54,190	Bachelor's degree
Secondary School Teachers, Except Special and Vocational Education	*	\$49,290	Bachelor's degree
Special Education Teachers, Preschool, Kindergarten, and Elementary School	*	\$50,840	Bachelor's degree
Special Education Teachers, Middle School	*	\$58,100	Bachelor's degree
Self-Enrichment Education Teachers	\$22.38	\$46,550	Work experience in a related occupation
Instructional Coordinators	\$33.72	\$70,150	Master's degree
Teacher Assistants	*	\$22,860	Short-term on-the-job training
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	\$11.90	\$24,750	Short-term on-the-job training
Child Care Workers	\$11.97	\$24,900	Short-term on-the-job training
Executive Secretaries and Administrative Assistants	\$23.32	\$48,510	Work experience in a related occupation
Office Clerks, General	\$16.52	\$34,360	Short-term on-the-job training
Commercial Pilots	*	*	Postsecondary vocational training
Bus Drivers, School	*	*	Moderate-term on-the-job training

*Not Available or Suppressed

**Two to four years of degree study beyond a baccalaureate degree. Professionals must pass state licensing exams or private board certification exam to enter practice.

Source: Department of Employment Services, Labor Market Information Projections.



BECOMING A LICENSED TEACHER IN THE DISTRICT OF COLUMBIA

Individuals interested in becoming a certified or licensed teacher in the District of Columbia must have a bachelor's degree from an accredited college/university and must satisfy teacher professional education, subject area coursework, and the state licensure exams. To comply with the District of Columbia regulations, individuals employed with the DC Public School system (DCPS) must hold a valid license in the appropriate area of service – teaching, administration, or school service provider. Depending on the licensure service requested, the Office of Educator Licensure and Quality (OELQ) in the Office of the State Superintendent of Education (OSSE) will process completed licensure applications in approximately 6 to 12 weeks from the date of receipt.

To obtain additional information about becoming a licensed teacher in Washington, D.C., or to inquire about the types of licenses available, please visit OELQ's website at www.osse.dc.gov by clicking the Educator Quality link.

State Accredited Educator Preparation Institutions

American University 202/885-3730 www.american.edu	Gallaudet University 202/651-5005 www.gallaudet.edu	New Leaders for New Schools 202/379-2803 www.nlms.org	Trinity University 202/884-9555 www.trinity.edu
Catholic University 202/319-5805 www.cua.edu	George Washington University 202/994-6161 www.gwu.edu	Teach for America 202/465-7800 www.teachforamerica.org	University of the District of Columbia 202/274-7404 www.udc.edu
Center for Inspired Teaching 202/462-1956 www.inspiredteaching.org	Howard University 202/806-7334 www.howard.edu	The New Teacher Project 718/399-3740 www.tntp.org	

Job seekers interested in occupations in the public charter and private schools in the District of Columbia are not required by law to hold a state license. Local education agencies, however, may require state licensure for their employment.

GETTING PAID!

According to the U.S. Department of Labor Bureau of Labor Statistics, full-time post-secondary teachers earn the most money followed by elementary, middle, and secondary school teachers.

In the District of Columbia, full-time (10-month) educators with one year of experience earn a base salary of \$42,370. Salary increases with post secondary degrees and credits. The District also offers opportunities for additional compensation for teachers interested in serving as an instructor in a DCPS after-school program or on Saturdays or serving as a coach. Opportunities to earn more are also available to teachers who successfully complete the National Board for Professional Teaching Standard certification process or are earning a second certification in high-need subjects, such as secondary math and science and special education. Tuition reimbursement of up of \$1,800 is given annually to teachers, who are pursuing graduate studies in coursework related to their subject area.

To learn more about the compensation and benefits available to DCPS teachers, visit www.teachdc.org. Other useful websites include Teach for America at www.teachforamerica.org and the D.C. State Superintendent of Education at www.osse.dc.gov.

For more information on the educational service industry, visit the American Federation of Teachers at www.aft.org and the National Education Association at www.nea.org. These are the two largest unions representing teachers and other school personnel.



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Note: The statistics in this publication may change with receipt of additional information.

Notice of Non-Discrimination

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sexual discrimination, which is prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

The Department of Employment Services is an Equal Opportunity Employer/Provider. Auxiliary aids and services are available upon request to persons with disabilities.



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