



# SPECIAL EDUCATION

**Bachelor of Science in Education: Special Education** Pre-K-4, 4-8, 7-12 and Pre K-12  
**Bachelor of Science in Education: Special Education Visually Impaired** Pre-K-4 and Grades 4-8  
**Educational Studies Track - B.S. Ed. Special Education** (non-certification)  
**Educational Studies Track - B.S. Ed. Visually Impaired** (non-certification)  
**Certificate: Autism Endorsement**

The Special Education major prepares students to meet the educational, social, emotional and vocational needs of infants, children, and youth with disabilities. The KU Special Education Department offers certification and non-certification programs in two areas: teaching students or working with individuals with special needs and teaching students or working with individuals who are Visually Impaired (VI). Each program provides a unique series of course work and field-based activities designed to prepare graduates to meet the demands of a challenging and fulfilling career. Certification Candidates in these programs are also eligible for certification in elementary, middle level or secondary education.

### Career types associated with Special Education

Social - "Helper"  
Enterprising - "Persuader"  
Conventional - "Organizer"

### Related skills, values, and qualities

- Strong interpersonal skills and ability to communicate ideas, facts and abstract concepts to others
- Ability to interact with people of diverse backgrounds and personalities
- Desire and ability to work with children
- Fondness for and dedication to human potential
- Sense of humor and friendly attitude
- Ability to organize, maintain records and meet deadlines
- Ability to use and incorporate technology into teaching
- Ability to make decisions, solve problems and remain calm in stressful situations
- Ability to understand and empathize with social justice issues
- Ability to adjust to close public scrutiny & criticism

### Courses Special Education majors typically enjoy

- Psychology
- Public Speaking
- Elementary Education
- Social Work

### Common interests of Special Educ. majors

- Working part-time or as a volunteer in a preschool, nursery, elementary, or secondary school
- Playing team sports or participating in community service organizations
- Serving as a religious school, children's church or vacation Bible school teacher
- Attending lectures, workshops, or conventions related to education
- Helping to organize and plan social events
- Working part-time or as a volunteer peer/camp counselor, tutor, 4-H leader or scout leader

### For more information about the major

Contact the Special Education Department  
111 Beekey, 610-683-4290,  
or visit [www.kutztown.edu/SpecialEducation](http://www.kutztown.edu/SpecialEducation)

### KU Majors related to Special Education

Elementary Education, Secondary Education, Library Science, Social Work, Psychology

Social students may also be interested in:

Advertising \*, Art Education, Criminal Justice, Economics \*, English, German Studies, History, International Studies \*, Sport Management, Marketing, Multicultural Studies \*, PA German Studies \*, Philosophy/Religious Studies, Political Science, Public Administration, Public Relations \*, Sociology, Spanish, Speech Communication, Women's Studies \*, Writing\*

\* minor only

# FOUR STEPS TO SUCCESS

EXPLORE

DISCOVER

EXPERIENCE

IMPLEMENT

1<sup>ST</sup> YEAR

2<sup>ND</sup> YEAR

3<sup>RD</sup> YEAR

4<sup>TH</sup> YEAR

- Enroll in the Career Exploration Certificate.
- Attend info sessions to learn about career development and personal branding.
- Take a career assessment to identify and confirm interests.
- Get involved in campus clubs and organizations.
- Develop basic workplace skills through jobs or volunteer work.
- Talk with professors, family, and friends about career ideas.
- Conduct informational interviews with professionals working in fields of interest.
- Develop a relationship with your professors and faculty advisor.
- Meet with CDC career coach.
- Attend info sessions to learn about resume writing, and externships.
- Confirm your choice of major and consider options for double major or minor.
- Research careers of interest.
- Complete a job shadowing (externship) experience.
- Seek meaningful employment or volunteer work in a field related to your major.
- Explore options for undergraduate research and study abroad.
- Write a resume and have it reviewed by the CDC.
- Manage your online presence.
- Enroll in the Career Success Certificate.
- Complete an internship and/or undergraduate research.
- Attend info sessions about internships, interviewing, job search strategies, and grad school.
- Build a LinkedIn profile and continue to monitor your online presence.
- Complete a mock interview.
- Build skills through research projects, part-time employment, and volunteer work.
- Participate in Careers Cafe & networking programs.
- Attend internship & job fairs.
- Take on a leadership role in a student organization or work.
- Consider graduate school options and prepare for admissions tests.
- Attend your senior kick-off and other info sessions to prepare for job search/grad school.
- Update your resume and LinkedIn profile.
- Create cover letter drafts.
- Gain experience through internships and/or undergraduate research.
- Secure references for job/grad school applications.
- Create your "30 second" commercial.
- Meet with CDC to develop job search strategies.
- Research employers.
- Network with professionals through events and social media.
- Join a professional organization in your discipline.
- Attend the senior etiquette dinner.
- Participate in job fairs and on-campus interviewing.

