The purpose of this group of eight booklets, prepared by a high school district, is to inform district students and their parents of the continuing guidance services available and to stimulate students' use of these services in career planning. Each booklet is designed for a specific high school, but includes identical sections dealing with the importance of, and factors in, career decision making, descriptions of community resources for educational and vocational information, and exercises on goal setting. Specificity is achieved by describing, on the last two pages, the counseling services and resources available at each school, as well as the personnel involved. A tear card to mail to the specific school requesting additional information on classes, special programs, military services, etc., is also included. (LKP)
Student Alternatives to careers Via Vocational opportunities available to Youth

Pupil Personnel Services
Grossmont Union High School District
To Grossmont District Parents and Students:

Each of the Grossmont High Schools has a total guidance program that is provided to assist students in the very important task of career choice and career planning. The guidance services available in the program include testing, counseling, occupational and educational information, and assistance in preparing students for job placement. All of these services are provided on a continuous basis throughout high school so that students can be advised of occupational and educational training opportunities and related high school curriculum that will prepare them for entry into a job or on to further training after high school.

The purpose of the SAVVY Booklet which has been prepared by Alan W. Marshall is to inform students and their parents of the continuing guidance services available in the Grossmont District and to stimulate students' use of these services in career planning.

Thomas J. Jacobson, Ph.D.
Director, Pupil Personnel Services
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## VI  YOUR HIGH SCHOOL GUIDANCE DEPARTMENT
To Parents and Students:

One of the trends in education of the 70's is to help students in high school find their vocational or professional interest in line with their abilities. Helix makes available to students counseling, vocational testing, and career opportunity experiences as a means of helping the individual research their career choice.

The vocational opportunities available to students at Helix High School have been developed because of the interest indicated by students through student surveys, counseling, and follow-up study of our graduates. One of the objectives of the school is to provide experiences for students that will develop salable skills upon graduation from high school. Many students today are interested in high school curriculum offerings that provide practical experiences that have a carry-over value into their adult life.

The faculty and administration are continuing to assess students' vocational needs. Our plan is to add additional courses each year as these new assessments are made. Many of the professional careers today require experiences in vocational courses; therefore, the program is not just limited to students who are planning to go into technical and vocational education upon completion of their high school work. We encourage students to contact their counselor and the work experience coordinator in the guidance center to answer questions and to provide materials that will be of assistance.

BENTON HART, PRINCIPAL
BECOMING AWARE OF THE NEED FOR CAREER DECISIONS

At the present time only one-fifth of all students entering the fifth grade in the United States end up graduating from a four-year college. Career guidance for the other four-fifths of the students is definitely a major educational need. Since half of those who do enter college will drop out before finishing, the high schools must see that every student, whether he plans to attend college or not, has a marketable skill upon graduation, or the knowledge and background to acquire one.

CAREER TRAINING MAZE
Which Path Will YOU Take?

Elementary School

Junior High School

High School

Career Development

Technical Programs

Exploring

Business and Technical Schools

Apprenticeship Programs

Volunteer Work

R.O.P.

Military

Adult Education

4 Year College

Community College
Look at the chart on the next page. If it seems to you like the decisions concerning your career future are upon you, chances are you are right. This booklet was written to help guide you through career decisions and help you see how setting career goals can help you. No one can tell you what to do with your life. The final decision is yours. Remember, help is available if you ask for it.

This booklet is set up in six parts for easy reference. The first five sections are concerned with where you are in your career decision making. The last section is about your high school guidance department.

PART 1. Becoming Aware of the Need for Career Decisions  page 1-5
PART 2. Opportunities Available to You  page 6-16
PART 3. Setting Up Goals (How To Do It)  page 17-18
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PART 5. You Made It! and Your Next Step Is ...  page 20

PART 6. Your High School Guidance Department

WHERE ARE YOU?

5 You Made It And Your Next Goal Is
4 Working On Your Goals
3 Setting Up Your Goals
2 Becoming Aware of Opportunities Available To You
1 Becoming Aware of the Need for Career Decisions
CAREER DECISIONS AND PATTERNS OF LIFE

EDUCATION AND TRAINING

OTHER PHYSICAL AND PSYCHOLOGICAL FACTORS

AGE

13 15 17 19 21 23 25 27 29
12 14 16 18 20 22 24 26 28 35 40 45 50 55 60 65 70

GRADE

8 10 12
7 9 11

Part time work
First full time job
Change in full time job

Selection of Jr. High classes
Selection of High School classes
Career - Education decisions
Selection of Apprenticeship program
Selection of business or technical school
Selection of adult education classes
Selection of an ROP class
Selection of a Community College
Enlistment in a Military service
Selection of four or more years of college

Puberty

Marriage
Birth of first child
Maturation of last child
Perception of middle age
Perception of old age

SOLID LINE (______) Time when decision is most likely to be made.
BROKEN LINE (——) Time when decision may have to be made.
DOTTED LINE ( . . . ) Time when decision is least likely to occur.
First let's talk about decisions. Wise decisions are usually based on two main factors: knowledge and attitudes. For making career decisions you need to have knowledge about yourself and about career opportunities. You also need to be aware of your own attitudes: what you like and dislike, what things you find rewarding, etc.

But decisions are not everything; you must determine where these decisions will lead you. It is a good idea to set up a specific career goal to work towards. To do this you need much information, and you need to take a good look at yourself. This booklet was written to help you set up a career goal. This first goal may turn out to be only one part of another, higher goal; but taking this first step is important.

The diagram below shows three crucial factors that should help determine your career goal: you must be able to do the job, you must enjoy doing the job, and you must be willing to do the job.
This chart is by no means a complete set of factors in reaching your goal, but it does show you that you have come a long way in your life already.

Hopefully you can now see the importance of making some basic career goals for your future. In the next section of the booklet is information that will help you learn about opportunities in different careers.
OPPORTUNITIES AVAILABLE TO YOU

Your high school has many different classes in the following departments which can help towards your career. If you want to know about specific classes in a department, see your school counselor.

Art Department
Business Education Department
English Department
Home Economics Department
Mathematics Department
Music Department
Physical Education Department
Science Department
Social Studies Department

Career Development. If you have a part time job you can earn and learn at the same time. This class is open to juniors and seniors. Ten units a year may be received for Career Development, with a maximum of forty units towards graduation. You must meet the requirements of the Career Development Specialist: he must approve of the job; you will have to turn in time cards every week; the Career Development Specialist will give you related instruction; and you must meet the minimum requirements of time spent on the job by hours and number of weeks. In most cases you must have a work permit.

Exploratory Career Development is where you are placed on a job or jobs by the Career Development Specialist to see whether you would like to go into that type of job after high school. You receive no pay, but you are given school credit just like in the class above.

Vocational Classes throughout the Grossmont District are available to you. Of course, you may need to provide your own transportation. Here is a partial list of offerings available:

- Agricultural Classes
- Auto Body
- Auto Mechanics
- Building Construction

- Diesel Mechanics
- Drafting
- Electricity
- Electronics

- Metal Trades
- Plastics
- Woodworking
LOCAL SOURCES OF CAREER INFORMATION

1. Your school Career Center.

2. **V. I. E. W.** (Vital Information for Education and Work) Microfilm cards containing four pages of recent information about 242 local careers and educational prerequisites to careers (available at your career center).

3. **Career Information Directory** (Published by the Superintendent of Schools, Department of Education, San Diego County). This is a directory of local businesses and representatives of business that will do the following things for you: send speakers; lend films, slides, tapes and brochures; allow students on-site visitations; give individual vocational counseling to students; and allow students individual observations of business organizations (available at your career center).

4. **Dial-A-Career 276-3013**
   Daytime Service: 8:00 a.m. - 5:00 p.m. Your requests are personally handled.
   Nighttime Service: 5:00 p.m. - 8:00 a.m. Your requests will be recorded and personally handled the following day. This is a free service of the San Diego County Department of Education. They have materials concerning occupational information, training opportunities, and educational opportunities.
STATE AND FEDERAL BOOKS AND PAMPHLETS ABOUT CAREERS

These books and pamphlets should be available at your school's Career Center, or at a public library.

Occupational Outlook Handbook describes thousands of jobs. It gives descriptions of the nature of the work, places of employment, training, other qualifications, advancement, employment outlook, earnings, working conditions and sources of additional information.

Encyclopedia of Careers and Vocational Guidance. Volume I, "Planning Your Career", is divided into different industries, businesses and occupational groups, explaining each. Volume II, "Careers and Occupations", gives the following information about each occupation: a definition, history, the nature of the work, requirements, special requirements, opportunities for experience and exploring, methods of entering, advancement, employment outlook, earning, conditions of work, social and psychological factors, sources of additional information and related articles in Volume I.

California Occupational Guides. These are pamphlets that are grouped into the following 15 careers groups:

- CLERICAL OCCUPATIONS
- CRAFTSMEN - CONSTRUCTION
- CRAFTSMEN - MECHANICS AND REPAIRMEN
- CRAFTSMEN - OTHER
- FARMING, LOGGING AND RELATED, FISHERIES
- GOVERNMENT OCCUPATIONS
- MANAGERS, OFFICIALS, PROPRIETORS
- MEDICAL SERVICES
- PRODUCTION WORKERS - OPERATIVES
- PROFESSIONAL - ARTS, JOURNALISM, RECREATION
- PROFESSIONAL - TEACHING AND SCIENTIFIC
- PROFESSIONAL - ENGINEERING AND DRAFTING
- PROFESSIONAL - OTHER
- SALES OCCUPATIONS
- SERVICE OCCUPATIONS

There are nearly 400 different pamphlets to investigate.
Private Business and Technical Schools are available in San Diego and in the U.S.A. Be aware of what the school offers and check it out thoroughly before committing your time and money. For information on San Diego business and technical schools you can contact the school directly or see your counselor.

Books concerning occupational training programs lasting two years or less may be found at your school's career center or at a public library. Here is a partial list:

**The Blue Book of Occupational Education**

**Lovejoy's Career and Vocational School Guide**

**Barron's Guide to Two-Year Colleges**

**American Junior Colleges**

**American Trade Schools Directory**

Listed below are some examples of training that is available locally:

- Airline Jobs
- Architectural Drafting
- Art
- Auto Mechanics
- Barbering
- Bartending
- Bookkeeping
- Cashier - Checker, Grocery
- Clerical
- Communication Jobs
- Computer Jobs
- Cosmetology
- Die Designing
- Electronics
- Foreign Languages
- Income Tax
- Industrial Math
- Interior Decorating
- Law
- Machine Design
- Mechanical Drafting
- Medical Careers
- Modeling
- Motel Management
- Real Estate
- Secretarial (many types)
- Shipfitting
- Welding

The Volunteer Bureau can give you an opportunity to get placed in an area where people need help. You can be helping others and at the same time be learning about career opportunities where you work. For further information call 238-1377.
Exploring is a scouting program that is organized around career interest posts. In San Diego County there are posts in such areas as Architecture, Automotive, Aviation, Banking and Business, Computer and Math, Construction and Crafts, Electronics, Engineering, Fire Science and Emergency, Hotel and Restaurant Management, Humanities, Law and Enforcement, Medicine, Merchandising, Music, Natural Science and Forestry, Oceanography and Radio-Television. This program is mostly for juniors and seniors in high school. Chances are you will be working with the leaders in the field of your interest if you join. To be a member you will probably have to meet these minimum requirements: attend a minimum of two one-hour meetings a month, plus field or laboratory projects; be between fourteen and eighteen years of age and still attend high school; pay membership fee of one dollar a year plus post dues.

For more information call 298-6121 at Boy Scout Headquarters.
The Regional Occupational Program (ROP) is a county wide public service which extends occupational education opportunities to all youth and adults in San Diego County and provides full-time placement services to assist students who have completed the courses to find a job.

Over 140 different (ROP) courses are available to Grossmont Union High School District students (mainly seniors and some juniors). Students can earn credit toward a high school diploma through successful completion of an ROP course, plus, a certificate of completion to present to employers.

Students in the Grossmont Union High School District can obtain information concerning ROP courses, assistance in career planning, and enrollment forms from counselors in each high school.

Grossmont Union High School District students may attend courses at any of the following listed locations, and are not limited to courses that are available at their school of attendance. However, course offerings can and do change from time to time so be sure to check with your school counselor for the latest information available.

Airport and Aviation Occupations -- Grossmont College
Applied Marketing -- El Cajon High School and Parkway Plaza
Auto Air Conditioning and Heating -- Accessory Service Center
Auto Body and Frame Straightening -- Santana High School
Auto Body Repair -- Terry Allen Datsun
Auto Diagnostic Equipment Maintenance, Repair and Calibration (for emission control) -- Grossmont College
Auto Front-end Alignment and Brakes -- Terry Allen Datsun
Auto Repair - Foreign Car -- Terry Allen Datsun
Auto Towing and Emergency Road Service -- Grossmont High School and Johnston's Auto Service
Auto Transmission and Drive Lines -- Dean Jones Lincoln Mercury
Auto Tune-up -- Terry Allen Datsun
Auto Tune-up and Emission Control -- Santana High School
Bicycle Servicing and Repair -- Monte Vista High School
Child Care Occupations -- Grossmont College
Commercial Art -- Santana High School
Commercial Photography Occupations -- Granite Hills High School
Custodial and Housekeeping Occupations -- Grossmont High School and Rancho Del Campo High School
Dental Health Assistant -- Health Occupations Ed. Center
Diesel Mechanic -- Santana High School (Elliot Annex)
Electronic Business Machine Repair -- Helix High School
Electronics Technician Lab -- Helix High School
Electroplating -- Helix High School
Farrier (Horseshoeing) -- Granite Hills High School
Food Retailing -- 7-Eleven Training Center, La Mesa
Food Service Occupations -- Mt. Miguel High School
Graphic Communications and Productions -- El Cajon High School
Heating - Air Conditioning -- Grossmont High School
Home Appliance Repair -- Monte Vista High School
Hotel - Motel Careers -- American Business College, San Diego
Industrial Specialties Technology Lab. -- Grossmont College
Landscape Occupations -- El Capitan High School
Medical Clerk -- Health Occupations Ed. Center
Medical Transcription -- Health Occupations Ed. Center
Motorcycle Engine and Frame Repair -- El Capitan High School
Motorcycle and Small Engine Technician -- Borrego Springs High School
Nurse Aide-Orderly -- El Cajon Valley Hospital
Office Machine Repair -- Mt. Miguel High School/Monte Vista High School
Paying and Receiving Teller -- Health Occupations Ed. Center
Plastics -- Mt. Miguel High School
Radio and TV Repair -- Helix High School
Recreational Vehicle and Mobile Home Repair -- Casa Bonita Mobile Home Sales
Science Lab Assistant -- Mt. Miguel High School
Secretarial and Clerical Business Lab. -- El Cajon High School
Secretarial and Clerical Insurance Lab -- Monte Vista High School
Small Business Merchandising -- Sierra Vista High School
Small Engines and Outboard Repair -- El Capitan High School
Tailoring, Alterations and Sales -- Chaparral High School
Truck Driving Occupations -- Santana High School
Warehouse Occupations -- Santana High School
Welding - Combination -- El Cajon High School

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Apprenticeship programs are available in many areas in San Diego County. Usually these programs consist of working with Journeymen in the field for a given time until a certain level of competency is reached. One caution, it may be very difficult to get into an apprenticeship program.

Here is a partial list of apprenticeship programs in the San Diego area:

- Automotive
- Barber
- Bricklayers and Stonemasons
- Carpentry and Drywall
- Carpet Linoleum and Soft Tile
- Cement Mason
- Glaziers
- Ironworkers
- Lathers
- Machinist
- Meatcutters
- Mill Cabinet Maker
- Operating Engineers
- Painter-Drywall Taper
- Plasterers
- Plumbers and Pipefitters
- Roofers
- Sheet Metal
- Sound Technicians
- Surveyors
- Teamsters Heavy Duty Construction Mechanic
- Typographical
- Welder

For general Apprenticeship information, contact:

Mr. Nathan Jordan, Representative
Bureau of Apprenticeship and Training
U.S. Department of Labor
1927 Fifth Avenue, Room 206
San Diego, CA 92101
293-5260
Military Service. If you think the military may be in your future, you may either go to your career center or call or visit your local recruiter. There are numerous opportunities to obtain vocational training in the different military services. Here is a partial list of career opportunities available to you through the military services:

Accounting Clerk  
Aircraft Engine Mechanic  
Airport Serviceman  
Appliance Repairman  
Automotive Electrician  
Automotive Mechanic  
Baker  
Barge Captain  
Boiler Operator  
Buyer  
Chart Maker  
Computer Technician  
Construction Electrician  
Construction Equipment Mechanic  
Construction Equipment Operator  
Construction Worker  
Control Tower Operator  
Cook  

Data Systems Technician  
Dental Technician  
Electrician  
Foundry Foreman  
Harbor Policeman  
Iron Structural Worker  
Legal Clerk  
Medical Technician  
Musician  
Newsmen  
Parcel Post Clerk  
Patternmaker  
Photographer  
Printer  
Surveyor  
Technical Illustrator  
TV Repairman  
Weather Forecaster  
Welder

Here are the addresses and phone numbers of local armed services recruiters:

US ARMY RECRUITING - 356 N. Magnolia, El Cajon  442-5700
US ARMY RESERVES - Admiral Baker Road  283-5571
US AIR FORCE RECRUITING - 356 N. Magnolia, El Cajon  447-0775
US MARINE CORP RECRUITING - 354 N. Magnolia, El Cajon  444-5794
US MARINE CORPS RESERVE TRAINING CENTER  
Miramar NAS, San Diego  277-5635
US NAVY RECRUITING - 352 N. Magnolia, El Cajon  442-5177
US COAST GUARD RECRUITING - 842 Broadway, San Diego  239-8826
US COAST GUARD RESERVES - 2710 N. Harbor Dr., San Diego  293-5185
**Community Colleges** offer a wide range of career opportunities. You can take only those classes which relate directly to the occupation you are studying. Once you have completed these courses you will receive a certificate of completion. If you also take the general education courses required at the Community College you may receive an AA (Associate of Arts) or an AS (Associate of Science) degree at the completion of the program.

The following is a list of majors offered at Grossmont Community College:

- Accounting & Bookkeeping
- Air Traffic Control
- Applied Arts & Crafts
- Architectural Drafting
- Automobile Emission Control
- Banking & Finance
- Bio-medical Technology
- Broadcasting
- Building Construction Technology
- Business Data Processing
- Business Management
- Child Development - Nursery Schools
- Civil Engineering Technician
- Commercial Art
- Comprehensive Homemaking
- Computer Technology
- Correctional Science (Criminal Justice)
- Crafts
- Dental Assisting
- Electronic Technician
- Electronics Drafting
- Emergency Medical Care
- Engineering Drawing
- Engineering Technology
- Food Service
- General Office
- Governmental Administration
- Home Furnishings Merchandising
- Identification Technology (Criminology)
- Industrial Technology
- Inhilation & Respiratory Therapy
- Instructional Media Technology
- Instrumentation Technician
- Journalism
- Library Technician
- Marketing (Mid-Management)
- Mechanical Drafting
- Nursing - Registered
- Photography
- Pilot Training (Aerospace)
- Police Science
- Probation Assistant
- Processes/Material Technician
- Radiological Technology
- Real Estate
- Recreation
- Restaurant Management
- Retailing/Sales Management
- Secretarial - general
- Secretarial - legal
- Secretarial - medical
- Security
- Stagecraft
- Supervision
- Surveying
- Teacher Assistant (Instructional Associate)
- Technical Illustration
- Technical Writing
- Urban Planning

If you happen to find a specific program you think you are interested in at a Community College, check with your school’s career center; chances are they will have a catalog and/or pamphlet from the Community College that will give you more specific information.
SCHOLARSHIPS AND FINANCIAL AIDS

Almost any institution that you may go to for career training will have a financial aids section. They will in many cases put together a financial plan for you. It may be made up of loans, grants, work study, or a combination of all three. Find out just what it is going to cost you before you enroll at any school.

Below is one prominent type of grant available to students going into vocational careers where there is a shortage of skilled people.

Occupational Education and Training Grants (State of California) (500)

These grants are for students who have the aptitude and desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs in public or private institutions. They will pay up to $2,000 in tuition, plus up to $500 for training related costs. Grants will be awarded in areas of manpower need. See your school counselor for more information.

Deadlines for submission of application is usually in January.
SETTING UP YOUR GOALS

First let's talk about what a career goal consists of. The following list contains the three ingredients of your goal along with some examples:

1. **A skill** involves the ability to perform a task.
   a. Throw a baseball accurately (baseball)
   b. Operate a telescope (astronomy)
   c. Wire a lamp (electricity)
   d. Lead a discussion (civics)
   e. Take effective notes (English)

2. **Knowledge** is knowing information.
   a. The rules of baseball (baseball)
   b. The names and locations of various constellations (astronomy)
   c. The principles of electricity (electricity)
   d. How our federal government is organized (civics)
   e. The parts of speech and their functions (English)

3. **An attitude** involves just that; how you feel about some things.
   a. Sportsmanship (baseball)
   b. An appreciation of the place of man and earth in the universe (astronomy)
   c. A respect for safety in working with live wires (electricity)
   d. An appreciation of the wisdom of the writers of our constitution (civics)
   e. A belief that good grammar is essential in making yourself understood (English)

Here is a list of things that are important factors to consider in deciding our career goal.

1. **Abilities.** You should take into account your mental and physical abilities when choosing your career goal.
2. **Personality.** You should enjoy what you are doing and it should be rewarding in some way to you.
3. **Health.** Is your health such that you will not become ill from the job?
4. **Job.** What will the hours be? What will the pay and fringe benefits be?
5. **Training.** Where are you going to get it and of what quality will it be?
6. **Financing.** How are you going to pay for your training, living arrangements and the like?

7. **Time.** How many weeks or years of training will it take for you to reach your career goal?

8. **Job Availability.** Will there be a job for you after you are trained, and will it last? Will you have to move?

9. **High School.** What are you currently doing in high school to help you towards your goal?

10. **Other Goals in Life.** Will this career be compatible with other goals in life?

11. **Personal Interests.** Hobbies and the like that you enjoy doing and how they will relate to your job.

12. **Effects on others.** How will this goal effect people who are emotionally tied to you?

13. **Other personal situations you are aware of that may affect your job goal.**

After you have thoroughly investigated your career ideas and discussed them with people with whom you have emotional ties, and with professionals in the field of guidance, you should make your decision. Try to take into consideration the three parts in a career goal, and all the other factors influencing your life.

**Write down your goal.**
WORKING ON YOUR GOALS

First think about all the high school classes that you have already taken and list all the ones that will help you towards your goal.

[Blank lines for listing classes]

Next, list the classes that you can take in future semesters to help you towards your goal. Set sub-goals for performance in these classes. Write down how these classes will help you.

[Blank lines for listing classes]

List the other activities during high school that will help you towards your career goal (example: tests for admittance to vocational school). List these activities and dates.

[Blank lines for listing activities]
Now, lay out your post high school plans in the order you intend to do them. Set sub-goals for each goal.

**Career Goal**

**Immediate Goals**

**Future Goals**

**YOU MADE IT! AND YOUR NEXT STEP IS.**
COUNSELING AND GUIDANCE

Any student in need of information or guidance, whether it be of a scholastic or a personal nature or in regard to the selection of a career, should feel free to see his counselor. Also, a student may see any one of his teachers for counseling. Arrangements to see a teacher should be made by mutual agreement.

Each counselor usually takes his counselees through all four years of high school.

The counselors' offices are located in the Administration Building and Guidance Center and the Counselors are available for consultation from 7:15 a.m. until 3:00 p.m. each school day.

If possible, a student should see his counselor either before or after school, or during study hall. If a student wishes to see his counselor during class-time, he must submit a Request-to-See-Counselor form to the Counseling Secretary. The Counselor, at his earliest convenience, will either send a call slip or write a reply to the student.

A Counseling and Guidance Resource Center is located near the A.S.B. Office so that students may "drop in" to speak to a counselor about general problems, to get general information, or to see the Career Development Specialist.

Guidance Center Personnel

Lynn Lorsch
Claire Tremaine, Counselors
Russ Jackson, Career Development
Race Paddock, Teaching Assistant

COUNSELING AND GUIDANCE RESOURCE CENTER, ROOM 91

Information is available concerning:

1. Career and job descriptions
2. Career Development and Work Experience
3. Youth Employment
4. College Information
5. Military Services
6. Agency Referrals
7. Student Tutoring
COUNSELING AND GUIDANCE

DIRECTOR
Gordon Teaby
Administrative Vice Principal

PSYCHOLOGIST
Marilyn Popejoy

NURSE
Shirley O'Connell
(Marion Taylor - sabbatical leave 1973-74)

SPEECH THERAPIST
Fredda Simmons

COUNSELING ASSIGNMENTS AND SPECIALTIES

* A - Cl  Mr. Carlton (Robert)  Financial Aid, Assist Senior Advisors
           Senior Bulletin, E.O.G.

      Co - Ge  Mrs. Lorsch (Lynn)  EH Counseling, Assists AFS Advisor,
                                     Assists Frosh Advisors, Shares Guidance Center Supervision

      Gh - Kn  Mrs. Tremaine (Claire)  College Information, College Contacts,
                                          B.O.G. Assists Senior Advisor, Shares Guidance Center Supervision

      Ko - Ol  Mr. Geck (Richard)  Ethnic/Minority Counseling, Assists Junior Class Advisors, Special Awards

      Om - Sk  Mr. Samuel Singer  Ethnic/Minority Counseling, Special Projects, Military, Testing, Assists Sophomore Advisors, Special Study, Beauty Colleges

      Sl - Z  Mr. Thurman (James)  R.O.P., Vocational, Health Careers Coordinator, Teacher Prep Coordinator, Assists Frosh Advisors, Trade Schools, Business Schools.

* Miss Pat Robbins on Sabbatical Leave 1973-74
GUIDANCE DEPARTMENT
Helix High School
7323 University Avenue
La Mesa, CA 92041

IMPORTANT DATES FOR TESTING

Students are urged to participate in the Preliminary Scholastic Aptitude Test (PSAT) and in the National Merit Scholastic Qualifying Test (NMSQT).

While the NMSQT seeks to identify the outstanding students for possible scholarship recognition, the PSAT presents an opportunity for a student to estimate his chance for admission to college. PSAT is recommended for all students who plan on attending college. The NMSQT is recommended for all students who scholastically have a "B", or better, average.

The cost for both tests is minimal.

<table>
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Applications can be obtained in the Counseling and Guidance Resource Center. Applications should be completed at least one month prior to the test date.
Request For Help Information

□ Help--I don't know where to start

□ I Would Like Information On:
(Check any/all that you wish)

□ Classes In My High School

□ General or Vocational Career Development

□ Exploratory Career Development

□ Vocational Classes in G. U. H. S. D.

□ Career Information Directory

□ Dial-A-Career

□ Careers

□ Volunteer Bureau

□ Exploring

□ R. O. P.

□ Apprenticeship Programs

□ Business and Technical Schools

□ Military

□ Community Colleges

□ Financial Aids

□ Setting Up My Career Goals

Student's Name

Address

City

Zip Code

Phone

Please call me from class:

Room

Period

Class

Teacher

Counselor
Student Alternatives to careers Via Vocational opportunities available to Youth

Grossmont Union High School District Pupil Personnel Services

(C 008 987)
To Grossmont District Parents and Students:

Each of the Grossmont High Schools has a total guidance program that is provided to assist students in the very important task of career choice and career planning. The guidance services available in the program include testing, counseling, occupational and educational information, and assistance in preparing students for job placement. All of these services are provided on a continuous basis throughout high school so that students can be advised of occupational and educational training opportunities and related high school curriculum that will prepare them for entry into a job or on to further training after high school.

The purpose of the SAVVY Booklet which has been prepared by Alan W. Marshall is to inform students and their parents of the continuing guidance services available in the Grossmont District and to stimulate students' use of these services in career planning.

Thomas J. Jacobson, Ph. D.
Director, Pupil Personnel Services
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## I  BECOMING AWARE OF THE NEED FOR CAREER DECISIONS

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## VI  YOUR HIGH SCHOOL GUIDANCE DEPARTMENT
To Parents and Students:

Santana High School offers a variety of programs and services for you in Career Development. The staff is highly concerned about you and the development of your interests and abilities.

The vocational opportunities available to you are unsurpassed in California and the country. You can explore almost any area of career interest with an "on-the-job" experience. You can make use of testing, counseling, and information services through the Career Center. In addition, actual vocational training is available on campus in a variety of opportunity areas: plastics, building construction, industrial design, electronics, metals, auto body repair, automotive repair, diesel mechanics, secretarial and clerical training, computer technology, restaurant training, and vocational commercial art. Other training is available through district programs and the Regional Occupational Program.

All of the opportunities and services are aimed toward you and the development of career opportunities. You can use them to build a future based on your interests and abilities.

SANTANA COUNSELING STAFF
At the present time only one-fifth of all students entering the fifth grade in the United States end up graduating from a four-year college. Career guidance for the other four-fifths of the students is definitely a major educational need. Since half of those who do enter college will drop out before finishing, the high schools must see that every student, whether he plans to attend college or not, has a marketable skill upon graduation, or the knowledge and background to acquire one.

CAREER TRAINING MAZE
Which Path Will YOU Take?

Elementary School

Volunteer Work

Junior High School

High School

Career Development

Technical Programs

Exploring

R.O.P.

Military

4 Year College

Community College

Business and Technical Schools

4 Year College

Apprentice-ship Programs

Adult Education
Look at the chart on the next page. If it seems to you like the decisions concerning your career future are upon you, chances are you are right. This booklet was written to help guide you through career decisions and help you see how setting career goals can help you. No one can tell you what to do with your life. The final decision is yours. Remember, help is available if you ask for it.

This booklet is set up in six parts for easy reference. The first five sections are concerned with where you are in your career decision making. The last section is about your high school guidance department.

PART 1. Becoming Aware of the Need for Career Decisions page 1-5
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PART 3. Setting Up Goals (How To Do It) page 17-18
PART 4. Working on Your Goals page 19-20
PART 5. You Made It! and Your Next Step Is ... page 20

PART 6. Your High School Guidance Department

WHERE ARE YOU?

5 You Made It And Your Next Goal Is
4 Working On Your Goals
3 Setting Up Your Goals
2 Becoming Aware of Opportunities Available To You
Becoming Aware of the Need for Career Decisions
CAREER, EDUCATION AND TRAINING

AGE
13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29
12 14 16 18 20 22 24 26 28 35 40 45 50 55 60 65 70

GRADE
8 10 12
7 9 11

WORK
Part time work
First full time job
Change in full time job

SELECTIVE DECISIONS

Selection of Jr. High classes
Selection of High School classes
Career - Education decisions
Selection of Apprenticeship program
Selection of business or technical school
Selection of adult education classes
Selection of an ROP class
Selection of a Community College
Enlistment in a Military service
Selection of four or more years of college

OTHER PHYSICAL AND PSYCHOLOGICAL FACTORS

Puberty
Marriage
Birth of first child
Maturation of last child
Perception of middle age
Perception of old age

SOLID LINE ( ) Time when decision is most likely to be made.
BROKEN LINE ( ) Time when decision may have to be made.
DOTTED LINE ( . . . ) Time when decision is least likely to occur.
First let's talk about decisions. Wise decisions are usually based on two main factors: knowledge and attitudes. For making career decisions you need to have knowledge about yourself and about career opportunities. You also need to be aware of your own attitudes: what you like and dislike, what things you find rewarding, etc.

But decisions are not everything; you must determine where these decisions will lead you. It is a good idea to set up a specific career goal to work towards. To do this you need much information, and you need to take a good look at yourself. This booklet was written to help you set up a career goal. This first goal may turn out to be only one part of another, higher goal; but taking this first step is important.

The diagram below shows three crucial factors that should help determine your career goal: you must be able to do the job, you must enjoy doing the job, and you must be willing to do the job.
<table>
<thead>
<tr>
<th>Age</th>
<th>Skills</th>
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<th>Education</th>
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This chart is by no means a complete set of factors in reaching your goal, but it does show you that you have come a long way in your life already.

Hopefully you can now see the importance of making some basic career goals for your future. In the next section of the booklet is information that will help you learn about opportunities in different careers.
OPPORTUNITIES AVAILABLE TO YOU

Your high school has many different classes in the following departments which can help towards your career. If you want to know about specific classes in a department, see your school counselor.

Art Department

Business Education Department

English Department

Home Economics Department

Mathematics Department

Music Department

Physical Education Department

Science Department

Social Studies Department

Career Development. If you have a part time job you can earn and learn at the same time. This class is open to juniors and seniors. Ten units a year may be received for Career Development, with a maximum of forty units towards graduation. You must meet the requirements of the Career Development Specialist: he must approve of the job; you will have to turn in time cards every week; the Career Development Specialist will give you related instruction; and you must meet the minimum requirements of time spent on the job by hours and number of weeks. In most cases you must have a work permit.

Exploratory Career Development is where you are placed on a job or jobs by the Career Development Specialist to see whether you would like to go into that type of job after high school. You receive no pay, but you are given school credit just like in the class above.

Vocational Classes throughout the Grossmont District are available to you. Of course, you may need to provide your own transportation. Here is a partial list of offerings available:

Agricultural Classes
Auto Body
Auto Mechanics
Building Construction

Diesel Mechanics
Drafting
Electricity
Electronics

Metal Trades
Plastics
Woodworking
LOCAL SOURCES OF CAREER INFORMATION

1. Your school Career Center.

   Microfilm cards containing four pages of recent information about 242 local careers and educational prerequisites to careers (available at your career center).

3. **Career Information Directory** (Published by the Superintendent of Schools, Department of Education, San Diego County). This is a directory of local businesses and representatives of business that will do the following things for you: send speakers; lend films, slides, tapes and brochures; allow students on-site visitations; give individual vocational counseling to students; and allow students individual observations of business organizations (available at your career center).

4. **Dial-A-Career 278-3013**
   **Daytime Service:** 8:00 a.m. - 5:00 p.m. Your requests are personally handled.
   **Nighttime Service:** 5:00 p.m. - 8:00 a.m. Your requests will be recorded and personally handled the following day. This is a free service of the San Diego County Department of Education. They have materials concerning occupational information, training opportunities, and educational opportunities.
STATE AND FEDERAL BOOKS AND PAMPHLETS ABOUT CAREERS

These books and pamphlets should be available at your school's Career Center, or at a public library.

Occupational Outlook Handbook describes thousands of jobs. It gives descriptions of the nature of the work, places of employment, training, other qualifications, advancement, employment outlook, earnings, working conditions and sources of additional information.

Encyclopedia of Careers and Vocational Guidance. Volume I, "Planning Your Career", is divided into different industries, businesses and occupational groups, explaining each. Volume II, "Careers and Occupations", gives the following information about each occupation: a definition, history, the nature of the work, requirements, special requirements, opportunities for experience and exploring, methods of entering, advancement, employment outlook, earning, conditions of work, social and psychological factors, sources of additional information and related articles in Volume I.

California Occupational Guides. These are pamphlets that are grouped into the following 15 careers groups:

- CLERICAL OCCUPATIONS
- CRAFTSMEN - CONSTRUCTION
- CRAFTSMEN - MECHANICS AND REPAIRMEN
- CRAFTSMEN - OTHER
- FARMING, LOGGING AND RELATED, FISHERIES
- GOVERNMENT OCCUPATIONS
- MANAGERS, OFFICIALS, PROPRIETORS
- MEDICAL SERVICES
- PRODUCTION WORKERS - OPERATIVES
- PROFESSIONAL - ARTS, JOURNALISM, RECREATION
- PROFESSIONAL - TEACHING AND SCIENTIFIC
- PROFESSIONAL - ENGINEERING AND DRAFTING
- PROFESSIONAL - OTHER
- SALES OCCUPATIONS
- SERVICE OCCUPATIONS

There are nearly 400 different pamphlets to investigate.
Private Business and Technical Schools are available in San Diego and in the U.S.A. Be aware of what the school offers and check it out thoroughly before committing your time and money. For information on San Diego business and technical schools you can contact the school directly or see your counselor.

Books concerning occupational training programs lasting two years or less may be found at your school's career center or at a public library. Here is a partial list:

The Blue Book of Occupational Education
Lovejoy's Career and Vocational School Guide
Barron's Guide to Two-Year Colleges
American Junior Colleges
American Trade Schools Directory

Listed below are some examples of training that is available locally:

Airline Jobs
Architectural Drafting
Art
Auto Mechanics
Barbering
Bartending
Bookkeeping
Cashier - Checker, Grocery
Clerical
Communication Jobs
Computer Jobs
Cosmetology
Die Designing
Electronics

Foreign Languages
Income Tax
Industrial Math
Interior Decorating
Law
Machine Design
Mechanical Drafting
Medical Careers
Modeling
Motel Management
Real Estate
Secretarial (many types)
Shipfitting
Welding

The Volunteer Bureau can give you an opportunity to get placed in an area where people need help. You can be helping others and at the same time be learning about career opportunities where you work. For further information call 238-1377.
Exploring is a scouting program that is organized around career interest posts. In San Diego County there are posts in such areas as Architecture, Automotive, Aviation, Banking and Business, Computer and Math, Construction and Crafts, Electronics, Engineering, Fire Science and Emergency, Hotel and Restaurant Management, Humanities, Law and Enforcement, Medicine, Merchandising, Music, Natural Science and Forestry, Oceanography and Radio-Television. This program is mostly for juniors and seniors in high school. Chances are you will be working with the leaders in the field of your interest if you join. To be a member you will probably have to meet these minimum requirements: attend a minimum of two one-hour meetings a month, plus field or laboratory projects; be between fourteen and eighteen years of age and still attend high school; pay membership fee of one dollar a year plus post dues.

For more information call 298-6121 at Boy Scout Headquarters.
The Regional Occupational Program (ROP) is a county wide public service which extends occupational education opportunities to all youth and adults in San Diego County and provides full-time placement services to assist students who have completed the courses to find a job.

Over 140 different (ROP) courses are available to Grossmont Union High School District students (mainly seniors and some juniors). Students can earn credit toward a high school diploma through successful completion of an ROP course, plus, a certificate of completion to present to employers.

Students in the Grossmont Union High School District can obtain information concerning ROP courses, assistance in career planning, and enrollment forms from counselors in each high school.

Grossmont Union High School District students may attend courses at any of the following listed locations, and are not limited to courses that are available at their school of attendance. However, course offerings can and do change from time to time so be sure to check with your school counselor for the latest information available.

Airport and Aviation Occupations -- Grossmont College
Applied Marketing -- El Cajon High School and Parkway Plaza
Auto Air Conditioning and Heating -- Accessory Service Center
Auto Body and Frame Straightening -- Santana High School
Auto Body Repair -- Terry Allen Datsun
Auto Diagnostic Equipment Maintenance, Repair and Calibration (for emission control) -- Grossmont College
Auto Front-end Alignment and Brakes -- Terry Allen Datsun
Auto Repair - Foreign Car -- Terry Allen Datsun
Auto Towing and Emergency Road Service -- Grossmont High School and Johnston’s Auto Service
Auto Transmission and Drive Lines -- Dean Jones Lincoln Mercury
Auto Tune-up -- Terry Allen Datsun
Auto Tune-up and Emission Contr .1 -- Santana High School
Bicycle Servicing and Repair -- Monte Vista High School
Child Care Occupations -- Grossmont College
Commercial Art -- Santana High School
Commercial Photography Occupations -- Granite Hills High School
Custodial and Housekeeping Occupations -- Grossmont High School and Rancho Del Campo High School
Dental Health Assistant -- Health Occupations Ed. Center
Diesel Mechanic -- Santana High School (Elliot Annex)
Electronic Business Machine Repair -- Helix High School
Electronics Technician Lab -- Helix High School
Electroplating -- Helix High School
Farrier (Horseshoeing) -- Granite Hills High School
Food Retailing -- 7-Eleven Training Center, La Mesa
Food Service Occupations -- Mt. Miguel High School
Graphic Communications and Productions -- El Cajon High School
Heating - Air Conditioning -- Grossmont High School
Home Appliance Repair -- Monte Vista High School
Hotel - Motel Careers -- American Business College, San Diego
Industrial Specialties Technology Lab. -- Grossmont College
Landscape Occupations -- El Capitan High School
Medical Clerk -- Health Occupations Ed. Center
Medical Transcription Training -- Health Occupations Ed. Center
Motorcycle Engine and Frame Repair -- El Capitan High School
Motorcycle and Small Engine Technician -- Borrego Springs High School
Nurse Aide-Orderly -- El Cajon Valley Hospital
Office Machine Repair -- Mt. Miguel High School/Monte Vista High School
Paying and Receiving Teller -- Health Occupations Ed. Center
Plastics -- Mt. Miguel High School
Radio and TV Repair -- Helix High School
Recreational Vehicle and Mobile Home Repair -- Casa Bonita Mobile Home Sales
Science Lab Assistant -- Mt. Miguel High School
Secretarial and Clerical Business Lab. -- El Cajon High School
Secretarial and Clerical Insurance Lab -- Monte Vista High School
Small Business Merchandising -- Sierra Vista High School
Small Engines and Outboard Repair -- El Capitan High School
Tailoring, Alterations and Sales -- Chaparral High School
Truck Driving Occupations -- Santana High School
Warehouse Occupations -- Santana High School
Welding - Combination -- El Cajon High School
Apprenticeship programs are available in many areas in San Diego County. Usually these programs consist of working with Journeymen in the field for a given time until a certain level of competency is reached. One caution, it may be very difficult to get into an apprenticeship program.

Here is a partial list of apprenticeship programs in the San Diego area:

- Automotive
- Barber
- Bricklayers and Stonemasons
- Carpentry and Drywall
- Carpet Linoleum and Soft Tile
- Cement Mason
- Glaziers
- Ironworkers
- Lathers
- Machinist
- Meatcutters
- Mill Cabinet Maker
- Operating Engineers
- Painter-Drywall Taper
- Plasterers
- Plumbers and Pipefitters
- Roofers
- Sheet Metal
- Sound Technicians
- Surveyors
- Teamsters Heavy Duty Construction Mechanic
- Typographical
- Welder

For general Apprenticeship information, contact:

Mr. Nathan Jordan, Representative
Bureau of Apprenticeship and Training
U.S. Department of Labor
1927 Fifth Avenue, Room 206
San Diego, CA 92101
293-5260
Military Service. If you think the military may be in your future, you may either go to your career center or call or visit your local recruiter. There are numerous opportunities to obtain vocational training in the different military services. Here is a partial list of career opportunities available to you through the military services:

Accounting Clerk
Aircraft Engine Mechanic
Airport Serviceman
Appliance Repairman
Automotive Electrician
Automotive Mechanic
Baker
Barge Captain
Boiler Operator
Buyer
Chart Maker
Computer Technician
Construction Electrician
Construction Equipment Mechanic
Construction Equipment Operator
Construction Worker
Control Tower Operator
Cook

Data Systems Technician
Dental Technician
Electrician
Foundry Foreman
Harbor Policeman
Iron Structural Worker
Legal Clerk
Medical Technician
Musician
Newsman
Parcel Post Clerk
Patternmaker
Photographer
Printer
Surveyor
Technical Illustrator
TV Repairman
Weather Forecaster
Welder

Here are the addresses and phone numbers of local armed services recruiters:

US ARMY RECRUITING - 356 N. Magnolia, El Cajon 442-5700
US ARMY RESERVES - Admiral Baker Road 283-5571
US AIR FORCE RECRUITING - 356 N. Magnolia, El Cajon 447-0775
US MARINE CORP RECRUITING - 354 N. Magnolia, El Cajon 444-5794
US MARINE CORPS RESERVE TRAINING CENTER
Miramar NAS, San Diego 277-5835
US NAVY RECRUITING - 352 N. Magnolia, El Cajon 442-5177
US COAST GUARD RECRUITING - 842 Broadway, San Diego 239-8826
US COAST GUARD RESERVES - 2710 N. Harbor Dr., San Diego 293-5185
Community Colleges offer a wide range of career opportunities. You can take only those classes which relate directly to the occupation you are studying. Once you have completed these courses you will receive a certificate of completion. If you also take the general education courses required at the Community College you may receive an AA (Associate of Arts) or an AS (Associate of Science) degree at the completion of the program.