## Sample Career Titles

Special Education majors can be found working in a wide variety of career fields. Here are just some career titles that may be of interest. Please note that some jobs may require further education and training.


- Adult Education Teacher
- Adventure/Outdoor Recreation Teacher
- Alumni Relations Coordinator
- Athletic Coach
- Business Education Teacher
- Child Life Specialist
- College President
- College Professor/Dean
- Community/Public Svc. Administrator
- Counselor
- Day Care Administrator
- Director of Guidance
- Education and Training Administrator
- Education Management Specialist
- Educational Administrator
- Education Consultant
- Educational Materials Sales Rep
- Educational Researcher
- Educational Resource Coordinator
- Educational Therapist
- Elementary School Teacher
- Employee Training Instructor
- Financial Aid Counselor
- Financial Aid Director
- Grant Writer
- Guidance Counselor
- Historic Site Administrator
- Media Center Specialist
- Missionary Worker
- Peace Corps/VISTA Volunteer
- Personnel Director
- Principal
- Resource Teacher
- School Psychologist
- School Social Worker
- School Superintendent
- Secondary School Teacher
- Social Services Volunteer
- Special Education Administrator
- Special Education Teacher
- Student Admissions Administrator
- Student Affairs Administrator
- Curriculum Specialist
- Textbook Writer
- Therapeutic Staff Support
- Training Specialist
- Tutor
- Vocational Rehab Counselor
- Vocational/Technical Teacher

To learn more about these careers, visit <http://online.onetcenter.org> or [www.bls.gov/oco](http://www.bls.gov/oco).

## Common Internship Sites and Employers

Special Education majors often find internships and employment in the following fields/industries:

- Business and Industry
- Camps
- Public and Private Schools
- Churches
- Colleges and Universities
- Youth Services
- Community Centers/Non Profits
- Educational Publishers
- Day Care Agencies
- Hospitals/Clinics
- Libraries
- State and Federal Government



Handshake is the primary online resource for preparing and connecting students and alumni with employers. [www.kutztown.edu/handshake](http://www.kutztown.edu/handshake)

## Useful Websites for Special Education Majors

Whether you are researching related career fields, applying for internships or jobs, or planning to join a professional association, these websites are for you!

### Industry/Employment Information

- O\*NET OnLine  
<http://online.onetcenter.org>
- Occupational Outlook Handbook  
[www.bls.gov/ooh](http://www.bls.gov/ooh)
- PA Department of Education  
[www.pde.state.pa.us](http://www.pde.state.pa.us)
- NJ Department of Education  
[www.state.nj.us/education](http://www.state.nj.us/education)
- Education Week  
[www.edweek.org](http://www.edweek.org)

### Job/Internship Search Boards

- PA-REAP  
[www.pareap.net](http://www.pareap.net)
- PA-Educator.net  
[www.pa-educator.net](http://www.pa-educator.net)
- Internships.com  
[www.internships.com](http://www.internships.com)
- Teachers-Teachers  
[www.teachers-teachers.com](http://www.teachers-teachers.com)
- Southern Teacher's Agency  
[www.southernteachers.com](http://www.southernteachers.com)
- K-12jobs.com  
[www.k12jobs.com](http://www.k12jobs.com)
- Education Job Page  
[www.nationjob.com/education](http://www.nationjob.com/education)
- School Spring  
[www.schoolspring.com](http://www.schoolspring.com)
- US-REAP  
[www.reap.net](http://www.reap.net)
- School-Jobs  
[www.school-jobs.net](http://www.school-jobs.net)
- LinkedIn Jobs  
[www.linkedin.com/jobs](http://www.linkedin.com/jobs)