The following is a list of majors offered at Grossmont Community College:

Accounting & Bookkeeping  
Air Traffic Control  
Applied Arts & Crafts  
Architectural Drafting  
Automobile Emission Control  
Banking & Finance  
Bio-medical Technology  
Broadcasting  
Building Construction Technology  
Business Data Processing  
Business Management  
Child Development - Nursery Schools  
Civil Engineering Technician  
Commercial Art  
Comprehensive Homemaking  
Computer Technology  
Correctional Science (Criminal Justice)  
Crafts  
Dental Assisting  
Electronic Technician  
Electronics Drafting  
Emergency Medical Care  
Engineering Drawing  
Engineering Technology  
Food Service  
General Office  
Governmental Administration  
(Governmental Service)  
Home Furnishings Merchandising  
Identification Technology (Criminology)  
Industrial Technology

Inhalation & Respiratory Therapy  
Instructional Media Technology  
Instrumentation Technician  
Journalism  
Library Technician  
Marketing (Mid-Management)  
Mechanical Drafting  
Nursing - Registered  
Photography  
Pilot Training (Aerospace)  
Police Science  
Probation Assistant  
Processes/Material Technician  
Radiological Technology  
Real Estate  
Recreation  
Restaurant Management  
Retailing/Sales Management  
Secretarial - general  
Secretarial - legal  
Secretarial - medical  
Security  
Stagecraft  
Supervision  
Surveying  
Teacher Assistant (Instructional Associate)  
Technical Illustration  
Technical Writing  
Urban Planning

If you happen to find a specific program you think you are interested in at a Community College, check with your school's career center; chances are they will have a catalog and/or pamphlet from the Community College that will give you more specific information.
Almost any institution that you may go to for career training will have a financial aids section. They will in many cases put together a financial plan for you. It may be made up of loans, grants, work study, or a combination of all three. Find out just what it is going to cost you before you enroll at any school.

Below is one prominent type of grant available to students going into vocational careers where there is a shortage of skilled people.

**Occupational Education and Training Grants (State of California)**

These grants are for students who have the aptitude and desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs in public or private institutions. They will pay up to $2,000 in tuition, plus up to $500 for training related costs. Grants will be awarded in areas of manpower need. See your school counselor for more information.

Deadlines for submission of application is usually in January.
SETTING UP YOUR GOALS

First let's talk about what a career goal consists of. The following list contains the three ingredients of your goal along with some examples:

1. **A skill** involves the ability to perform a task.
   - a. Throw a baseball accurately (baseball)
   - b. Operate a telescope (astronomy)
   - c. Wire a lamp (electricity)
   - d. Lead a discussion (civics)
   - e. Take effective notes (English)

2. **Knowledge** is knowing information.
   - a. The rules of baseball (baseball)
   - b. The names and locations of various constellations (astronomy)
   - c. The principles of electricity (electricity)
   - d. How our federal government is organized (civics)
   - e. The parts of speech and their functions (English)

3. **An attitude** involves just that; how you feel about some things.
   - a. Sportsmanship (baseball)
   - b. An appreciation of the place of man and earth in the universe (astronomy)
   - c. A respect for safety in working with live wires (electricity)
   - d. An appreciation of the wisdom of the writers of our constitution (civics)
   - e. A belief that good grammar is essential in making yourself understood (English)

Here is a list of things that are important factors to consider in deciding your career goal.

1. **Abilities.** You should take into account your mental and physical abilities when choosing your career goal.

2. **Personality.** You should enjoy what you are doing and it should be rewarding in some way to you.

3. **Health.** Is your health such that you will not become ill from the job?

4. **Job.** What will the hours be? What will the pay and fringe benefits be?

5. **Training.** Where are you going to get it and of what quality will it be?
6. **Financing.** How are you going to pay for your training, living arrangements and the like?

7. **Time.** How many weeks or years of training will it take for you to reach your career goal?

8. **Job Availability.** Will there be a job for you after you are trained, and will it last? Will you have to move?

9. **High School.** What are you currently doing in high school to help you towards your goal?

10. **Other Goals in Life.** Will this career be compatible with other goals in life?

11. **Personal Interests.** Hobbies and the like that you enjoy doing and how they will relate to your job.

12. **Effects on others.** How will this goal effect people who are emotionally tied to you?

13. **Other personal situations you are aware of that may affect your job goal.**

After you have thoroughly investigated your career ideas and discussed them with people with whom you have emotional ties, and with professionals in the field of guidance, you should make your decision. Try to take into consideration the three parts in a career goal, and all the other factors influencing your life.

Write down your goal.
WORKING ON YOUR GOALS

First think about all the high school classes that you have already taken and list all the ones that will help you towards your goal.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Next, list the classes that you can take in future semesters to help you towards your goal. Set sub-goals for performance in these classes. Write down how these classes will help you.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

List the other activities during high school that will help you towards you career goal (example: tests for admittance to vocational school). List these activities and dates.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Now, lay out your post high school plans in the order you intend to do them. Set sub-goals for each goal.

Career Goal

Immediate Goals

YOU MADE IT! AND YOUR NEXT STEP IS..

Future Goals
# STUDENT SERVICES DEPARTMENT

**Principal**

**Assistant Principals**

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<tr>
<th>Counselors</th>
<th>Division</th>
<th>Specialty</th>
</tr>
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<td>A-Car</td>
<td>Vocational/Educational Counseling Grossmont Junior College Senior Bulletin</td>
</tr>
<tr>
<td>Mrs. Sally Cochenour</td>
<td>Cas-Fe</td>
<td>Vocational/Educational Counseling Beauty College, Business College</td>
</tr>
<tr>
<td>Mr. William Dunmeyer</td>
<td>Fi-Hos</td>
<td>Vocational/Educational Counseling Military (Draft, Enlistment, ROTC)</td>
</tr>
<tr>
<td>Mr. Bobby Avant</td>
<td>Hot-Mar</td>
<td>Vocational/Educational Counseling Driver Training, State Mandated Testing</td>
</tr>
<tr>
<td>Mrs. Barbara Spaulding</td>
<td>Mas-Q</td>
<td>Vocational/Educational Counseling College Admissions, Scholarships, Financial Aid</td>
</tr>
<tr>
<td>Mrs. Eleanor Sherrell</td>
<td>R-Sta</td>
<td>Vocational/Educational Counseling Regional Occupational Program Neighborhood Youth Corps Vocational Testing</td>
</tr>
<tr>
<td>Mr. Donald Newcom</td>
<td>Ste-Z</td>
<td>Vocational/Educational Counseling Teacher Prep, Secretarial Prep</td>
</tr>
<tr>
<td>Mr. Larry Maw</td>
<td>E.S.E.A. (Title I)</td>
<td>Vocational/Educational Counseling E.S.E.A. Vocational Projects</td>
</tr>
</tbody>
</table>

**Specialty**

- Vocational/Educational Counseling
- Grossmont Junior College Senior Bulletin
- Beauty College, Business College
- Military (Draft, Enlistment, ROTC) Technical & Specialized Training
- Driver Training, State Mandated Testing
- College Admissions, Scholarships, Financial Aid
- Regional Occupational Program Neighborhood Youth Corps Vocational Testing
- Teacher Prep, Secretarial Prep
- Vocational/Educational Counseling E.S.E.A. Vocational Projects

**Other Staff**

- **School Psychologist**
  - Mr. John Gregory

- **School Nurse**
  - Mrs. Irene Gwinnup

- **Speech Therapist**
  - Mrs. Teddi Merrick
GUIDANCE DEPARTMENT
Santana High School
9915 Magnolia Avenue
Santee, CA 92071

RESOURCE STAFF

Mr. Sewell Dunton  Career Development Specialist  (Jobs, Exploratory, Work Permits)
Mrs. Betty Roberts  Career Center Coordinating Clerk
Mrs. Joan Sailer  Counseling Secretary
Mrs. B Stewardson  Counseling Secretary

Work permits, car registration, social security cards, ACT and SAT applications, Senior bulletin, draft registration, general information
Request For Help Information

☐ Help—I don't know where to start

☐ I Would Like Information On:
  (Check any/all that you wish)

☐ Classes In My High School

☐ General or Vocational Career Development

☐ Exploratory Career Development

☐ Vocational Classes in G. U. H. S. D.

☐ V. I. E. W.

☐ Career Information

Please call me from Directory

☐ Dial-A-Career

☐ Careers

☐ Volunteer Bureau

☐ Exploring

☐ R. O. P.

☐ Apprenticeship Programs

☐ Business and Technical Schools

Teacher ☐ Military

☐ Community Colleges

Counselor ☐ Financial Aids

☐ Setting Up My Career Goals
Student Alternatives to careers Via Vocational opportunities available to Youth

Pupil Personnel Services

Grossmont Union High School District
To Grossmont District Parents and Students:

Each of the Grossmont High Schools has a total guidance program that is provided to assist students in the very important task of career choice and career planning. The guidance services available in the program include testing, counseling, occupational and educational information, and assistance in preparing students for job placement. All of these services are provided on a continuous basis throughout high school so that students can be advised of occupational and educational training opportunities and related high school curriculum that will prepare them for entry into a job or on to further training after high school.

The purpose of the SAVVY Booklet which has been prepared by Alan W. Marshall is to inform students and their parents of the continuing guidance services available in the Grossmont District and to stimulate students' use of these services in career planning.

Thomas J. Jacobson, Ph.D.
Director, Pupil Personnel Services
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#### VI YOUR HIGH SCHOOL GUIDANCE DEPARTMENT
To Parents and Students:

El Cajon Valley High School's primary function is to provide the best education possible for every student in attendance. Students are encouraged to take advantage of the fine educational programs available on our campus.

In addition to our fine curriculum, we have many extra-curricular activities which provide for good health, social and emotional growth.

We sincerely hope that all students attending El Cajon Valley High School are successful in all aspects of their educational goals, and all their experiences are memorable in a positive way at the "Home of the Braves", where our motto is "Learning Today, Leading Tomorrow."

EL CAJON GUIDANCE DEPARTMENT
BECOMING AWARE OF THE NEED FOR CAREER DECISIONS

At the present time only one-fifth of all students entering the fifth grade in the United States end up graduating from a four-year college. Career guidance for the other four-fifths of the students is definitely a major educational need. Since half of those who do enter college will drop out before finishing, the high schools must see that every student, whether he plans to attend college or not, has a marketable skill upon graduation, or the knowledge and background to acquire one.

CAREER TRAINING MAZE
Which Path Will YOU Take?

Elementary School

Volunteer Work

Junior High School

R.O.P.

High School

Military

Career Development

Adult Education

Exploring

Technical Programs

4 Year College

Community College

Business and Technical Schools

Apprenticeship Programs
Look at the chart on the next page. If it seems to you like the decisions concerning your career future are upon you, chances are you are right. This booklet was written to help guide you through career decisions and help you see how setting career goals can help you. No one can tell you what to do with your life. The final decision is yours. Remember, help is available if you ask for it.

This booklet is set up in six parts for easy reference. The first five sections are concerned with where you are in your career decision making. The last section is about your high school guidance department.

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WHERE ARE YOU?

5 You Made It And Your Next Goal Is:

4 Working On Your Goals

3 Setting Up Your Goals

2 Becoming Aware of Opportunities Available To You

Becoming Aware of the Need for Career Decisions
Part time work

First full time job

Change in full time job

Selection of Jr. High classes

Selection of High School classes

Career - Education decisions

Selection of Apprenticeship program

Selection of business or technical school

Selection of adult education classes

Selection of an ROP class

Selection of a Community College

Enlistment in a Military service

Selection of four or more years of college

Puberty

Marriage

Birth of first child

Maturation of last child

Perception of middle age

Perception of old age

SOLID LINE (____) Time when decision is most likely to be made.
BROKEN LINE (___) Time when decision may have to be made.
DOTTED LINE (. . .) Time when decision is least likely to occur.
First let's talk about decisions. Wise decisions are usually based on two main factors: knowledge and attitudes. For making career decisions you need to have knowledge about yourself and about career opportunities. You also need to be aware of your own attitudes: what you like and dislike, what things you find rewarding, etc.

But decisions are not everything; you must determine where these decisions will lead you. It is a good idea to set up a specific career goal to work towards. To do this you need much information, and you need to take a good look at yourself. This booklet was written to help you set up a career goal. This first goal may turn out to be only one part of another, higher goal; but taking this first step is important.

The diagram below shows three crucial factors that should help determine your career goal: you must be able to do the job, you must enjoy doing the job, and you must be willing to do the job.

\[
\text{A} \\
\text{Jobs You Can Perform}
\]

\[
\text{B} \\
\text{Jobs You Would Like To Have}
\]

\[
\text{C} \\
\text{Jobs You Are Willing To Do}
\]
This chart is by no means a complete set of factors in reaching your goal, but it does show you that you have come a long way in your life already.

Hopefully you can now see the importance of making some basic career goals for your future. In the next section of the booklet is information that will help you learn about opportunities in different careers.
OPPORTUNITIES AVAILABLE TO YOU

Your high school has many different classes in the following departments which can help towards your career. If you want to know about specific classes in a department, see your school counselor.

Art Department
Business Education Department
English Department
Home Economics Department
Mathematics Department
Music Department
Physical Education Department
Science Department
Social Studies Department

Career Development. If you have a part time job you can earn and learn at the same time. This class is open to juniors and seniors. Ten units a year may be received for Career Development, with a maximum of forty units towards graduation. You must meet the requirements of the Career Development Specialist: he must approve of the job; you will have to turn in time cards every week; the Career Development Specialist will give you related instruction; and you must meet the minimum requirements of time spent on the job by hours and number of weeks. In most cases you must have a work permit.

Exploratory Career Development is where you are placed on a job or jobs by the Career Development Specialist to see whether you would like to go into that type of job after high school. You receive no pay, but you are given school credit just like in the class above.

Vocational Classes throughout the Grossmont District are available to you. Of course, you may need to provide your own transportation. Here is a partial list of offerings available:

Agricultural Classes  Diesel Mechanics  Metal Trades
Auto Body           Drafting
Auto Mechanics      Electricity
Building Construction Electronics

Woodworking
LOCAL SOURCES OF CAREER INFORMATION

1. Your school Career Center.

2. V.I.E.W. (Vital Information for Education and Work) Microfilm cards containing four pages of recent information about 242 local careers and educational prerequisites to careers (available at your career center).

3. Career Information Directory (Published by the Superintendent of Schools, Department of Education, San Diego County). This is a directory of local businesses and representatives of business that will do the following things for you: send speakers; lend films, slides, tapes and brochures; allow students on-site visitations; give individual vocational counseling to students; and allow students individual observations of business organizations (available at your career center).

4. Dial-A-Career 278-3013  
   Daytime Service: 8:00 a.m. - 5:00 p.m. Your requests are personally handled.  
   Nighttime Service: 5:00 p.m. - 8:00 a.m. Your requests will be recorded and personally handled the following day. This is a free service of the San Diego County Department of Education. They have materials concerning occupational information, training opportunities, and educational opportunities.
STATE AND FEDERAL BOOKS AND PAMPHLETS ABOUT CAREERS

These books and pamphlets should be available at your school's Career Center, or at a public library.

**Occupational Outlook Handbook** describes thousands of jobs. It gives descriptions of the nature of the work, places of employment, training, other qualifications, advancement, employment outlook, earnings, working conditions and sources of additional information.

**Encyclopedia of Careers and Vocational Guidance.** Volume I, "Planning Your Career", is divided into different industries, businesses and occupational groups, explaining each. Volume II, "Careers and Occupations", gives the following information about each occupation: a definition, history, the nature of the work, requirements, special requirements, opportunities for experience and exploring, methods of entering, advancement, employment outlook, earnings, conditions of work, social and psychological factors, sources of additional information and related articles in Volume I.

**California Occupational Guides.** These are pamphlets that are grouped into the following 15 careers groups:

- **CLERICAL OCCUPATIONS**
- **CRAFTSMEN - CONSTRUCTION**
- **CRAFTSMEN - MECHANICS AND REPAIRMEN**
- **CRAFTSMEN - OTHER**
- **FARMING, LOGGING AND RELATED, FISHERIES**
- **GOVERNMENT OCCUPATIONS**
- **MANAGERS, OFFICIALS, PROPRIETORS**
- **MEDICAL SERVICES**
- **PRODUCTION WORKERS - OPERATIVES**
- **PROFESSIONAL - ARTS, JOURNALISM, RECREATION**
- **PROFESSIONAL - TEACHING AND SCIENTIFIC**
- **PROFESSIONAL - ENGINEERING AND DRAFTING**
- **PROFESSIONAL - OTHER**
- **SALES OCCUPATIONS**
- **SERVICE OCCUPATIONS**

There are nearly 400 different pamphlets to investigate.
Private Business and Technical Schools are available in San Diego and in the U.S.A. Be aware of what the school offers and check it out thoroughly before committing your time and money. For information on San Diego business and technical schools you can contact the school directly or see your counselor.

Books concerning occupational training programs lasting two years or less may be found at your school's career center or at a public library. Here is a partial list:

The Blue Book of Occupational Education

Lovejoy's Career and Vocational School Guide

Barron's Guide to Two-Year Colleges

American Junior Colleges

American Trade Schools Directory

Listed below are some examples of training that is available locally:

Airline Jobs
Architectural Drafting
Art
Auto Mechanics
Barbering
Bartending
Bookkeeping
Cashier - Checker, Grocery
Clerical
Communication Jobs
Computer Jobs
Cosmetology
Die Designing
Electronics
Foreign Languages
Income Tax
Industrial Math
Interior Decorating
Law
Machine Design
Mechanical Drafting
Medical Careers
Modeling
Motel Management
Real Estate
Secretarial (many types)
Shipfitting
Welding

The Volunteer Bureau can give you an opportunity to get placed in an area where people need help. You can be helping others and at the same time be learning about career opportunities where you work. For further information call 238-1377.
Exploring is a scouting program that is organized around career interest posts. In San Diego County there are posts in such areas as Architecture, Automotive, Aviation, Banking and Business, Computer and Math, Construction and Crafts, Electronics, Engineering, Fire Science and Emergency, Hotel and Restaurant Management, Humanities, Law and Enforcement, Medicine, Merchandising, Music, Natural Science and Forestry, Oceanography, and Radio-Television. This program is mostly for juniors and seniors in high school. Chances are you will be working with the leaders in the field of your interest if you join. To be a member you will probably have to meet these minimum requirements: attend a minimum of two one-hour meetings a month, plus field or laboratory projects; be between fourteen and eighteen years of age and still attend high school; pay membership fee of one dollar a year plus post dues.

For more information call 298-6121 at Boy Scout Headquarters.
The Regional Occupational Program (ROP) is a county wide public service which extends occupational education opportunities to all youth and adults in San Diego County and provides full-time placement services to assist students who have completed the courses to find a job.

Over 140 different (ROP) courses are available to Grossmont Union High School District students (mainly seniors and some juniors). Students can earn credit toward a high school diploma through successful completion of an ROP course, plus, a certificate of completion to present to employers.

Students in the Grossmont Union High School District can obtain information concerning ROP courses, assistance in career planning, and enrollment forms from counselors in each high school.

Grossmont Union High School District students may attend courses at any of the following listed locations, and are not limited to courses that are available at their school of attendance. However, course offerings can and do change from time to time so be sure to check with your school counselor for the latest information available.

Airport and Aviation Occupations -- Grossmont College
Applied Marketing -- El Cajon High School and Parkway Plaza
Auto Air Conditioning and Heating -- Accessory Service Center
Auto Body and Frame Straightening -- Santana High School
Auto Body Repair -- Terry Allen Datsun
Auto Diagnostic Equipment Maintenance, Repair and Calibration (for emission control) -- Grossmont College
Auto Front-end Alignment and Brakes -- Terry Allen Datsun
Auto Repair - Foreign Car -- Terry Allen Datsun
Auto Towing and Emergency Road Service -- Grossmont High School and Johnston's Auto Service
Auto Transmission and Drive Lines -- Dean Jones Lincoln Mercury
Auto Tune-up -- Terry Allen Datsun
Auto Tune-up and Emission Control -- Santana High School
Bicycle Servicing and Repair -- Monte Vista High School
Child Care Occupations -- Grossmont College
Commercial Art -- Santana High School
Commercial Photography Occupations -- Granite Hills High School
Custodial and Housekeeping Occupations -- Grossmont High School and Rancho Del Cielo High School
Dental Health Assistant -- Health Occupations Ed. Center
Diesel Mechanic -- Santana High School (Elliot Annex)
Electronic Business Machine Repair -- Helix High School
Electronics Technician Lab -- Helix High School
Electroplating -- Helix High School
Farrier (Horseshoeing) -- Granite Hills High School
Food Retailing -- 7-Eleven Training Center, La Mesa
Food Service Occupations -- Mt. Miguel High School
Graphic Communications and Productions -- El Cajon High School
Heating - Air Conditioning -- Grossmont High School
Home Appliance Repair -- Monte Vista High School
Hotel - Motel Careers -- American Business College, San Diego
Industrial Specialties Technology Lab. -- Grossmont College
Landscape Occupations -- El Capitan High School
Medical Clerk -- Health Occupations Ed. Center
Medical Transcription Training -- Health Occupations Ed. Center
Motorcycle Engine and Frame Repair -- El Capitan High School
Motorcycle and Small Engine Technician -- Borrego Springs High School
Nurse Aide-Orderly -- El Cajon Valley Hospital
Office Machine Repair -- Mt. Miguel High School/Monte Vista High School
Paying and Receiving Teller -- Health Occupations Ed. Center
Plastics -- Mt. Miguel High School
Radio and TV Repair -- Helix High School
Recreational Vehicle and Mobile Home Repair -- Casa Bonita Mobile Home Sales
Science Lab Assistant -- Mt. Miguel High School
Secretarial and Clerical Business Lab. -- El Cajon High School
Secretarial and Clerical Insurance Lab -- Monte Vista High School
Small Business Merchandising -- Sierra Vista High School
Small Engines and Outboard Repair -- El Capitan High School
Tailoring, Alterations and Sales -- Chaparral High School
Truck Driving Occupations -- Santana High School
Warehouse Occupations -- Santana High School
Welding - Combination -- El Cajon High School
Apprenticeship programs are available in many areas in San Diego County. Usually these programs consist of working with Journeymen in the field for a given time until a certain level of competency is reached. One caution, it may be very difficult to get into an apprenticeship program.

Here is a partial list of apprenticeship programs in the San Diego area:

- Automotive
- Barber
- Bricklayers and Stonemasons
- Carpentry and Drywall
- Carpet Linoleum and Soft Tile
- Cement Mason
- Glaziers
- Ironworkers
- Lathers
- Machinist
- Meatcutters
- Mill Cabinet Maker
- Operating Engineers
- Painter-Drywall Taper
- Plasterers
- Plumbers and Pipefitters
- Roofers
- Sheet Metal
- Sound Technicians
- Surveyors
- Teamsters Heavy Duty Construction Mechanic
- Typographical
- Welder

For general Apprenticeship information, contact:

Mr. Nathan Jordan, Representative
Bureau of Apprenticeship and Training
U.S. Department of Labor
1927 Fifth Avenue, Room 206
San Diego, CA 92101
293-5260
Military Service. If you think the military may be in your future, you may either go to your career center or call or visit your local recruiter. There are numerous opportunities to obtain vocational training in the different military services. Here is a partial list of career opportunities available to you through the military services:

Accounting Clerk
Aircraft Engine Mechanic
Airport Serviceman
Appliance Repairman
Automotive Electrician
Automotive Mechanic
Baker
Barge Captain
Boiler Operator
Buyer
Chart Maker
Computer Technician
Construction Electrician
Construction Equipment Mechanic
Construction Equipment Operator
Construction Worker
Control Tower Operator
Cook

Data Systems Technician
Dental Technician
Electrician
Foundry Foreman
Harbor Policeman
Iron Structural Worker
Legal Clerk
Medical Technician
Musician
Newsman
Parcel Post Clerk
Patternmaker
Photographer
Printer
Surveyor
Technical Illustrator
TV Repairman
Weather Forecaster
Welder

Here are the addresses and phone numbers of local armed services recruiters:

US ARMY RECRUITING - 356 N. Magnolia, El Cajon 442-5700
US ARMY RESERVES - Admiral Baker Road 283-5571
US AIR FORCE RECRUITING - 356 N. Magnolia, El Cajon 447-0775
US MARINE CORP RECRUITING - 354 N. Magnolia, El Cajon 444-5794
US MARINE CORPS RESERVE TRAINING CENTER Miramar NAS, San Diego 277-5635
US NAVY RECRUITING - 352 N. Magnolia, El Cajon 442-5177
US COAST GUARD RECRUITING - 842 Broadway, San Diego 239-8826
US COAST GUARD RESERVES - 2710 N. Harbor Dr., San Diego 293-5183
Community Colleges offer a wide range of career opportunities. You can take only those classes which relate directly to the occupation you are studying. Once you have completed these courses you will receive a certificate of completion. If you also take the general education courses required at the Community College you may receive an AA (Associate of Arts) or an AS (Associate of Science) degree at the completion of the program.

The following is a list of majors offered at Grossmont Community College:

Accounting & Bookkeeping  
Air Traffic Control  
Applied Arts & Crafts  
Architectural Drafting  
Automobile Emission Control  
Banking & Finance  
Bio-medical Technology  
Broadcasting  
Building Construction Technology  
Business Data Processing  
Business Management  
Child Development - Nursery Schools  
Civil Engineering Technician  
Commercial Art  
Comprehensive Homemaking  
Computer Technology  
Correctional Science (Criminal Justice)  
Crafts  
Dental Assisting  
Electronic Technician  
Electronics Drafting  
Emergency Medical Care  
Engineering Drawing  
Engineering Technology  
Food Service  
General Office  
Governmental Administration (Governmental Service)  
Home Furnishings Merchandising  
Identification Technology (Criminology)  
Industrial Technology  
Inhalation & Respiratory Therapy  
Instructional Media Technology  
Instrumentation Technician  
Journalism  
Library Technician  
Marketing (Mid-Management)  
Mechanical Drafting  
Nursing - Registered  
Photography  
Pilot Training (Aerospace)  
Police Science  
Probation Assistant  
Processes/Material Technician  
Radiological Technology  
Real Estate  
Recreation  
Restaurant Management  
Retailing/Sales Management  
Secretarial - general  
Secretarial - legal  
Secretarial - medical  
Security  
Stagecraft  
Supervision  
Surveying  
Teacher Assistant (Instructional Associate)  
Technical Illustration  
Technical Writing  
Urban Planning

If you happen to find a specific program you think you are interested in at a Community College, check with your school's career center; chances are they will have a catalog and/or pamphlet from the Community College that will give you more specific information.
SCHOLARSHIPS AND FINANCIAL AIDS

Almost any institution that you may go to for career training will have a financial aids section. They will in many cases put together a financial plan for you. It may be made up of loans, grants, work study, or a combination of all three. Find out just what it is going to cost you before you enroll at any school.

Below is one prominent type of grant available to students going into vocational careers where there is a shortage of skilled people.

Occupational Education and Training Grants (State of California) (500)

These grants are for students who have the aptitude and desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs in public or private institutions. They will pay up to $2,000 in tuition, plus up to $500 for training related costs. Grants will be awarded in areas of manpower need. See your school counselor for more information.

Deadlines for submission of application is usually in January.
SETTING UP YOUR GOALS

First let's talk about what a career goal consists of. The following list contains the three ingredients of your goal along with some examples:

1. **A skill** involves the ability to perform a task.
   a. Throw a baseball accurately (baseball)
   b. Operate a telescope (astronomy)
   c. Wire a lamp (electricity)
   d. Lead a discussion (civics)
   e. Take effective notes (English)

2. **Knowledge** is knowing information.
   a. The rules of baseball (baseball)
   b. The names and locations of various constellations (astronomy)
   c. The principles of electricity (electricity)
   d. How our federal government is organized (civics)
   e. The parts of speech and their functions (English)

3. **An attitude** involves just that; how you feel about some things.
   a. Sportsmanship (baseball)
   b. An appreciation of the place of man and earth in the universe (astronomy)
   c. A respect for safety in working with live wires (electricity)
   d. An appreciation of the wisdom of the writers of our constitution (civics)
   e. A belief that good grammar is essential in making yourself understood (English)

Here is a list of things that are important factors to consider in deciding your career goal.

1. **Abilities.** You should take into account your mental and physical abilities when choosing your career goal.

2. **Personality.** You should enjoy what you are doing and it should be rewarding in some way to you.

3. **Health.** Is your health such that you will not become ill from the job?

4. **Job.** What will the hours be? What will the pay and fringe benefits be?

5. **Training.** Where are you going to get it and of what quality will it be?
6. Financing. How are you going to pay for your training, living arrangements and the like?

7. Time. How many weeks or years of training will it take for you to reach your career goal?

8. Job Availability. Will there be a job for you after you are trained, and will it last? Will you have to move?

9. High School. What are you currently doing in high school to help you towards your goal?

10. Other Goals in Life. Will this career be compatible with other goals in life?

11. Personal Interests. Hobbies and the like that you enjoy doing and how they will relate to your job.

12. Effects on others. How will this goal effect people who are emotionally tied to you?

13. Other personal situations you are aware of that may affect your job goal.

After you have thoroughly investigated your career ideas and discussed them with people with whom you have emotional ties, and with professionals in the field of guidance, you should make your decision. Try to take into consideration the three parts in a career goal, and all the other factors influencing your life.

Write down your goal.
WORKING ON YOUR GOALS

First think about all the high school classes that you have already taken and list all the ones that will help you towards your goal.

_________________________  ____________________________  ____________________________

_________________________  ____________________________  ____________________________

_________________________  ____________________________  ____________________________

_________________________  ____________________________  ____________________________

Next, list the classes that you can take in future semesters to help you towards your goal. Set sub-goals for performance in these classes. Write down how these classes will help you.

______________________________________________________________________________

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List the other activities during high school that will help you towards your career goal (example: tests for admittance to vocational school). List these activities and dates.

______________________________________________________________________________

______________________________________________________________________________
Now, lay out your post high school plans in the order you intend to do them. Set sub-goals for each goal.

Career Goal

Immediate Goals

Future Goals

YOU MADE IT! AND YOUR NEXT STEP IS.
GUIDANCE PROGRAM

El Cajon Valley High School provides a comprehensive program that is available to all students interested in any career imaginable. Any question relative to your educational goals should be directed toward your counselor. He/she will assist you in planning a program that will provide you with the best preparation possible for your educational goals.

For specific vocational goals, Mr. Rogers, Vocational Counselor, should be contacted in the Career Center, Room 11.

Counselors are located in the Counseling Office, and student counselees are assigned to counselors alphabetically as follows:

<table>
<thead>
<tr>
<th>Counselor</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Gross</td>
<td>A - D</td>
</tr>
<tr>
<td>Mr. Santana</td>
<td>E - K</td>
</tr>
<tr>
<td>Mr. Pegas</td>
<td>L - Q</td>
</tr>
<tr>
<td>Mrs. Kirchmann</td>
<td>R - Z</td>
</tr>
<tr>
<td>Mr. Rogers</td>
<td>A - Z Vocational</td>
</tr>
</tbody>
</table>

In addition to the counseling staff, we are fortunate to have a full-time psychologist, Mr. Victor Ramirez. He is located in Room 124 adjacent to the Library. Students experiencing a serious emotional problem at home or at school are encouraged to consult Mr. Ramirez.
GUIDANCE DEPARTMENT
El Cajon Valley High School
1035 Madison Avenue
El Cajon, California 92021
Request For Help Information

☐ Help-I don't know where to start
☐ I Would Like Information On:
   (Check any/all that you wish)
   ☐ Classes in My High School
   ☐ General or Vocational Career Development
   ☐ Exploratory Career Development
   ☐ Vocational Classes in G. U. H. S. D.
   ☐ V.I.E.W.
   ☐ Career Information Directory
   ☐ Dial-A-Career
   ☐ Careers
   ☐ Volunteer Bureau
   ☐ Exploring
   ☐ R.O.P.
   ☐ Apprenticeship Programs
   ☐ Business and Technical Schools
   ☐ Community Colleges
   ☐ Financial Aids
   ☐ Setting Up My Career Goals

Student's Name ________________________________
Address ______________________________________
City __________________ Zip Code ________________
Phone __________________________
Please call me from class: ______________________
Room ____________________________
Period ____________________________
Class _____________________________
Teacher ____________________________
Counselor _________________________
Student

Alternatives to careers

Vocational opportunities available to youth

Via
GROSSMONT UNION HIGH SCHOOL DISTRICT
Murray Drive Exit
Interstate 8
La Mesa, California 92031

To Grossmont District Parents and Students:

Each of the Grossmont High Schools has a total guidance program that is provided to assist students in the very important task of career choice and career planning. The guidance services available in the program include testing, counseling, occupational and educational information, and assistance in preparing students for job placement. All of these services are provided on a continuous basis throughout high school so that students can be advised of occupational and educational training opportunities and related high school curriculum that will prepare them for entry into a job or on to further training after high school.

The purpose of the SAVVY Booklet which has been prepared by Alan W. Marshall is to inform students and their parents of the continuing guidance services available in the Grossmont District and to stimulate students' use of these services in career planning.

Thomas J. Jacobson, Ph.D.
Director, Pupil Personnel Services
BECOMING AWARE OF THE NEED FOR CAREER DECISIONS

At the present time only one-fifth of all students entering the fifth grade in the United States end up graduating from a four-year college. Career guidance for the other four-fifths of the students is definitely a major educational need. Since half of those who do enter college will drop out before finishing, the high schools must see that every student, whether he plans to attend college or not, has a marketable skill upon graduation, or the knowledge and background to acquire one.

CAREER TRAINING MAZE
Which Path Will YOU Take?

Elementary School

Volunteer Work
R.O.P.
Military
Adult Education

Junior High School

Career Development

High School

Technical Programs

4 Year College
Community College

Exploring
Business and Technical Schools
Apprenticeship Programs
Look at the chart on the next page. If it seems to you like the decisions concerning your career future are upon you, chances are you are right. This booklet was written to help guide you through career decisions and help you see how setting career goals can help you. No one can tell you what to do with your life. The final decision is yours. Remember, help is available if you ask for it.

This booklet is set up in six parts for easy reference. The first five sections are concerned with where you are in your career decision making. The last section is about your high school guidance department.

PART 1. Becoming Aware of the Need for Career Decisions  page 1-5
PART 2. Opportunities Available to You  page 6-16
PART 3. Setting Up Goals (How To Do It)  page 17-18
PART 4. Working on Your Goals  page 19-20
PART 5. You Made It! and Your Next Step Is ...  page 20

PART 6. Your High School Guidance Department

WHERE ARE YOU?

5  You Made It And Your Next Goal Is

4  Working On Your Goals

3  Setting Up Your Goals

2  Becoming Aware of Opportunities Available To You

Becoming Aware of the Need for Career Decisions
12 14 16 18 20 22 24 26 28 35 40 45 50 55 60 65 72
8 10 12
7 9 11

Part time work

First full time job

Change in full time job

Selection of Jr. High classes

Selection of High School classes

Career - Education decisions

Selection of Apprenticeship program

Selection of business or technical school

Selection of adult education classes

Selection of an ROP class

Selection of a Community College

Enlistment in a Military service

Selection of four or more years of college

Puberty

Marriage

Birth of first child

Maturation of last child

Perception of middle age

Perception of old age

SOLID LINE (___) Time when decision is most likely to be made.
BROKEN LINE (____) Time when decision may have to be made.
DOTTED LINE (____) Time when decision is least likely to occur.
First let's talk about decisions. Wise decisions are usually based on two main factors: knowledge and attitudes. For making career decisions you need to have knowledge about yourself and about career opportunities. You also need to be aware of your own attitudes: what you like and dislike, what things you find rewarding, etc.

But decisions are not everything; you must determine where these decisions will lead you. It is a good idea to set up a specific career goal to work towards. To do this you need much information, and you need to take a good look at yourself. This booklet was written to help you set up a career goal. This first goal may turn out to be only one part of another, higher goal; but taking this first step is important.

The diagram below shows three crucial factors that should help determine your career goal: you must be able to do the job, you must enjoy doing the job, and you must be willing to do the job.
This chart is by no means a complete set of factors in reaching your goal, but it does show you that you have come a long way in your life already.

Hopefully you can now see the importance of making some basic career goals for your future. In the next section of the booklet is information that will help you learn about opportunities in different careers.
OPPORTUNITIES AVAILABLE TO YOU

Your high school has many different classes in the following departments which can help towards your career. If you want to know about specific classes in a department, see your school counselor.

Art Department
Business Education Department
English Department
Home Economics Department
Mathematics Department
Music Department
Physical Education Department
Science Department
Social Studies Department

Career Development. If you have a part time job you can earn and learn at the same time. This class is open to juniors and seniors. Ten units a year may be received for Career Development, with a maximum of forty units towards graduation. You must meet the requirements of the Career Development Specialist: he must approve of the job; you will have to turn in time cards every week; the Career Development Specialist will give you related instruction; and you must meet the minimum requirements of time spent on the job by hours and number of weeks. In most cases you must have a work permit.

Exploratory Career Development is where you are placed on a job or jobs by the Career Development Specialist to see whether you would like to go into that type of job after high school. You receive no pay, but you are given school credit just like in the class above.

Vocational Classes throughout the Grossmont District are available to you. Of course, you may need to provide your own transportation. Here is a partial list of offerings available:

Agricultural Classes
Auto Body
Auto Mechanics
Building Construction

Diesel Mechanics
Drafting
Electricity
Electronics

Metal Trades
Plastics
Woodworking
LOCAL SOURCES OF CAREER INFORMATION

1. Your school Career Center.

   Microfilm cards containing four pages of recent information about 242 local careers and educational prerequisites to careers (available at your career center).

3. **Career Information Directory** (Published by the Superintendent of Schools, Department of Education, San Diego County). This is a directory of local businesses and representatives of business that will do the following things for you: send speakers; lend films, slides, tapes and brochures; allow students on-site visitations; give individual vocational counseling to students; and allow students individual observations of business organizations (available at your career center).

4. **Dial-A-Career 278-3013**
   Daytime Service: 8:00 a.m. - 5:00 p.m. Your requests are personally handled.
   Nighttime Service: 5:00 p.m. - 8:00 a.m. Your requests will be recorded and personally handled the following day. This is a free service of the San Diego County Department of Education. They have materials concerning occupational information, training opportunities, and educational opportunities.
STATE AND FEDERAL BOOKS AND PAMPHLETS ABOUT CAREERS

These books and pamphlets should be available at your school's Career Center, or at a public library.

Occupational Outlook Handbook describes thousands of jobs. It gives descriptions of the nature of the work, places of employment, training, other qualifications, advancement, employment outlook, earnings, working conditions and sources of additional information.

Encyclopedia of Careers and Vocational Guidance. Volume I, "Planning Your Career", is divided into different industries, businesses and occupational groups, explaining each. Volume II, "Careers and Occupations", gives the following information about each occupation: a definition, history, the nature of the work, requirements, special requirements, opportunities for experience and exploring, methods of entering, advancement, employment outlook, earning, conditions of work, social and psychological factors, sources of additional information and related articles in Volume I.

California Occupational Guides. These are pamphlets that are grouped into the following 15 careers groups:

- CLERICAL OCCUPATIONS
- CRAFTSMEN - CONSTRUCTION
- CRAFTSMEN - MECHANICS AND REPAIRMEN
- CRAFTSMEN - OTHER
- FARMING, LOGGING AND RELATED, FISHERIES
- GOVERNMENT OCCUPATIONS
- MANAGERS, OFFICIALS, PROPRIETORS
- MEDICAL SERVICES
- PRODUCTION WORKERS - OPERATIVES
- PROFESSIONAL - ARTS, JOURNALISM, RECREATION
- PROFESSIONAL - TEACHING AND SCIENTIFIC
- PROFESSIONAL - ENGINEERING AND DRAFTING
- PROFESSIONAL - OTHER
- SALES OCCUPATIONS
- SERVICE OCCUPATIONS

There are nearly 400 different pamphlets to investigate.
Private Business and Technical Schools are available in San Diego and in the U.S.A. Be aware of what the school offers and check it out thoroughly before committing your time and money. For information on San Diego business and technical schools you can contact the school directly or see your counselor.

Books concerning occupational training programs lasting two years or less may be found at your school's career center or at a public library. Here is a partial list:

The Blue Book of Occupational Education

Lovejoy's Career and Vocational School Guide

Barron's Guide to Two-Year Colleges

American Junior Colleges

American Trade Schools Directory

Listed below are some examples of training that is available locally:

Airline Jobs
Architectural Drafting
Art
Auto Mechanics
Barbering
Bartending
Bookkeeping
Cashier - Checker, Grocery
Clerical
Communication Jobs
Computer Jobs
Cosmetology
Die Designing
Electronics

Foreign Languages
Income Tax
Industrial Math
Interior Decorating
Law
Machine Design
Medical Careers
Modeling
Motel Management
Real Estate
Secretarial (many types)
Shipfitting
Welding

The Volunteer Bureau can give you an opportunity to get placed in an area where people need help. You can be helping others and at the same time be learning about career opportunities where you work. For further information call 238-1377.
Exploring is a scouting program that is organized around career interest posts. In San Diego County there are posts in such areas as Architecture, Automotive, Aviation, Banking and Business, Computer and Math, Construction and Crafts, Electronics, Engineering, Fire Science and Emergency, Hotel and Restaurant Management, Humanities, Law and Enforcement, Medicine, Merchandising, Music, Natural Science and Forestry, Oceanography and Radio-Television. This program is mostly for juniors and seniors in high school. Chances are you will be working with the leaders in the field of your interest if you join. To be a member you will probably have to meet these minimum requirements: attend a minimum of two one-hour meetings a month, plus field or laboratory projects; be between fourteen and eighteen years of age and still attend high school; pay membership fee of one dollar a year plus post dues.