### Professional Associations

- PA School Board Association  
[www.psba.org](http://www.psba.org)
- American Federation of Teachers  
[www.aft.org](http://www.aft.org)
- PA State Education Association  
[www.psea.org](http://www.psea.org)
- National Education Association  
[www.nea.org](http://www.nea.org)
- Council for Exceptional Children  
[www.cec.sped.org](http://www.cec.sped.org)
- Teachers of English to Speakers of Other Languages  
[www.tesol.org](http://www.tesol.org)
- National Assoc. of Special Educ Teachers  
[www.naset.org](http://www.naset.org)
- Council for Learning Disabilities  
[www.cldinternational.org](http://www.cldinternational.org)

# Building Your Resume for a Career in Special Education

Building a strong resume for your career field starts long before you ever start your job search. Employers want to hire graduates who not only have the necessary educational background but also have experience applying that knowledge to real life situations.

**Sanjeev Special Education**  
sspec000@live.kutztown.edu, 555-555-5555

## CERTIFICATION

Special Education Mentally/Physically Handicapped - Pre K-4

## EDUCATION

B.S.Ed. Kutztown University of Pennsylvania  
Major: Special Education Mentally/Physically Handicapped Pre K-4, Minor: Social Work  
GPA: 3.52  
Dean's List

Kutztown, PA  
May 20xx

Fall 20xx-Spring 20xx

## TEACHING EXPERIENCE

Fleetwood Area School District, Willow Creek Elementary  
Teacher Candidate, Clinical Experience

- Facilitated guided reading and writing groups for grades 1 through 3
- Tailored instruction to meet various student needs and abilities

Fleetwood, PA  
Nov 20xx-Dec20xx

Southern Lehigh School District, Liberty Bell Elementary  
Teacher Candidate, Clinical Experience

- Taught in 6<sup>th</sup> grade learning support classroom
- Provided student assistance and accommodations to promote learning in accordance with Individual Education Plans (IEPs)
- Demonstrated ability to interact at developmentally appropriate levels with diverse student body

Center Valley, PA  
Sept-Oct 20xx

Boyertown Area School District, New Hanover-Upper Frederick Elementary  
Professional Semester Student

- Co-taught in 4<sup>th</sup> grade classroom of 16 ELL's using Live Action English Interactive software
- Participated actively in staff meetings to discuss student resources and progress
- Interacted with diverse group of parents via email, face-to-face contact and phone communication

Boyertown, PA  
Feb-Mar 20xx

## RELATED CAMPUS & COMMUNITY INVOLVEMENT

Office of Disability Services, Kutztown University  
Note Taker

- Transcribe and organize notes for students with disabilities

Kutztown, PA  
Aug 20xx-Present

KuBOK, Kutztown Neighborhood Watch Program  
Volunteer

Kutztown, PA  
Fall 20xx-Present

America Reads/Counts  
Tutor, Allentown, Fleetwood & Kutztown School Districts

- Worked with children one-on-one, grades K-3, to improve math abilities
- Incorporated manipulatives and technology to illustrate mathematical concepts

Lehigh Valley, PA  
Aug 20xx-Aug 20xx

## PROFESSIONAL DEVELOPMENT

Member, Pennsylvania State Education Association (PSEA)  
Vice President, Association for Childhood Education International, Kutztown University  
Recipient, Career Success Certificate, Kutztown University Career Development Center  
Recipient, Career Exploration Certificate, Kutztown University Career Development Center

Fall 20xx-Present  
Spring 20xx-Present  
Spring 20xx  
Fall 20xx

Take note of the skills and knowledge obtained through your educational background and hands-on experiences. Highlight these transferable skills such as rapport building and technological proficiencies.

Learn more about your field and develop the necessary skills for employment by gaining hands-on experience through clinical practice, part-time jobs and related volunteer opportunities.

Develop professionally through campus involvement and professional memberships. This illustrates responsibility, leadership abilities and time management skills.