For more information call 298-6121 at Boy Scout Headquarters.
The Regional Occupational Program (ROP) is a county wide public service which extends occupational education opportunities to all youth and adults in San Diego County and provides full-time placement services to assist students who have completed the courses to find a job.

Over 140 different (ROP) courses are available to Grossmont Union High School District students (mainly seniors and some juniors). Students can earn credit toward a high school diploma through successful completion of an ROP course, plus, a certificate of completion to present to employers.

Students in the Grossmont Union High School District can obtain information concerning ROP courses, assistance in career planning, and enrollment forms from counselors in each high school.

Grossmont Union High School District students may attend courses at any of the following listed locations, and are not limited to courses that are available at their school of attendance. However, course offerings can and do change from time to time so be sure to check with your school counselor for the latest information available.

Airport and Aviation Occupations -- Grossmont College
Applied Marketing -- El Cajon High School and Parkway Plaza
Auto Air Conditioning and Heating -- Accessory Service Center
Auto Body and Frame Straightening -- Santana High School
Auto Body Repair -- Terry Allen Datsun
Auto Diagnostic Equipment Maintenance, Repair and Calibration (for emission control) -- Grossmont College
Auto Front-end Alignment and Brakes -- Terry Allen Datsun
Auto Repair - Foreign Car -- Terry Allen Datsun
Auto Towing and Emergency Road Service -- Grossmont High School and Johnston's Auto Service
Auto Transmission and Drive Lines -- Dean Jones Lincoln Mercury
Auto Tune-up -- Terry Allen Datsun
Auto Tune-up and Emission Control -- Santana High School
Bicycle Servicing and Repair -- Monte Vista High School
Child Care Occupations -- Grossmont College
Commercial Art -- Santana High School
Commercial Photography Occupations -- Granite Hills High School
Custodial and Housekeeping Occupations -- Grossmont High School and Rancho Del Campo High School
Dental Health Assistant -- Health Occupations Ed. Center
Diesel Mechanic -- Santana High School (Elliot Annex)
Electronic Business Machine Repair -- Helix High School
Electronics Technician Lab -- Helix High School
Electroplating -- Helix High School
Farrier (Horseshoeing) -- Granite Hills High School
Food Retailing -- 7-Eleven Training Center, La Mesa
Food Service Occupations -- Mt. Miguel High School
Graphical Communications and Productions -- El Cajon High School
Heating - Air Conditioning -- Grossmont High School
Home Appliance Repair -- Monte Vista High School
Hotel - Motel Careers -- American Business College, San Diego
Industrial Specialties Technology Lab. -- Grossmont College
Landscape Occupations -- El Capitan High School
Medical Clerk -- Health Occupations Ed. Center
Medical Transcription Training -- Health Occupations Ed. Center
Motorcycle Engine and Frame Repair -- El Capitan High School
Motorcycle and Small Engine Technician -- Borrego Springs High School
Nurse Aide-Orderly -- El Cajon Valley Hospital
Office Machine Repair -- Mt. Miguel High School/Monte Vista High School
Paying and Receiving Teller -- Health Occupations Ed. Center
Plastics -- Mt. Miguel High School
Radio and TV Repair -- Helix High School
Recreational Vehicle and Mobile Home Repair -- Casa Bonita Mobile Home Sales
Science Lab Assistant -- Mt. Miguel High School
Secretarial and Clerical Business Lab. -- El Cajon High School
Secretarial and Clerical Insurance Lab -- Monte Vista High School
Small Business Merchandising -- Sierra Vista High School
Small Engines and Outboard Repair -- El Capitan High School
Tailoring, Alterations and Sales -- Chaparral High School
Truck Driving Occupations -- Santana High School
Warehouse Occupations -- Santana High School
Welding - Combination -- El Cajon High School
Apprenticeship programs are available in many areas in San Diego County. Usually these programs consist of working with Journeymen in the field for a given time until a certain level of competency is reached. One caution, it may be very difficult to get into an apprenticeship program.

Here is a partial list of apprenticeship programs in the San Diego area:

- Automotive
- Barber
- Bricklayers and Stonemasons
- Carpentry and Drywall
- Carpet Linoleum and Soft Tile
- Cement Mason
- Glaziers
- Ironworkers
- Lathers
- Machinist
- Meatcutters
- Mill Cabinet Maker
- Operating Engineers
- Painter-Drywall Taper
- Plasterers
- Plumbers and Pipefitters
- Roofers
- Sheet Metal
- Sound Technicians
- Surveyors
- Teamsters Heavy Duty Construction Mechanic
- Typographical
- Welder

For general Apprenticeship information, contact:

Mr. Nathan Jordan, Representative
Bureau of Apprenticeship and Training
U.S. Department of Labor
1927 Fifth Avenue, Room 206
San Diego, CA 92101
293-5260
Military Service. If you think the military may be in your future, you may either go to your career center or call or visit your local recruiter. There are numerous opportunities to obtain vocational training in the different military services. Here is a partial list of career opportunities available to you through the military services:

- Accounting Clerk
- Aircraft Engine Mechanic
- Airport Serviceman
- Appliance Repairman
- Automotive Electrician
- Automotive Mechanic
- Baker
- Barge Captain
- Boiler Operator
- Buyer
- Chart Maker
- Computer Technician
- Construction Electrician
- Construction Equipment Mechanic
- Construction Equipment Operator
- Construction Worker
- Control Tower Operator
- Cook
- Data Systems Technician
- Dental Technician
- Electrician
- Foundry Foreman
- Harbor Policeman
- Iron Structural Worker
- Legal Clerk
- Medical Technician
- Musician
- Newsman
- Parcel Post Clerk
- Patternmaker
- Photographer
- Printer
- Surveyor
- Technical Illustrator
- TV Repairman
- Weather Forecaster
- Welder

Here are the addresses and phone numbers of local armed services recruiters:

- US ARMY RECRUITING - 356 N. Magnolia, El Cajon 442-5700
- US ARMY RESERVES - Admiral Baker Road 283-5571
- US AIR FORCE RECRUITING - 356 N. Magnolia, El Cajon 447-0775
- US MARINE CORP RECRUITING - 354 N. Magnolia, El Cajon 444-5794
- US MARINE CORPS RESERVE TRAINING CENTER
  Miramar NAS, San Diego 277-5635
- US NAVY RECRUITING - 352 N. Magnolia, El Cajon 442-5177
- US COAST GUARD RECRUITING - 842 Broadway, San Diego 239-8826
- US COAST GUARD RESERVES - 2710 N. Harbor Dr., San Diego 293-5185
Community Colleges offer a wide range of career opportunities. You can take only those classes which relate directly to the occupation you are studying. Once you have completed these courses you will receive a certificate of completion. If you also take the general education courses required at the Community College you may receive an AA (Associate of Arts) or an AS (Associate of Science) degree at the completion of the program.

The following is a list of majors offered at Grossmont Community College:

- Accounting & Bookkeeping
- Air Traffic Control
- Applied Arts & Crafts
- Architectural Drafting
- Automobile Emission Control
- Banking & Finance
- Bio-medical Technology
- Broadcasting
- Building Construction Technology
- Business Data Processing
- Business Management
- Child Development - Nursery Schools
- Civil Engineering Technician
- Commercial Art
- Comprehensive Homemaking
- Computer Technology
- Correctional Science (Criminal Justice)
- Crafts
- Dental Assisting
- Electronic Technician
- Electronics Drafting
- Emergency Medical Care
- Engineering Drawing
- Engineering Technology
- Food Service
- General Office
- Governmental Administration (Governmental Service)
- Home Furnishings Merchandising
- Identification Technology (Criminology)
- Industrial Technology
- Inhalation & Respiratory Therapy
- Instructional Media Technology
- Instrumentation Technician
- Journalism
- Library Technician
- Marketing (Mid-Management)
- Mechanical Drafting
- Nursing - Registered
- Photography
- Pilot Training (Aerospace)
- Police Science
- Probation Assistant
- Processes/Material Technician
- Radiological Technology
- Real Estate
- Recreation
- Restaurant Management
- Retailing/Sales Management
- Secretarial - general
- Secretarial - legal
- Secretarial - medical
- Security
- Stagecraft
- Supervision
- Surveying
- Teacher Assistant (Instructional Associate)
- Technical Illustration
- Technical Writing
- Urban Planning

If you happen to find a specific program you think you are interested in at a Community College, check with your school's career center; chances are they will have a catalog and/or pamphlet from the Community College that will give you more specific information.
Almost any institution that you may go to for career training will have a financial aids section. They will in many cases put together a financial plan for you. It may be made up of loans, grants, work study, or a combination of all three. Find out just what it is going to cost you before you enroll at any school.

Below is one prominent type of grant available to students going into vocational careers where there is a shortage of skilled people.

**Occupational Education and Training Grants (State of California)**

These grants are for students who have the aptitude and desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs in public or private institutions. They will pay up to $2,000 in tuition, plus up to $500 for training related costs. Grants will be awarded in areas of manpower need. See your school counselor for more information.

Deadlines for submission of application is usually in January.
SETTING UP YOUR GOALS

First let's talk about what a career goal consists of. The following list contains the three ingredients of your goal along with some examples:

1. **A skill** involves the ability to perform a task.
   a. Throw a baseball accurately (baseball)
   b. Operate a telescope (astronomy)
   c. Wire a lamp (electricity)
   d. Lead a discussion (civics)
   e. Take effective notes (English)

2. **Knowledge** is knowing information.
   a. The rules of baseball (baseball)
   b. The names and locations of various constellations (astronomy)
   c. The principles of electricity (electricity)
   d. How our federal government is organized (civics)
   e. The parts of speech and their functions (English)

3. **An attitude** involves just that; how you feel about some things.
   a. Sportsmanship (baseball)
   b. An appreciation of the place of man and earth in the universe (astronomy)
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   d. An appreciation of the wisdom of the writers of our constitution (civics)
   e. A belief that good grammar is essential in making yourself understood (English)

Here is a list of things that are important factors to consider in deciding your career goal.

1. **Abilities.** You should take into account your mental and physical abilities when choosing your career goal.

2. **Personality.** You should enjoy what you are doing and it should be rewarding in some way to you.

3. **Health.** Is your health such that you will not become ill from the job?

4. **Job.** What will the hours be? What will the pay and fringe benefits be?

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8. Job Availability. Will there be a job for you after you are trained, and will it last? Will you have to move?

9. High School. What are you currently doing in high school to help you towards your goal?

10. Other Goals in Life. Will this career be compatible with other goals in life?

11. Personal Interests. Hobbies and the like that you enjoy doing and how they will relate to your job.

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After you have thoroughly investigated your career ideas and discussed them with people with whom you have emotional ties, and with professionals in the field of guidance, you should make your decision. Try to take into consideration the three parts in a career goal, and all the other factors influencing your life.

Write down your goal.
WORKING ON YOUR GOALS

First think about all the high school classes that you have already taken and list all the ones that will help you towards your goal.

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Next, list the classes that you can take in future semesters to help you towards your goal. Set sub-goals for performance in these classes. Write down how these classes will help you.

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List the other activities during high school that will help you towards your career goal (example: tests for admittance to vocational school). List these activities and dates.

__________________________________________________________________________

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__________________________________________________________________________
Now, lay out your post high school plans in the order you intend to do them. Set sub-goals for each goal.

Career Goal

Immediate Goals

Future Goals

YOU MADE IT! AND YOUR NEXT STEP IS.
CAREER CENTER

The Career Center at Monte Vista has two main purposes. The first is to help students get jobs and job experience. The second is to help students get information about themselves and career possibilities.

Many students have a need for money. They come to the Career Center for help in getting a job. Some students would like to get some work experience. The staff in the Career Center help students to get experience and school credit in the "Exploratory" Career Development Program. Students can also get school credit for "paid" jobs in the General and Vocational Career programs.

Test & Surveys are available to help students to learn about themselves. The GATB is an aptitude test to help students learn what kind of jobs they can do successfully (their potential). The OVIS & COPS are interest surveys to help students learn what kind of work they like to do (their interests). The HOOL (a values survey) to help students learn about economic and social values.

Local, state, and national information is available to help the student learn about jobs. Information about trade schools, business colleges, and the military is available. Career programs at local Community Colleges and College Catalogues are available in the Career Center.

When a student or graduate wants job or career help or information, we hope they will come to their Career Center and ask.

A. M. COUNSELORS

(1) SNOW
A - DA (Grades 10-12)
General counseling
Curriculum Testing

(2) CORDRY
DB - HE (Grades 10-12)
General counseling
Gifted students
Four-year college & financial aid

(3) WASSER
HP - MA (Grades 10-12)
General counseling
Jr. College Liaison
Senior Information & events

(4) VI GA
MB - RZ (Grades 10-12)
General counseling
Parent meetings
District counselors rep
Contract teacher

(5) TURNER
S - Z (Grades 10-12)
General counseling
Awards
Professional library
Apprentice program

(6) CAREER DEVELOPMENT CENTER Rm. 1161
Work Experience
Off-campus programs
Campus visits
Vocational programs
Military liaison
Business liaison

LASHMET, WALTER
POWERS
GUIDANCE DEPARTMENT
Monte Vista High School
3230 Sweetwater Springs Blvd.
Spring Valley, CA 92077

(7) CASTRO
A - G (Frosh)
General counseling
Discipline all Frosh
Human relations
Jr. High liaison and
articulation
Frosh four-year program
planning
8th grade programming

(8) POLICH
H - Z (Frosh)
General counseling
Community agencies
Frosh curriculum
Frosh four-year program
planning
Testing of Frosh
8th Grade programming
Request For Help Information

☐ Help - I don't know where to start
☐ I Would Like Information On:
  (Check any/all that you wish)
☐ Classes In My High School
☐ General or Vocational Career Development
☐ Exploratory Career Development
☐ Vocational Classes in G.U.H.S.D.
☐ V.I.E.W.
☐ Career Information Directory
☐ Dial-A-Career
☐ Careers
☐ Volunteer Bureau
☐ Exploring
☐ R.O.P.
☐ Apprenticeship Programs
☐ Business and Technical Schools
☐ Military
☐ Community Colleges
☐ Financial Aides
☐ Setting Up My Career Goals
Student Alternatives to careers Via Vocational opportunities available to Youth

Pupil Personnel Services
Grossmont Union High School District
To Grossmont District Parents and Students:

Each of the Grossmont High Schools has a total guidance program that is provided to assist students in the very important task of career choice and career planning. The guidance services available in the program include testing, counseling, occupational and educational information, and assistance in preparing students for job placement. All of these services are provided on a continuous basis throughout high school so that students can be advised of occupational and educational training opportunities and related high school curriculum that will prepare them for entry into a job or on to further training after high school.

The purpose of the SAVVY Booklet which has been prepared by Alan W. Marshall is to inform students and their parents of the continuing guidance services available in the Grossmont District and to stimulate students' use of these services in career planning.

Thomas J. Jacobson, Ph. D.
Director, Pupil Personnel Services
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GROSSMONT HIGH SCHOOL
La Mesa, California

Dear Parents and Students:

One of our most important and difficult tasks is keeping you informed about the counseling services that are available at Grossmont High School. Even though we have what I consider to be an excellent counseling staff, I realize we do not reach all students in the most effective and positive manner. Realizing this shortcoming, extensive efforts in planning, funding, and staffing have been directed toward the development of a Career Information Center, to centralize information of vital importance to all of our young people.

The attached booklet is a compilation of services and information available to all students who have interest in and individual initiative to plan their future. Although extensive effort is made to communicate with all students about general information, it is impossible to "spoon feed" them about all the individualized opportunities available in our complex society. This letter and booklet are being mailed to you for your information, hoping that it will be used in helping make sound, reasonable, and individualized decisions. May I call your attention to the many training opportunities that are available and encourage each of you to avail yourself of this excellent and comprehensive material and service.

I wish to thank all who have assisted in this project and I am confident that their greatest reward will come from having the booklet used to its fullest capacity.

Sincerely,

Walter R. Barrett
Principal
At the present time only one-fifth of all students entering the fifth grade in the United States end up graduating from a four-year college. Career guidance for the other four-fifths of the students is definitely a major educational need. Since half of those who do enter college will drop out before finishing, the high schools must see that every student, whether he plans to attend college or not, has a marketable skill upon graduation, or the knowledge and background to acquire one.

CAREER TRAINING MAZE
Which Path Will YOU Take?

Elementary School

Junior High School

Career Development

Technical Programs

Exploring

Business and Technical Schools

Apprenticeship Programs

Volunteer Work

R.O.P.

Military

4 Year College

Community College

Adult Education

High School

Community College

Business and Technical Schools

Apprenticeship Programs

Exploring

Career Development

Technical Programs

Exploring

Business and Technical Schools

Apprenticeship Programs

Adult Education

Volunteer Work

R.O.P.

Military

4 Year College

Community College

High School

Junior High School
Look at the chart on the next page. If it seems to you like the decisions concerning your career future are upon you, chances are you are right. This booklet was written to help guide you through career decisions and help you see how setting career goals can help you. No one can tell you what to do with your life. The final decision is yours. Remember, help is available if you ask for it.

This booklet is set up in six parts for easy reference. The first five sections are concerned with where you are in your career decision making. The last section is about your high school guidance department.

PART 1. Becoming Aware of the Need for Career Decisions page 1-5
PART 2. Opportunities Available to You page 6-16
PART 3. Setting Up Goals (How To Do It) page 17-18
PART 4. Working on Your Goals page 19-20
PART 5. You Made It! and Your Next Step Is ... page 20
PART 6. Your High School Guidance Department

WHERE ARE YOU

5. You Made It And Your Next Goal Is
4. Working On Your Goals
3. Setting Up Your Goals
2. Becoming Aware of Opportunities Available To You

Becoming Aware of the Need for Career Decisions
CAREER DECISIONS AND PATTERNS OF LIFE

AGE
13 15 17 19 21 23 25 27 29
12 14 16 18 20 22 24 26 28 35 40 45 50 55 60 65 70

GRADE
8 10 12
7 9 11

WORK
Part time work
First full time job
Change in full time job

EDUCATION AND TRAINING
Selection of Jr. High classes
Selection of High School classes
Career - Education decisions
Selection of Apprenticeship program
Selection of business or technical school
Selection of adult education classes
Selection of an ROP class
Selection of a Community College
Enlistment in a Military service
Selection of four or more years of college

OTHER PHYSICAL AND PSYCHOLOGICAL FACTORS
Puberty
Marriage
Birth of first child
Maturation of last child
Perception of middle age
Perception of old age

SOLID LINE (____) Time when decision is most likely to be made.
BROKEN LINE (---) Time when decision may have to be made.
DOTTED LINE (....) Time when decision is least likely to occur.
First let's talk about decisions. Wise decisions are usually based on two main factors: knowledge and attitudes. For making career decisions you need to have knowledge about yourself and about career opportunities. You also need to be aware of your own attitudes: what you like and dislike, what things you find rewarding, etc.

But decisions are not everything; you must determine where these decisions will lead you. It is a good idea to set up a specific career goal to work towards. To do this you need much information, and you need to take a good look at yourself. This booklet was written to help you set up a career goal. This first goal may turn out to be only one part of another, higher goal; but taking this first step is important.

The diagram below shows three crucial factors that should help determine your career goal: you must be able to do the job, you must enjoy doing the job, and you must be willing to do the job.
This chart is by no means a complete set of factors in reaching your goal, but it does show you that you have come a long way in your life already.

Hopefully you can now see the importance of making some basic career goals for your future. In the next section of the booklet is information that will help you learn about opportunities in different careers.
OPPORTUNITIES AVAILABLE TO YOU

Your high school has many different classes in the following departments which can help towards your career. If you want to know about specific classes in a department, see your school counselor.

Art Department

Business Education Department

English Department

Home Economics Department

Mathematics Department

Music Department

Physical Education Department

Science Department

Social Studies Department

Career Development. If you have a part time job you can earn and learn at the same time. This class is open to juniors and seniors. Ten units a year may be received for Career Development, with a maximum of forty units towards graduation. You must meet the requirements of the Career Development Specialist: he must approve of the job; you will have to turn in time cards every week; the Career Development Specialist will give you related instruction; and you must meet the minimum requirements of time spent on the job by hours and number of weeks. In most cases you must have a work permit.

Exploratory Career Development is where you are placed on a job or jobs by the Career Development Specialist to see whether you would like to go into that type of job after high school. You receive no pay, but you are given school credit just like in the class above.

Vocational Classes throughout the Grossmont District are available to you. Of course, you may need to provide your own transportation. Here is a partial list of offerings available:

- Agricultural Classes
- Auto Body
- Auto Mechanics
- Building Construction
- Diesel Mechanics
- Drafting
- Electricity
- Electronics
- Metal Trades
- Plastics
- Woodworking
LOCAL SOURCES OF CAREER INFORMATION

1. Your school Career Center.

2. V.I.E.W. (Vital Information for Education and Work)
Microfilm cards containing four pages of recent information about 242 local careers and educational prerequisites to careers (available at your career center).

3. Career Information Directory (Published by the Superintendent of Schools, Department of Education, San Diego County). This is a directory of local businesses and representatives of business that will do the following things for you: send speakers; lend films, slides, tapes and brochures; allow students on-site visitations; give individual vocational counseling to students; and allow students individual observations of business organizations (available at your career center).

4. Dial-A-Career 278-3013
Daytime Service: 8:00 a.m. - 5:00 p.m. Your requests are personally handled.
Nighttime Service: 5:00 p.m. - 8:00 a.m. Your requests will be recorded and personally handled the following day. This is a free service of the San Diego County Department of Education. They have materials concerning occupational information, training opportunities, and educational opportunities.
STATE AND FEDERAL BOOKS AND PAMPHLETS ABOUT CAREERS

These books and pamphlets should be available at your school's Career Center, or at a public library.

Occupational Outlook Handbook describes thousands of jobs. It gives descriptions of the nature of the work, places of employment, training, other qualifications, advancement, employment outlook, earnings, working conditions and sources of additional information.

Encyclopedia of Careers and Vocational Guidance. Volume I, "Planning Your Career", is divided into different industries, businesses and occupational groups, explaining each. Volume II, "Careers and Occupations", gives the following information about each occupation: a definition, history, the nature of the work, requirements, special requirements, opportunities for experience and exploring, methods of entering, advancement, employment outlook, earning, conditions of work, social and psychological factors, sources of additional information and related articles in Volume I.

California Occupational Guides. These are pamphlets that are grouped into the following 15 careers groups:

CLERICAL OCCUPATIONS
CRAFTSMEN - CONSTRUCTION
CRAFTSMEN - MECHANICS AND REPAIRMEN
CRAFTSMEN - OTHER
FARMING, LOGGING AND RELATED, FISHERIES
GOVERNMENT OCCUPATIONS
MANAGERS, OFFICIALS, PROPRIETORS
MEDICAL SERVICES
PRODUCTION WORKERS - OPERATIVES
PROFESSIONAL - ARTS, JOURNALISM, RECREATION
PROFESSIONAL - TEACHING AND SCIENTIFIC
PROFESSIONAL - ENGINEERING AND DRAFTING
PROFESSIONAL - OTHER
SALES OCCUPATIONS
SERVICE OCCUPATIONS

There are nearly 400 different pamphlets to investigate.
Private Business and Technical Schools are available in San Diego and in the U.S.A. Be aware of what the school offers and check it out thoroughly before committing your time and money. For information on San Diego business and technical schools you can contact the school directly or see your counselor.

Books concerning occupational training programs lasting two years or less may be found at your school's career center or at a public library. Here is a partial list:

**The Blue Book of Occupational Education**

**Lovejoy's Career and Vocational School Guide**

**Barron's Guide to Two-Year Colleges**

**American Junior Colleges**

**American Trade Schools Directory**

Listed below are some examples of training that is available locally:

<table>
<thead>
<tr>
<th>Airline Jobs</th>
<th>Foreign Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural Drafting</td>
<td>Income Tax</td>
</tr>
<tr>
<td>Art</td>
<td>Industrial Math</td>
</tr>
<tr>
<td>Auto Mechanics</td>
<td>Interior Decorating</td>
</tr>
<tr>
<td>Barbering</td>
<td>Law</td>
</tr>
<tr>
<td>Bartending</td>
<td>Machine Design</td>
</tr>
<tr>
<td>Bookkeeping</td>
<td>Mechanical Drafting</td>
</tr>
<tr>
<td>Cashier - Checker, Grocery</td>
<td>Medical Careers</td>
</tr>
<tr>
<td>Clerical</td>
<td>Modeling</td>
</tr>
<tr>
<td>Communication Jobs</td>
<td>Motel Management</td>
</tr>
<tr>
<td>Computer Jobs</td>
<td>Real Estate</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Secretarial (many types)</td>
</tr>
<tr>
<td>Die Designing</td>
<td>Shipfitting</td>
</tr>
<tr>
<td>Electronics</td>
<td>Welding</td>
</tr>
</tbody>
</table>

The Volunteer Bureau can give you an opportunity to get placed in an area where people need help. You can be helping others and at the same time be learning about career opportunities where you work. For further information call 238-1377.
Exploring is a scouting program that is organized around career interest posts. In San Diego County there are posts in such areas as Architecture, Automotive, Aviation, Banking and Business, Computer and Math, Construction and Crafts, Electronics, Engineering, Fire Science and Emergency, Hotel and Restaurant Management, Humanities, Law and Enforcement, Medicine, Merchandising, Music, Natural Science and Forestry, Oceanography and Radio-Television. This program is mostly for juniors and seniors in high school. Chances are you will be working with the leaders in the field of your interest if you join. To be a member you will probably have to meet these minimum requirements: attend a minimum of two one-hour meetings a month, plus field or laboratory projects; be between fourteen and eighteen years of age and still attend high school; pay membership fee of one dollar a year plus post dues.

For more information call 298-5121 at Boy Scout Headquarters.
The Regional Occupational Program (ROP) is a county wide public service which extends occupational education opportunities to all youth and adults in San Diego County and provides full-time placement services to assist students who have completed the courses to find a job.

Over 140 different (ROP) courses are available to Grossmont Union High School District students (mainly seniors and some juniors). Students can earn credit toward a high school diploma through successful completion of an ROP course, plus, a certificate of completion to present to employers.

Students in the Grossmont Union High School District can obtain information concerning ROP courses, assistance in career planning, and enrollment forms from counselors in each high school.

Grossmont Union High School District students may attend courses at any of the following listed locations, and are not limited to courses that are available at their school of attendance. However, course offerings can and do change from time to time so be sure to check with your school counselor for the latest information available.

- Airport and Aviation Occupations -- Grossmont College
- Applied Marketing -- El Cajon High School and Parkway Plaza
- Auto Air Conditioning and Heating -- Accessory Service Center
- Auto Body and Frame Straightening -- Santana High School
- Auto Body Repair -- Terry Allen Datsun
- Auto Diagnostic Equipment Maintenance, Repair and Calibration (for emission control) -- Grossmont College
- Auto Front-end Alignment and Brakes -- Terry Allen Datsun
- Auto Repair - Foreign Car -- Terry Allen Datsun
- Auto Towing and Emergency Road Service -- Grossmont High School and Johnston's Auto Service
- Auto Transmission and Drive Lines -- Dean Jones Lincoln Mercury
- Auto Tune-up -- Terry Allen Datsun
- Auto Tune-up and Emission Control -- Santana High School
- Bicycle Servicing and Repair -- Monte Vista High School
- Child Care Occupations -- Grossmont College
- Commercial Art -- Santana High School
- Commercial Photography Occupations -- Granite Hills High School
- Custodial and Housekeeping Occupations -- Grossmont High School and Rancho Del Campo High School
- Dental Health Assistant -- Health Occupations Ed. Center
- Diesel Mechanic -- Santana High School (Elliot Annex)
- Electronic Business Machine Repair -- Helix High School
- Electronics Technician Lab -- Helix High School
- Electroplating -- Helix High School
Farrier (Horseshoeing) -- Granite Hills High School
Food Retailing -- 7-Eleven Training Center, La Mesa
Food Service Occupations -- Mt. Miguel High School
Graphic Communications and Productions -- El Cajon High School
Heating - Air Conditioning -- Grossmont High School
Home Appliance Repair -- Monte Vista High School
Hotel - Motel Careers -- American Business College, San Diego
Industrial Specialties Technology Lab. -- Grossmont College
Landscape Occupations -- El Capitan High School
Medical Clerk -- Health Occupations Ed. Center
Medical Transcription Training -- Health Occupations Ed. Center
Motorcycle Engine and Frame Repair -- El Capitan High School
Motorcycle and Small Engine Technician -- Borrego Springs High School
Nurse Aide-Orderly -- El Cajon Valley Hospital
Office Machine Repair -- Mt. Miguel High School/Monte Vista High School
Paying and Receiving Teller -- Health Occupations Ed. Center
Plastics -- Mt. Miguel High School
Radio and TV Repair -- Helix High School
Recreational Vehicle and Mobile Home Repair -- Casa Bonita Mobile Home Sales
Science Lab Assistant -- Mt. Miguel High School
Secretarial and Clerical Business Lab. -- El Cajon High School
Secretarial and Clerical Insurance Lab -- Monte Vista High School
Small Business Merchandising -- Sierra Vista High School
Small Engines and Outboard Repair -- El Capitan High School
Tailoring, Alterations and Sales -- Chaparral High School
Truck Driving Occupations -- Santana High School
Warehouse Occupations -- Santana High School
Welding - Combination -- El Cajon High School
Apprenticeship programs are available in many areas in San Diego County. Usually these programs consist of working with Journeymen in the field for a given time until a certain level of competency is reached. One caution, it may be very difficult to get into an apprenticeship program.

Here is a partial list of apprenticeship programs in the San Diego area:

- Automotive
- Barber
- Bricklayers and Stonemasons
- Carpentry and Drywall
- Carpet Linoleum and Soft Tile
- Cement Mason
- Glaziers
- Ironworkers
- Lathers
- Machinist
- Meatcutters
- Mill Cabinet Maker
- Operating Engineers
- Painter-Drywall Taper
- Plasterers
- Plumbers and Pipefitters
- Roofers
- Sheet Metal
- Sound Technicians
- Surveyors
- Teamsters Heavy Duty Construction Mechanic
- Typographical
- Welder

For general Apprenticeship information, contact:

Mr. Nathan Jordan, Representative
Bureau of Apprenticeship and Training
U.S. Department of Labor
1927 Fifth Avenue, Room 206
San Diego, CA 92101
293-5260
Military Service. If you think the military may be in your future, you may either go to your career center or call or visit your local recruiter. There are numerous opportunities to obtain vocational training in the different military services. Here is a partial list of career opportunities available to you through the military services:

Accounting Clerk  
Aircraft Engine Mechanic  
Airport Serviceman  
Appliance Repairman  
Automotive Electrician  
Automotive Mechanic  
Baker  
Barge Captain  
Boiler Operator  
Buyer  
Chart Maker  
Computer Technician  
Construction Electrician  
Construction Equipment Mechanic  
Construction Equipment Operator  
Construction Worker  
Control Tower Operator  
Cook  

Data Systems Technician  
Dental Technician  
Electrician  
Foundry Foreman  
Harbor Policeman  
Iron Structural Worker  
Legal Clerk  
Medical Technician  
Musician  
Newsmen  
Parcel Post Clerk  
Patternmaker  
Photographer  
Printer  
Surveyor  
Technical Illustrator  
TV Repairman  
Weather Forecaster  
Welder

Here are the addresses and phone numbers of local armed services recruiters:

US ARMY RECRUITING - 356 N. Magnolia, El Cajon 442-5700
US ARMY RESERVES - Admiral Baker Road 283-5571
US AIR FORCE RECRUITING - 356 N. Magnolia, El Cajon 447-0775
US MARINE CORP RECRUITING - 354 N. Magnolia, El Cajon 444-5794
US MARINE CORPS RESERVE TRAINING CENTER  
Miramar NAS, San Diego 277-5635
US NAVY RECRUITING - 352 N. Magnolia, El Cajon 442-5177
US COAST GUARD RECRUITING - 842 Broadway, San Diego 239-8826
US COAST GUARD RESERVES - 2710 N. Harbor Dr., San Diego 293-5185
Community Colleges offer a wide range of career opportunities. You can take only those classes which relate directly to the occupation you are studying. Once you have completed these courses you will receive a certificate of completion. If you also take the general education courses required at the Community College you may receive an AA (Associate of Arts) or an AS (Associate of Science) degree at the completion of the program.

The following is a list of majors offered at Grossmont Community College:

Accounting & Bookkeeping
Air Traffic Control
Applied Arts & Crafts
Architectural Drafting
Automobile Emission Control
Banking & Finance
Bio-medical Technology
Broadcasting
Building Construction Technology
Business Data Processing
Business Management
Child Development - Nursery Schools
Civil Engineering Technician
Commercial Art
Comprehensive Homemaking
Computer Technology
Correctional Science (Criminal Justice)
Crafts
Dental Assisting
Electronic Technician
Electronics Drafting
Emergency Medical Care
Engineering Drawing
Engineering Technology
Food Service
General Office
Governmental Administration
(Governmental Service)
Home Furnishings Merchandising
Identification Technology (Criminology)
Industrial Technology
Inhalation & Respiratory Therapy
Instructional Media Technology
Instrumentation Technician
Journalism
Library Technician
Marketing (Mid-Management)
Mechanical Drafting
Nursing - Registered
Photography
Pilot Training (Aerospace)
Police Science
Probation Assistant
Processes/Material Technician
Radiological Technology
Real Estate
Recreation
Restaurant Management
Retailing/Sales Management
Secretarial - general
Secretarial - legal
Secretarial - medical
Security
Stagecraft
Supervision
Surveying
Teacher Assistant (Instructional Associate)
Technical Illustration
Technical Writing
Urban Planning

If you happen to find a specific program you think you are interested in at a Community College, check with your school's career center; chances are they will have a catalog and/or pamphlet from the Community College that will give you more specific information.
Almost any institution that you may go to for career training will have a financial aids section. They will in many cases put together a financial plan for you. It may be made up of loans, grants, work study, or a combination of all three. Find out just what it is going to cost you before you enroll at any school.

Below is one prominent type of grant available to students going into vocational careers where there is a shortage of skilled people.

**Occupational Education and Training Grants (State of California)**

These grants are for students who have the aptitude and desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs in public or private institutions. They will pay up to $2,000 in tuition, plus up to $500 for training related costs. Grants will be awarded in areas of manpower need. See your school counselor for more information.

Deadlines for submission of application is usually in January.
SETTING UP YOUR GOALS

First let's talk about what a career goal consists of. The following list contains the three ingredients of your goal along with some examples:

1. A skill involves the ability to perform a task.
   a. Throw a baseball accurately (baseball)
   b. Operate a telescope (astronomy)
   c. Wire a lamp (electricity)
   d. Lead a discussion (civics)
   e. Take effective notes (English)

2. Knowledge is knowing information.
   a. The rules of baseball (baseball)
   b. The names and locations of various constellations (astronomy)
   c. The principles of electricity (electricity)
   d. How our federal government is organized (civics)
   e. The parts of speech and their functions (English)

3. An attitude involves just that; how you feel about some things.
   a. Sportsmanship (baseball)
   b. An appreciation of the place of man and earth in the universe (astronomy)
   c. A respect for safety in working with live wires (electricity)
   d. An appreciation of the wisdom of the writers of our constitution (civics)
   e. A belief that good grammar is essential in making yourself understood (English)

Here is a list of things that are important factors to consider in deciding your career goal.

1. Abilities. You should take into account your mental and physical abilities when choosing your career goal.

2. Personality. You should enjoy what you are doing and it should be rewarding in some way to you.

3. Health. Is your health such that you will not become ill from the job?

4. Job. What will the hours be? What will the pay and fringe benefits be?

5. Training. Where are you going to get it and of what quality will it be?
6. **Financing.** How are you going to pay for your training, living arrangements and the like?

7. **Time.** How many weeks or years of training will it take for you to reach your career goal?

8. **Job Availability.** Will there be a job for you after you are trained, and will it last? Will you have to move?

9. **High School.** What are you currently doing in high school to help you towards your goal?

10. **Other Goals in Life.** Will this career be compatible with other goals in life?

11. **Personal Interests.** Hobbies and the like that you enjoy doing and how they will relate to your job.

12. **Effects on others.** How will this goal effect people who are emotionally tied to you?

13. **Other personal situations you are aware of that may affect your job goal.**

After you have thoroughly investigated your career ideas and discussed them with people with whom you have emotional ties, and with professionals in the field of guidance, you should make your decision. Try to take into consideration the three parts in a career goal, and all the other factors influencing your life.

Write down your goal.
WORKING ON YOUR GOALS

First think about all the high school classes that you have already taken and list all the ones that will help you towards your goal.

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

Next, list the classes that you can take in future semesters to help you towards your goal. Set sub-goals for performance in these classes. Write down how these classes will help you.

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

List the other activities during high school that will help you towards your career goal (example: tests for admittance to vocational school). List these activities and dates.

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________
Now, lay out your post high school plans in the order you intend to do them. Set sub-goals for each goal.

Career Goal

Immediate Goals

YOU MADE IT! AND YOUR NEXT STEP IS...

Future Goals
Should I go to College, or should I go to a trade school? Should I become a sociologist, or a secretary. What effect will mescaline have on me, if I smoke it?

These are just a few of the questions that need answers based on facts if students like you are to make wise decisions about their lives. It has long been one of our understandings at Grossmont High School, that students must have the availability of information and facts before they can make wise decisions. The Career Information Center at Grossmont High School is a place where students can find information regarding careers, educational opportunities, values, moral considerations, and information on tobacco, alcohol, and narcotics.

The Student Information Center is open to students, parents, and teachers every day from 7:00 a.m. until 3:30 p.m. Students may feel free to drop in before school, after school, during lunch, or may be referred individually by teachers, for specific work during class time.

This booklet will help you become familiar with some of the material we have available. In addition to the material available, Mr. Slagle, Vocational Counselor, is in the center to help students with their career plans, personal problems, and decisions relating to alcohol and drug use.

Mr. Doerr, the Career Development Specialist, is also available to help students in the various career development programs.

Remember, that you are in control of your life, and that the decisions you make now will affect you for many, many years to come. Don't base these decisions on emotion. Get as many facts as you possibly can, before you decide what is best for you. Remember, the personnel in the Career Information Center will help you in any way they possibly can. Don't be afraid to ask for help.
Each counselor at Grossmont High School has a specific field of expertise and students are encouraged to set up appointments with whichever counselor can provide them with the information vital to their education or vocational needs. Students are placed with a counselor based upon the student's post high school educational plans.

Attempts are made each year to re-evaluate student needs and place individuals with the counselor who can provide the most factual and current information. Listed below are members of the Grossmont High School Counseling staff with their related specialities.

<table>
<thead>
<tr>
<th>Name</th>
<th>Specialty</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ed Slagle</td>
<td>Vocational opportunities after graduation. Private vocational and technical schools.</td>
<td>Career Information Center - Room 171 Library Bldg.</td>
</tr>
<tr>
<td>Mike Roach</td>
<td>Freshman Students</td>
<td>Counseling Office Admin. Bldg.</td>
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</tbody>
</table>

In addition to our counselors, we have the following staff available to help students reach goal decisions.

<table>
<thead>
<tr>
<th>Name</th>
<th>Specialty</th>
<th>Location</th>
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<td>Request For Help Information</td>
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<tr>
<td>I don't know where to start</td>
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<tr>
<td>I Would Like Information On:</td>
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<tr>
<td>Classes in My High School</td>
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<tr>
<td>General or Vocational Career Development</td>
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<td>Exploratory Career Development</td>
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<td>Vocational Classes in G. U. H. S. D.</td>
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<td>V. I. E. W.</td>
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<tr>
<td>Dial-A-Career</td>
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<tr>
<td>Career Information</td>
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<tr>
<td>Explorer Bureau</td>
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<tr>
<td>Apprenticeship Program</td>
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<tr>
<td>Business and Technical School</td>
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<tr>
<td>Military</td>
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<tr>
<td>Community College</td>
<td></td>
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<tr>
<td>Financial Aid</td>
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<td></td>
</tr>
<tr>
<td>Setting Up My Career Goals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student's Name**

**Address**

**City**

**State**

**Zip Code**

**Phone**

**Please call me from class:**

**Room**

**Period**

**Class**

**Teacher**

**Counselor**
Student Alternatives to careers Via Vocational opportunities available to Youth

Pupil Personnel Services

Grossmont Union High School District
To Grossmont District Parents and Students:

Each of the Grossmont High Schools has a total guidance program that is provided to assist students in the very important task of career choice and career planning. The guidance services available in the program include testing, counseling, occupational and educational information, and assistance in preparing students for job placement. All of these services are provided on a continuous basis throughout high school so that students can be advised of occupational and educational training opportunities and related high school curriculum that will prepare them for entry into a job or on to further training after high school.

The purpose of the SAVVY Booklet which has been prepared by Alan W. Marshall is to inform students and their parents of the continuing guidance services available in the Grossmont District and to stimulate students' use of these services in career planning.

Thomas J. Jacobson, Ph.D.
Director, Pupil Personnel Services
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## VI YOUR HIGH SCHOOL GUIDANCE DEPARTMENT
To Mount Miguel Students and Their Parents:

In a young person's life, the high school years are the time when many decisions are made about careers. This booklet was prepared in order to make the decision-making process a little easier.

We hope that you will read through this booklet and then, if you need more help in planning your education and your career, come in and see any of the guidance staff listed in the back of this booklet.

Yours very truly;

Richard C. McGarvey
Director of Guidance
BECOMING AWARE OF THE NEED FOR CAREER DECISIONS

At the present time only one-fifth of all students entering the fifth grade in the United States end up graduating from a four-year college. Career guidance for the other four-fifths of the students is definitely a major educational need. Since half of those who do enter college will drop out before finishing, the high schools must see that every student, whether he plans to attend college or not, has a marketable skill upon graduation, or the knowledge and background to acquire one.

CAREER TRAINING MAZE
Which Path Will YOU Take?

Elementary School

Junior High School

High School

Career Development

Technical Programs

4 Year College

Community College

Adult Education

Volunteer Work

R.O.P.

Military

Exploring

Business and Technical Schools

Apprenticeship Programs

4 Year College

Community College

Adult Education

Volunteer Work

R.O.P.

Military

Exploring

Business and Technical Schools

Apprenticeship Programs
Look at the chart on the next page. If it seems to you like the decisions concerning your career future are upon you, chances are you are right. This booklet was written to help guide you through career decisions and help you see how setting career goals can help you. No one can tell you what to do with your life. The final decision is yours. Remember, help is available if you ask for it.

This booklet is set up in six parts for easy reference. The first five sections are concerned with where you are in your career decision making. The last section is about your high school guidance department.

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**PART 2. Opportunities Available to You** page 6-16

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EDUCATION AND TRAINING

CAREER DECISIONS AND PATTERNS OF LIFE

Part time work
First full time job
Change in full time job

Selection of Jr. High classes
Selection of High School classes
Career - Education decisions
Selection of Apprenticeship Program
Selection of business or technical school
Selection of adult education classes
Selection of an ROP class
Selection of a Community College
Enlistment in a Military service
Selection of four or more years of college

Puberty
Marriage
Birth of first child
Maturation of last child
Perception of middle age
Perception of old age

SOLID LINE (____) Time when decision is most likely to be made.
BROKEN LINE (___) Time when decision may have to be made.
DOTTED LINE (....) Time when decision is least likely to occur.
First let's talk about decisions. Wise decisions are usually based on two main factors: knowledge and attitudes. For making career decisions you need to have knowledge about yourself and about career opportunities. You also need to be aware of your own attitudes: what you like and dislike, what things you find rewarding, etc.

But decisions are not everything; you must determine where these decisions will lead you. It is a good idea to set up a specific career goal to work towards. To do this you need much information, and you need to take a good look at yourself. This booklet was written to help you set up a career goal. This first goal may turn out to be only one part of another, higher goal; but taking this first step is important.

The diagram below shows three crucial factors that should help determine your career goal: you must be able to do the job, you must enjoy doing the job, and you must be willing to do the job.
This chart is by no means a complete set of factors in reaching your goal, but it does show you that you have come a long way in your life already.

Hopefully you can now see the importance of making some basic career goals for your future. In the next section of the booklet is information that will help you learn about opportunities in different careers.
OPPORTUNITIES AVAILABLE TO YOU

Your high school has many different classes in the following departments which can help towards your career. If you want to know about specific classes in a department, see your school counselor.

Art Department
Business Education Department
English Department
Home Economics Department
Mathematics Department
Music Department
Physical Education Department
Science Department
Social Studies Department

Career Development. If you have a part time job you can earn and learn at the same time. This class is open to juniors and seniors. Ten units a year may be received for Career Development, with a maximum of forty units towards graduation. You must meet the requirements of the Career Development Specialist: he must approve of the job; you will have to turn in time cards every week; the Career Development Specialist will give you related instruction; and you must meet the minimum requirements of time spent on the job by hours and number of weeks. In most cases you must have a work permit.

Exploratory Career Development is where you are placed on a job or jobs by the Career Development Specialist to see whether you would like to go into that type of job after high school. You receive no pay, but you are given school credit just like in the class above.

Vocational Classes throughout the Grossmont District are available to you. Of course, you may need to provide your own transportation. Here is a partial list of offerings available:

<table>
<thead>
<tr>
<th>Agricultural Classes</th>
<th>Diesel Mechanics</th>
<th>Metal Trades</th>
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</thead>
<tbody>
<tr>
<td>Auto Body</td>
<td>Drafting</td>
<td>Plastics</td>
</tr>
<tr>
<td>Auto Mechanics</td>
<td>Electricity</td>
<td>Woodworking</td>
</tr>
<tr>
<td>Building Construction</td>
<td>Electronics</td>
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</tbody>
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LOCAL SOURCES OF CAREER INFORMATION

1. Your school Career Center.

   Microfilm cards containing four pages of recent information about 242 local careers and educational prerequisites to careers (available at your career center).

3. Career Information Directory (Published by the Superintendent of Schools, Department of Education, San Diego County). This is a directory of local businesses and representatives of business that will do the following things for you: send speakers; lend films, slides, tapes and brochures; allow students on-site visitations; give individual vocational counseling to students; and allow students individual observations of business organizations (available at your career center).

4. Dial-A-Career 278-3013
   Daytime Service: 8:00 a.m. - 5:00 p.m. Your requests are personally handled.
   Nighttime Service: 5:00 p.m. - 8:00 a.m. Your requests will be recorded and personally handled the following day. This is a free service of the San Diego County Department of Education. They have materials concerning occupational information, training opportunities, and educational opportunities.
STATE AND FEDERAL BOOKS AND PAMPHLETS ABOUT CAREERS

These books and pamphlets should be available at your school's Career Center, or at a public library.

Occupational Outlook Handbook describes thousands of jobs. It gives descriptions of the nature of the work, places of employment, training, other qualifications, advancement, employment outlook, earnings, working conditions and sources of additional information.

Encyclopedia of Careers and Vocational Guidance. Volume I, "Planning Your Career", is divided into different industries, businesses and occupational groups, explaining each. Volume II, "Careers and Occupations", gives the following information about each occupation: a definition, history, the nature of the work, requirements, special requirements, opportunities for experience and exploring, methods of entering, advancement, employment outlook, earning, conditions of work, social and psychological factors, sources of additional information and related articles in Volume I.

California Occupational Guides. These are pamphlets that are grouped into the following 15 careers groups:

- Clerical Occupations
- Craftsmen - Construction
- Craftsmen - Mechanics and Repairmen
- Craftsmen - Other
- Farming, Logging and Related, Fisheries
- Government Occupations
- Managers, Officials, Proprietors
- Medical Services
- Production Workers - Operatives
- Professional - Arts, Journalism, Recreation
- Professional - Teaching and Scientific
- Professional - Engineering and Drafting
- Professional - Other
- Sales Occupations
- Service Occupations

There are nearly 400 different pamphlets to investigate.
Private Business and Technical Schools are available in San Diego and in the U.S.A. Be aware of what the school offers and check it out thoroughly before committing your time and money. For information on San Diego business and technical schools you can contact the school directly or see your counselor.

Books concerning occupational training programs lasting two years or less may be found at your school's career center or at a public library. Here is a partial list:

- The Blue Book of Occupational Education
- Lovejoy's Career and Vocational School Guide
- Barron's Guide to Two-Year Colleges
- American Junior Colleges
- American Trade Schools Directory

Listed below are some examples of training that is available locally:

- Airline Jobs
- Architectural Drafting
- Art
- Auto Mechanics
- Barbering
- Bartending
- Bookkeeping
- Cashier - Checker, Grocery
- Clerical
- Communication Jobs
- Computer Jobs
- Cosmetology
- Die Designing
- Electronics
- Foreign Languages
- Income Tax
- Industrial Math
- Interior Decorating
- Law
- Machine Design
- Mechanical Drafting
- Medical Careers
- Modeling
- Motel Management
- Real Estate
- Secretarial (many types)
- Shipfitting
- Welding

The Volunteer Bureau can give you an opportunity to get placed in an area where people need help. You can be helping others and at the same time be learning about career opportunities where you work. For further information call 238-1377.
Exploring is a scouting program that is organized around career interest posts. In San Diego County there are posts in such areas as Architecture, Automotive, Aviation, Banking and Business, Computer and Math, Construction and Crafts, Electronics, Engineering, Fire Science and Emergency, Hotel and Restaurant Management, Humanities, Law and Enforcement, Medicine, Merchandising, Music, Natural Science and Forestry, Oceanography and Radio-Television. This program is mostly for juniors and seniors in high school. Chances are you will be working with the leaders in the field of your interest if you join. To be a member you will probably have to meet these minimum requirements: attend a minimum of two one-hour meetings a month, plus field or laboratory projects; be between fourteen and eighteen years of age and still attend high school; pay membership fee of one dollar a year plus post dues.

For more information call 298-6121 at Boy Scout Headquarters.
The Regional Occupational Program (ROP) is a county wide public service which extends occupational education opportunities to all youth and adults in San Diego County and provides full-time placement services to assist students who have completed the courses to find a job.

Over 140 different (ROP) courses are available to Grossmont Union High School District students (mainly seniors and some juniors). Students can earn credit toward a high school diploma through successful completion of an ROP course, plus, a certificate of completion to present to employers.

Students in the Grossmont Union High School District can obtain information concerning ROP courses, assistance in career planning, and enrollment forms from counselors in each high school.

Grossmont Union High School District students may attend courses at any of the following listed locations, and are not limited to courses that are available at their school of attendance. However, course offerings can and do change from time to time so be sure to check with your school counselor for the latest information available.

Airport and Aviation Occupations -- Grossmont College
Applied Marketing -- El Cajon High School and Parkway Plaza
Auto Air Conditioning and Heating -- Accessory Service Center
Auto Body and Frame Straightening -- Santana High School
Auto Body Repair -- Terry Allen Datsun
Auto Diagnostic Equipment Maintenance, Repair and Calibration (for emission control) -- Grossmont College
Auto Front-end Alignment and Brakes -- Terry Allen Datsun
Auto Repair - Foreign Car -- Terry Allen Datsun
Auto Towing and Emergency Road Service -- Grossmont High School and Johnston's Auto Service
Auto Transmission and Drive Lines -- Dean Jones Lincoln Mercury
Auto Tune-up -- Terry Allen Datsun
Auto Tune-up and Emission Control -- Santana High School
Bicycle Servicing and Repair -- Monte Vista High School
Child Care Occupations -- Grossmont College
Commercial Art -- Santana High School
Commercial Photography Occupations -- Granite Hills High School
Custodial and Housekeeping Occupations -- Grossmont High School and Rancho Del Campo High School
Dental Health Assistant -- Health Occupations Ed. Center
Diesel Mechanic -- Santana High School (Elliot Annex)
Electronic Business Machine Repair -- Helix High School
Electronics Technician Lab -- Helix High School
Electroplating -- Helix High School
Farrier (Horseshoeing) -- Granite Hills High School
Food Retailing -- 7-Eleven Training Center, La Mesa
Food Service Occupations -- Mt. Miguel High School
Graphic Communications and Productions -- El Cajon High School
 Heating - Air Conditioning -- Grossmont High School
Home Appliance Repair -- Monte Vista High School
Hotel - Motel Careers -- American Business College, San Diego
Industrial Specialties Technology Lab. -- Grossmont College
Landscape Occupations -- El Capitan High School
Medical Clerk -- Health Occupations Ed. Center
Medical Transcription Training -- Health Occupations Ed. Center
Motorcycle Engine and Frame Repair -- El Capitan High School
Motorcycle and Small Engine Technician -- Borrego Springs High School
Nurse Aide-Orderly -- El Cajon Valley Hospital
Office Machine Repair -- Mt. Miguel High School/Monte Vista High School
Paying and Receiving Teller -- Health Occupations Ed. Center
Plastics -- Mt. Miguel High School
Radio and TV Repair -- Helix High School
Recreational Vehicle and Mobile Home Repair -- Casa Bonita Mobile Home Sales
Science Lab Assistant -- Mt. Miguel High School
Secretarial and Clerical Business Lab. -- El Cajon High School
Secretarial and Clerical Insurance Lab -- Monte Vista High School
Small Business Merchandising -- Sierra Vista High School
Small Engines and Outboard Repair -- El Capitan High School
Tailoring, Alterations and Sales -- Chaparral High School
Truck Driving Occupations -- Santana High School
Warehouse Occupations -- Santana High School
Welding - Combination -- El Cajon High School
Apprenticeship programs are available in many areas in San Diego County. Usually these programs consist of working with Journeymen in the field for a given time until a certain level of competency is reached. One caution, it may be very difficult to get into an apprenticeship program.

Here is a partial list of apprenticeship programs in the San Diego area:

- Automotive
- Barber
- Bricklayers and Stonemasons
- Carpentry and Drywall
- Carpet Linoleum and Soft Tile
- Cement Mason
- Glaziers
- Ironworkers
- Lathers
- Machinist
- Meatcutters
- Mill Cabinet Maker
- Operating Engineers
- Painter-Drywall Taper
- Plasterers
- Plumbers and Pipefitters
- Roofers
- Sheet Metal
- Sound Technicians
- Surveyors
- Teamsters Heavy Duty Construction Mechanic
- Typographical
- Welder

For general Apprenticeship information, contact:

Mr. Nathan Jordan, Representative
Bureau of Apprenticeship and Training
U.S. Department of Labor
1927 Fifth Avenue, Room 206
San Diego, CA 92101
293-5260
Military Service. If you think the military may be in your future, you may either go to your career center or call or visit your local recruiter. There are numerous opportunities to obtain vocational training in the different military services. Here is a partial list of career opportunities available to you through the military services:

Accounting Clerk
Aircraft Engine Mechanic
Airport Serviceman
Appliance Repairman
Automotive Electrician
Automotive Mechanic
Baker
Barge Captain
Boiler Operator
Buyer
Chart Maker
Computer Technician
Construction Electrician
Construction Equipment Mechanic
Construction Equipment Operator
Construction Worker
Control Tower Operator
Cook

Data Systems Technician
Dental Technician
Electrician
Foundry Foreman
Harbor Policeman
Iron Structural Worker
Legal Clerk
Medical Technician
Musician
Newspaper
Parcel Post Clerk
Patternmaker
Photographer
Printer
Surveyor
Technical Illustrator
TV Repairman
Weather Forecaster
Welder

Here are the addresses and phone numbers of local armed services recruiters:

US ARMY RECRUITING - 356 N. Magnolia, El Cajon 442-5700
US ARMY RESERVES - Admiral Baker Road 283-5571
US AIR FORCE RECRUITING - 356 N. Magnolia, El Cajon 447-0775
US MARINE CORPS RECRUITING - 354 N. Magnolia, El Cajon 444-5794
US MARINE CORPS RESERVE TRAINING CENTER
Miramar NAS, San Diego 277-5635
US NAVY RECRUITING - 352 N. Magnolia, El Cajon 442-5177
US COAST GUARD RECRUITING - 842 Broadway, San Diego 239-8828
US COAST GUARD RESERVES - 2710 N. Harbor Dr., San Diego 293-5185
Community Colleges offer a wide range of career opportunities. You can take only those classes which relate directly to the occupation you are studying. Once you have completed these courses you will receive a certificate of completion. If you also take the general education courses required at the Community College you may receive an AA (Associate of Arts) or an AS (Associate of Science) degree at the completion of the program.

The following is a list of majors offered at Grossmont Community College:

<table>
<thead>
<tr>
<th>Accounting &amp; Bookkeeping</th>
<th>Inhalation &amp; Respiratory Therapy</th>
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</thead>
<tbody>
<tr>
<td>Air Traffic Control</td>
<td>Instructional Media Technology</td>
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<tr>
<td>Applied Arts &amp; Crafts</td>
<td>Instrumentation Technician</td>
</tr>
<tr>
<td>Architectural Drafting</td>
<td>Journalism</td>
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<tr>
<td>Automobile Emission Control</td>
<td>Library Technician</td>
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<tr>
<td>Banking &amp; Finance</td>
<td>Marketing (Mid-Management)</td>
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<tr>
<td>Bio-medical Technology</td>
<td>Mechanical Drafting</td>
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<tr>
<td>Broadcasting</td>
<td>Nursing - Registered</td>
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<tr>
<td>Building Construction Technology</td>
<td>Photography</td>
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<tr>
<td>Business Data Processing</td>
<td>Pilot Training (Aerospace)</td>
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<tr>
<td>Business Management</td>
<td>Police Science</td>
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<tr>
<td>Child Development - Nursery Schools</td>
<td>Probation Assistant</td>
</tr>
<tr>
<td>Child Development - Nursery Schools</td>
<td>Processes/Material Technician</td>
</tr>
<tr>
<td>Civil Engineering Technician</td>
<td>Radiological Technology</td>
</tr>
<tr>
<td>Commercial Art</td>
<td>Real Estate</td>
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<tr>
<td>Comprehensive Homemaking</td>
<td>Recreation</td>
</tr>
<tr>
<td>Computer Technology</td>
<td>Restaurant Management</td>
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<tr>
<td>Correctional Science (Criminal Justice)</td>
<td>Retailing/Sales Management</td>
</tr>
<tr>
<td>Crafts</td>
<td>Secretarial - general</td>
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<tr>
<td>Dental Assisting</td>
<td>Secretarial - legal</td>
</tr>
<tr>
<td>Electronic Technician</td>
<td>Secretarial - medical</td>
</tr>
<tr>
<td>Electronics Drafting</td>
<td>Security</td>
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<tr>
<td>Emergency Medical Care</td>
<td>Stagecraft</td>
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<tr>
<td>Engineering Drawing</td>
<td>Supervision</td>
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<tr>
<td>Engineering Technology</td>
<td>Surveying</td>
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<tr>
<td>Food Service</td>
<td>Teacher Assistant (Instructional Associate)</td>
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<tr>
<td>General Office</td>
<td>Technical Illustration</td>
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<tr>
<td>Governmental Administration (Governmental Service)</td>
<td>Technical Writing</td>
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<tr>
<td>Home Furnishings Merchandising</td>
<td>Urban Planning</td>
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<tr>
<td>Identification Technology (Criminology)</td>
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<tr>
<td>Industrial Technology</td>
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If you happen to find a specific program you think you are interested in at a Community College, check with your school's career center; chances are they will have a catalog and/or pamphlet from the Community College that will give you more specific information.
SCHOLARSHIPS AND FINANCIAL AIDS

Almost any institution that you may go to for career training will have a financial aids section. They will in many cases put together a financial plan for you. It may be made up of loans, grants, work study, or a combination of all three. Find out just what it is going to cost you before you enroll at any school.

Below is one prominent type of grant available to students going into vocational careers where there is a shortage of skilled people.

**Occupational Education and Training Grants (State of California)** (500)

These grants are for students who have the aptitude and desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs in public or private institutions. They will pay up to $2,000 in tuition, plus up to $500 for training related costs. Grants will be awarded in areas of manpower need. See your school counselor for more information.

Deadlines for submission of application is usually in January.
SETTING UP YOUR GOALS

First let's talk about what a career goal consists of. The following list contains the three ingredients of your goal along with some examples:

1. **A skill** involves the ability to perform a task.
   a. Throw a baseball accurately (baseball)
   b. Operate a telescope (astronomy)
   c. Wire a lamp (electricity)
   d. Lead a discussion (civics)
   e. Take effective notes (English)

2. **Knowledge** is knowing information.
   a. The rules of baseball (baseball)
   b. The names and locations of various constellations (astronomy)
   c. The principles of electricity (electricity)
   d. How our federal government is organized (civics)
   e. The parts of speech and their functions (English)

3. **An attitude** involves just that; how you feel about some things.
   a. Sportsmanship (baseball)
   b. An appreciation of the place of man and earth in the universe (astronomy)
   c. A respect for safety in working with live wires (electricity)
   d. An appreciation of the wisdom of the writers of our constitution (civics)
   e. A belief that good grammar is essential in making yourself understood (English)

Here is a list of things that are important factors to consider in deciding your career goal.

1. **Abilities.** You should take into account your mental and physical abilities when choosing your career goal.
2. **Personality.** You should enjoy what you are doing and it should be rewarding in some way to you.
3. **Health.** Is your health such that you will not become ill from the job?
4. **Job.** What will the hours be? What will the pay and fringe benefits be?
5. **Training.** Where are you going to get it and of what quality will it be?
6. **Financing.** How are you going to pay for your training, living arrangements and the like?

7. **Time.** How many weeks or years of training will it take for you to reach your career goal?

8. **Job Availability.** Will there be a job for you after you are trained, and will it last? Will you have to move?

9. **High School.** What are you currently doing in high school to help you towards your goal?

10. **Other Goals in Life.** Will this career be compatible with other goals in life?

11. **Personal Interests.** Hobbies and the like that you enjoy doing and how they will relate to your job.

12. **Effects on others.** How will this goal effect people who are emotionally tied to you?

13. **Other personal situations you are aware of that may affect your job goal.**

After you have thoroughly investigated your career ideas and discussed them with people with whom you have emotional ties, and with professionals in the field of guidance, you should make your decision. Try to take into consideration the three parts in a career goal, and all the other factors influencing your life.

Write down your goal.
WORKING ON YOUR GOALS

First think about all the high school classes that you have already taken and list all the ones that will help you towards your goal.

_________________________  ______________________  ______________________

_________________________  ______________________  ______________________

_________________________  ______________________  ______________________

_________________________  ______________________  ______________________

_________________________  ______________________  ______________________

Next, list the classes that you can take in future semesters to help you towards your goal. Set sub-goals for performance in these classes. Write down how these classes will help you.

_________________________  ______________________  ______________________

_________________________  ______________________  ______________________

_________________________  ______________________  ______________________

_________________________  ______________________  ______________________

_________________________  ______________________  ______________________

List the other activities during high school that will help you towards your career goal (example: tests for admittance to vocational school). List these activities and dates.

_________________________  ______________________  ______________________

_________________________  ______________________  ______________________

_________________________  ______________________  ______________________

_________________________  ______________________  ______________________

_________________________  ______________________  ______________________
Now, lay out your post high school plans in the order you intend to do them. Set sub-goals for each goal.

**Career Goal**

**Immediate Goals**

**Future Goals**
GUIDANCE SERVICES

Career Development Center - Room 114 - open daily from 7:00 a.m. to 4:00 p.m.
and also Monday evenings, 6:00 p.m. to 8:30 p.m.

Staff -
Warren C. Bellows, Career Development Specialist
Claudia Bultez, Career Center Clerk
David M. Phillips, Vocational Counselor

Services Offered -

1. Career planning and guidance through individual counseling with a credentialed counselor specializing in career counseling.

2. Aptitude testing on request. The General Aptitude Test Battery (GATB) developed by the United States Employment Service and recognized as one of the best measures of vocational aptitude is available to all Mt. Miguel students.

3. Interest inventories which measure individual interest patterns and compare them to occupations are available upon request.

4. Information and catalogues covering all the technical and occupational training appointments available in San Diego.

5. County information and pamphlets describing careers, professions, and occupations. Much of this is free "give-away" pamphlets.

6. Catalogues from 477 different colleges and universities are available in the center for student use. In some instances, catalogues may be checked out over the weekend.

7. V.I.E.W. (Vital Information for Education and Work) Microfilm cards describing current job opportunities in the San Diego area are available along with two microfilm readers. (VIEW is also available in Spanish.)

8. Sound film strip and slide programs describing jobs, careers, how to find jobs and other career topics, along with individual viewing equipment available for student use.

9. Job placement for both full time jobs (upon graduation) and part time jobs is available through the center.

10. Counseling help with job orientated problems, such as labor laws, income tax, getting along with the boss, etc.
GUIDANCE HELP

Each counselor at Mount Miguel High School has a specific field of expertise and students are encouraged to set up appointments with whichever counselor can provide them with the information vital to their education or vocational needs.

Listed below are members of the Mount Miguel High School Counseling staff with their related specialities.

<table>
<thead>
<tr>
<th>NAME</th>
<th>SPECIALTY</th>
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<tr>
<td>Mrs. Martha Cummings</td>
<td>Educational Counselor, grades 10, 11, 12-last names S through Z. Specialist in University and 4 year college admissions and scholarships.</td>
</tr>
<tr>
<td>Mrs. Vela Gwin</td>
<td>Educational Counselor, grade 9-last names G through Z.</td>
</tr>
<tr>
<td>Mr. David Leewaye</td>
<td>Educational Counselor, grades 10, 11, 12-last names N through Sk. Specialist in Community College (Grosemont College), interest and aptitude testing.</td>
</tr>
<tr>
<td>Mr. Ken Peeters</td>
<td>Educational Counselor, grades 10, 11, 12-last names D through H.</td>
</tr>
<tr>
<td>Mr. David M. Phillips</td>
<td>Educational Counselor, grades 10, 11, 12-last names I through M. Specialist in technical vocational and business training, career planning and vocational counseling.</td>
</tr>
<tr>
<td>Mr. W. Robert Sanders</td>
<td>Educational Counselor, grades 10, 11, 12-last names A through C.</td>
</tr>
<tr>
<td>Mr. William White</td>
<td>Educational Counselor, grade 9-last names A through F.</td>
</tr>
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Career Development Specialist -

Mr. Warren C. Bellows Career Development Center, Room 114. Student placement.

School Psychologist -

Mr. Robert Jensen Psychological Services - temporary building near entrance to student parking lot.
Request For Help Information

Help-I don't know where to start

I Would Like Information On:
(Check any/all that you wish)

☐ Classes In My High School
☐ General or Vocational Career Development
☐ Exploratory Career Development
☐ Vocational Classes in G. U. H. S. D.

Student's Name __________________________

Address ________________________________

City __ Zip Code __

Phone _________________________________

Please call me from class:

☐ Dial-A-Career Directory
☐ Careers
☐ Volunteer Bureau
☐ Exploring
☐ R. O. P.

Period ____________________________

Class ______________________________

Teacher ____________________________

Counselor __________________________

Career Information

Directory

Dial-A-Career
Careers
Volunteer Bureau
Exploring
R. O. P.
Apprenticeship Programs
Business and Technical Schools
Military
Community Colleges
Financial Aids
Setting Up My Career Goals
Alternatives to careers

Via vocational opportunities available to youth

Student

Grossmont Union High School District

Pupil Personnel Services
To Grossmont District Parents and Students:

Each of the Grossmont High Schools has a total guidance program that is provided to assist students in the very important task of career choice and career planning. The guidance services available in the program include testing, counseling, occupational and educational information, and assistance in preparing students for job placement. All of these services are provided on a continuous basis throughout high school so that students can be advised of occupational and educational training opportunities and related high school curriculum that will prepare them for entry into a job or on to further training after high school.

The purpose of the SAVVY Booklet which has been prepared by Alan W. Marshall is to inform students and their parents of the continuing guidance services available in the Grossmont District and to stimulate students' use of these services in career planning.

Thomas J. Jacobson, Ph. D.
Director, Pupil Personnel Services
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**I BECOMING AWARE OF THE NEED FOR CAREER DECISIONS**

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**VI YOUR HIGH SCHOOL GUIDANCE DEPARTMENT**
Dear El Capitan Student:

Within the next two years, someone is going to congratulate you upon your graduation from high school. There will be the prom, the after-prom, baccalaureate and graduation ceremonies... and then what? Some of you, no doubt, have already determined your after high school plans. They include Grossmont College, a trade school, marriage, military service, university studies... or...

What about you? Are you ready to face the post high school world, or are you one of the many young adults who have never taken the opportunity to seriously question, "What next?" If you are one, this booklet should be of real service to you. Even if you think you already have your plans mapped out, you will find this booklet to be of help. Included within it, you will find the resources and places to turn for information. Here you will find the names of people to contact, places to look. You will even find something to mail for additional information. Please take a few minutes out of your busy schedule and look over these contents. After you have done that, put this booklet away someplace where you can use it for handy reference in the future.

One final thought... We are very fortunate to have a fully developed Career Center on campus. If you have never stopped by, it's right next to the Counseling Offices. Mr. Harb, our Career Counselor, and Mr. Paradowski, our Career Development Specialist, will be happy to provide you with all sorts of information. In the Career Center, you will find college catalogs, trade school catalogs, information about military services, and information about virtually every kind of job that can be found in this nation. If you've never stopped in, why not do it soon. We think you will like it.

Sincerely,

W. F. DAVIS
Principal
BECOMING AWARE OF THE NEED FOR CAREER DECISIONS

At the present time only one-fifth of all students entering the fifth grade in the United States end up graduating from a four-year college. Career guidance for the other four-fifths of the students is definitely a major educational need. Since half of those who do enter college will drop out before finishing, the high schools must see that every student, whether he plans to attend college or not, has a marketable skill upon graduation, or the knowledge and background to acquire one.
Look at the chart on the next page. If it seems to you like the decisions concerning your career future are upon you, chances are you are right. This booklet was written to help guide you through career decisions and help you see how setting career goals can help you. No one can tell you what to do with your life. The final decision is yours. Remember, help is available if you ask for it.

This booklet is set up in six parts for easy reference. The first five sections are concerned with where you are in your career decision making. The last section is about your high school guidance department.

PART 1. Becoming Aware of the Need for Career Decisions  page 1-5
PART 2. Opportunities Available to You  page 6-16
PART 3. Setting Up Goals (How To Do It)  page 17-18
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WHERE ARE YOU?

5 You Made It And Your Next Goal Is

4 Working On Your Goals

3 Setting Up Your Goals

2 Becoming Aware of Opportunities Available To You

Becoming Aware of the Need for Career Decisions
CAREER DECISIONS AND PATTERNS OF LIFE

AGE

13 15 17 19 21 23 25 27 29
12 14 16 18 20 22 24 26 28 30 32 34 36 38 40 42 44 46 48 50 52 54 56 58 60 62 64 66 68 70

GRADE

8 10 12
7 9 11

WORK

Part time work
First full time job
Change in full time job

EDUCATION AND TRAINING

Selection of Jr. High classes
Selection of High School classes
Career - Education decisions
Selection of Apprenticeship program
Selection of business or technical school
Selection of adult education classes
Selection of an ROP class
Selection of a Community College
Enlistment in a Military service
Selection of four or more years of college

OTHER PHYSICAL AND PSYCHOLOGICAL FACTORS

Puberty

Marriage
Birth of first child
Maturation of last child
Perception of middle age
Perception of old age

SOLID LINE (  ) Time when decision is most likely to be made.
BROKEN LINE (  ) Time when decision may have to be made.
DOTTED LINE (  ) Time when decision is least likely to occur.
First let's talk about decisions. Wise decisions are usually based on two main factors: knowledge and attitudes. For making career decisions you need to have knowledge about yourself and about career opportunities. You also need to be aware of your own attitudes: what you like and dislike, what things you find rewarding, etc.

But decisions are not everything; you must determine where these decisions will lead you. It is a good idea to set up a specific career goal to work towards. To do this you need much information, and you need to take a good look at yourself. This booklet was written to help you set up a career goal. This first goal may turn out to be only one part of another, higher goal; but taking this first step is important.

The diagram below shows three crucial factors that should help determine your career goal: you must be able to do the job, you must enjoy doing the job, and you must be willing to do the job.
This chart is by no means a complete set of factors in reaching your goal, but it does show you that you have come a long way in your life already.

Hopefully you can now see the importance of making some basic career goals for your future. In the next section of the booklet is information that will help you learn about opportunities in different careers.
OPPORTUNITIES AVAILABLE TO YOU

Your high school has many different classes in the following departments which can help towards your career. If you want to know about specific classes in a department, see your school counselor.

Art Department
Business Education Department
English Department
Home Economics Department
Mathematics Department
Music Department
Physical Education Department
Science Department
Social Studies Department

Career Development. If you have a part time job you can earn and learn at the same time. This class is open to juniors and seniors. Ten units a year may be received for Career Development, with a maximum of forty units towards graduation. You must meet the requirements of the Career Development Specialist: he must approve of the job; you will have to turn in time cards every week; the Career Development Specialist will give you related instruction; and you must meet the minimum requirements of time spent on the job by hours and number of weeks. In most cases you must have a work permit.

Exploratory Career Development is where you are placed on a job or jobs by the Career Development Specialist to see whether you would like to go into that type of job after high school. You receive no pay, but you are given school credit just like in the class above.

Vocational Classes throughout the Grosmont District are available to you. Of course, you may need to provide your own transportation. Here is a partial list of offerings available:

Agricultural Classes
Auto Body
Auto Mechanics
Building Construction

DieSEL Mechanics
Drafting
Electricity
Electronics

Metal Trades
Plastics
Woodworking
LOCAL SOURCES OF CAREER INFORMATION

1. Your school Career Center.

2. V.I.E.W. (Vital Information for Education and Work)
   Microfilm cards containing four pages of recent information about 242 local careers and educational prerequisites to careers (available at your career center).

3. Career Information Directory (Published by the Superintendent of Schools, Department of Education, San Diego County). This is a directory of local businesses and representatives of business that will do the following things for you: send speakers; lend films, slides, tapes and brochures; allow students on-site visitations; give individual vocational counseling to students; and allow students individual observations of business organizations (available at your career center).

4. Dial-A-Career 278-3013
   Daytime Service: 8:00 a.m. - 5:00 p.m. Your requests are personally handled.
   Nighttime Service: 5:00 p.m. - 8:00 a.m. Your requests will be recorded and personally handled the following day. This is a free service of the San Diego County Department of Education. They have materials concerning occupational information, training opportunities, and educational opportunities.
STATE AND FEDERAL BOOKS AND PAMPHLETS ABOUT CAREERS

These books and pamphlets should be available at your school's Career Center, or at a public library.

**Occupational Outlook Handbook** describes thousands of jobs. It gives descriptions of the nature of the work, places of employment, training, other qualifications, advancement, employment outlook, earnings, working conditions and sources of additional information.

**Encyclopedia of Careers and Vocational Guidance.** Volume I, "Planning Your Career", is divided into different industries, businesses and occupational groups, explaining each. Volume II, "Careers and Occupations", gives the following information about each occupation: a definition, history, the nature of the work, requirements, special requirements, opportunities for experience and exploring, methods of entering, advancement, employment outlook, earning, conditions of work, social and psychological factors, sources of additional information and related articles in Volume I.

**California Occupational Guides.** These are pamphlets that are grouped into the following 15 careers groups:

- **CLERICAL OCCUPATIONS**
- **CRAFTSMEN - CONSTRUCTION**
- **CRAFTSMEN - MECHANICS AND REPAIRMEN**
- **CRAFTSMEN - OTHER**
- **FARMING, LOGGING AND RELATED, FISHERIES**
- **GOVERNMENT OCCUPATIONS**
- **MANAGERS, OFFICIALS, PROPRIETORS**
- **MEDICAL SERVICES**
- **PRODUCTION WORKERS - OPERATIVES**
- **PROFESSIONAL - ARTS, JOURNALISM, RECREATION**
- **PROFESSIONAL - TEACHING AND SCIENTIFIC**
- **PROFESSIONAL - ENGINEERING AND DRAFTING**
- **PROFESSIONAL - OTHER**
- **SALES OCCUPATIONS**
- **SERVICE OCCUPATIONS**

There are nearly 400 different pamphlets to investigate.
Private Business and Technical Schools are available in San Diego and in the U.S.A. Be aware of what the school offers and check it out thoroughly before committing your time and money. For information on San Diego business and technical schools you can contact the school directly or see your counselor.

Books concerning occupational training programs lasting two years or less may be found at your school's career center or at a public library. Here is a partial list:

The Blue Book of Occupational Education

Lovejoy's Career and Vocational School Guide

Barron's Guide to Two-Year Colleges

American Junior Colleges

American Trade Schools Directory

Listed below are some examples of training that is available locally:

- Airline Jobs
- Architectural Drafting
- Art
- Auto Mechanics
- Barbering
- Bartending
- Bookkeeping
- Cashier - Checker, Grocery
- Clerical
- Communication Jobs
- Computer Jobs
- Cosmetology
- Die Designing
- Electronics
- Foreign Languages
- Income Tax
- Industrial Math
- Interior Decorating
- Law
- Machine Design
- Mechanical Drafting
- Medical Careers
- Modeling
- Motel Management
- Real Estate
- Secretarial (many types)
- Shipfitting
- Welding

The Volunteer Bureau can give you an opportunity to get placed in an area where people need help. You can be helping others and at the same time be learning about career opportunities where you work. For further information call 238-1377.
Exploring is a scouting program that is organized around career interest posts. In San Diego County there are posts in such areas as Architecture, Automotive, Aviation, Banking and Business, Computer and Math, Construction and Crafts, Electronics, Engineering, Fire Science and Emergency, Hotel and Restaurant Management, Humanities, Law and Enforcement, Medicine, Merchandising, Music, Natural Science and Forestry, Oceanography and Radio-Television. This program is mostly for juniors and seniors in high school. Chances are you will be working with the leaders in the field of your interest if you join. To be a member you will probably have to meet these minimum requirements: attend a minimum of two one-hour meetings a month, plus field or laboratory projects; be between fourteen and eighteen years of age and still attend high school; pay membership fee of one dollar a year plus post dues.

For more information call 298-6121 at Boy Scout Headquarters.
The Regional Occupational Program (ROP) is a county-wide public service which extends occupational education opportunities to all youth and adults in San Diego County and provides full-time placement services to assist students who have completed the courses to find a job.

Over 140 different (ROP) courses are available to Grossmont Union High School District students (mainly seniors and some juniors). Students can earn credit toward a high school diploma through successful completion of an ROP course, plus, a certificate of completion to present to employers.

Students in the Grossmont Union High School District can obtain information concerning ROP courses, assistance in career planning, and enrollment forms from counselors in each high school.

Grossmont Union High School District students may attend courses at any of the following listed locations, and are not limited to courses that are available at their school of attendance. However, course offerings can and do change from time to time so be sure to check with your school counselor for the latest information available.

*Airport and Aviation Occupations -- Grossmont College*
*Applied Marketing -- El Cajon High School and Parkway Plaza*
*Auto Air Conditioning and Heating -- Accessory Service Center*
*Auto Body and Frame Straightening -- Santana High School*
*Auto Body Repair -- Terry Allen Datsun*
*Auto Diagnostic Equipment Maintenance, Repair and Calibration (for emission control) -- Grossmont College*
*Auto Front-end Alignment and Brakes -- Terry Allen Datsun*
*Auto Repair - Foreign Car -- Terry Allen Datsun*
*Auto Towing and Emergency Road Service -- Grossmont High School and Johnston's Auto Service*
*Auto Transmission and Drive Lines -- Dean Jones Lincoln Mercury*
*Auto Tune-up -- Terry Allen Datsun*
*Auto Tune-up and Emission Control -- Santana High School*
*Bicycle Servicing and Repair -- Monte Vista High School*
*Child Care Occupations -- Grossmont College*
*Commercial Art -- Santana High School*
*Commercial Photography Occupations -- Granite Hills High School*
*Custodial and Housekeeping Occupations -- Grossmont High School and Rancho Del Campo High School*
*Dental Health Assistant -- Health Occupations Ed. Center*
*Diesel Mechanic -- Santana High School (Elliot Annex)*
*Electronic Business Machine Repair -- Helix High School*
*Electronics Technician Lab -- Helix High School*
*Electroplating -- Helix High School*
Farrier (Horseshoeing) -- Granite Hills High School
Food Retailing -- 7-Eleven Training Center, La Mesa
Food Service Occupations -- Mt. Miguel High School
Graphic Communications and Productions -- El Cajon High School
Heating - Air Conditioning -- Crossmont High School
Home Appliance Repair -- Monte Vista High School
Hotel - Motel Careers -- American Business College, San Diego
Industrial Specialties Technology Lab. -- Grossmont College
Landscape Occupations -- El Capitan High School
Medical Clerk -- Health Occupations Ed. Center
Medical Transcription Training -- Health Occupations Ed. Center
Motorcycle Engine and Frame Repair -- El Capitan High School
Motorcycle and Small Engine Technician -- Borrego Springs High School
Nurse Aide-Orderly -- El Cajon Valley Hospital
Office Machine Repair -- Mt. Miguel High School/Monte Vista High School
Paying and Receiving Teller -- Health Occupations Ed. Center
Plastics -- Mt. Miguel High School
Radio and TV Repair -- Helix High School
Recreational Vehicle and Mobile Home Repair -- Casa Bonita Mobile Home Sales
Science Lab Assistant -- Mt. Miguel High School
Secretarial and Clerical Business Lab. -- El Cajon High School
Secretarial and Clerical Insurance Lab -- Monte Vista High School
Small Business Merchandising -- Sierra Vista High School
Small Engines and Outboard Repair -- El Capitan High School
Tailoring, Alterations and Sales -- Chaparral High School
Truck Driving Occupations -- Santana High School
Warehouse Occupations -- Santana High School
Welding - Combination -- El Cajon High School
Apprenticeship programs are available in many areas in San Diego County. Usually these programs consist of working with Journeymen in the field for a given time until a certain level of competency is reached. One caution, it may be very difficult to get into an apprenticeship program.

Here is a partial list of apprenticeship programs in the San Diego area:

- Automotive
- Barber
- Bricklayers and Stonemasons
- Carpentry and Drywall
- Carpet Linoleum and Soft Tile
- Cement Mason
- Glaziers
- Ironworkers
- Lathers
- Machinist
- Meatcutters
- Mill Cabinet Maker
- Operating Engineers
- Painter-Drywall Taper
- Plasterers
- Plumbers and Pipefitters
- Roofers
- Sheet Metal
- Sound Technicians
- Surveyors
- Teamsters Heavy Duty Construction Mechanic
- Typographical
- Welder

For general Apprenticeship information, contact:

Mr. Nathan Jordan, Representative
Bureau of Apprenticeship and Training
U.S. Department of Labor
1927 Fifth Avenue, Room 206
San Diego, CA 92101
293-5260
Military Service. If you think the military may be in your future, you may either go to your career center or call or visit your local recruiter. There are numerous opportunities to obtain vocational training in the different military services. Here is a partial list of career opportunities available to you through the military services:

Accounting Clerk  
Aircraft Engine Mechanic  
Airport Serviceman  
Appliance Repairman  
Automotive Electrician  
Automotive Mechanic  
Baker  
Barge Captain  
Boiler Operator  
Buyer  
Chart Maker  
Computer Technician  
Construction Electrician  
Construction Equipment Mechanic  
Construction Equipment Operator  
Construction Worker  
Control Tower Operator  
Cook  

Data Systems Technician  
Dental Technician  
Electrician  
Foundry Foreman  
Harbor Policeman  
Iron Structural Worker  
Legal Clerk  
Medical Technician  
Musician  
Newsman  
Parcel Post Clerk  
Patternmaker  
Photographer  
Printer  
Surveyor  
Technical Illustrator  
TV Repairman  
Weather Forecaster  
Welder

Here are the addresses and phone numbers of local armed services recruiters:

US ARMY RECRUITING - 356 N. Magnolia, El Cajon 442-5700  
US ARMY RESERVES - Admiral Baker Road 283-5571  
US AIR FORCE RECRUITING - 356 N. Magnolia, El Cajon 447-0775  
US MARINE CORP RECRUITING - 354 N. Magnolia, El Cajon 444-5794  
US MARINE CORPS RESERVE TRAINING CENTER  
Miranar NAS, San Diego 277-5635  
US NAVY RECRUITING - 352 N. Magnolia, El Cajon 442-5177  
US COAST GUARD RECRUITING - 842 Broadway, San Diego 239-8826  
US COAST GUARD RESERVES - 2710 N. Harbor Dr., San Diego 293-5185
Community Colleges offer a wide range of career opportunities. You can take only those classes which relate directly to the occupation you are studying. Once you have completed these courses you will receive a certificate of completion. If you also take the general education courses required at the Community College you may receive an AA (Associate of Arts) or an AS (Associate of Science) degree at the completion of the program.

The following is a list of majors offered at Grossmont Community College:

- Accounting & Bookkeeping
- Air Traffic Control
- Applied Arts & Crafts
- Architectural Drafting
- Automobile Emission Control
- Banking & Finance
- Bio-medical Technology
- Broadcasting
- Building Construction Technology
- Business Data Processing
- Business Management
- Child Development - Nursery Schools
- Civil Engineering Technology
- Commercial Art
- Comprehensive Homemaking
- Computer Technology
- Correctional Science (Criminal Justice)
- Crafts
- Dental Assisting
- Electronic Technician
- Electronics Drafting
- Emergency Medical Care
- Engineering Drawing
- Engineering Technology
- Food Service
- General Office
- Governmental Administration (Governmental Service)
- Home Furnishings Merchandising
- Identification Technology (Criminology)
- Industrial Technology
- Inhalation & Respiratory Therapy
- Instructional Media Technology
- Instrumentation Technician
- Journalism
- Library Technician
- Marketing (Mid-Management)
- Mechanical Drafting
- Nursing - Registered
- Photography
- Pilot Training (Aerospace)
- Police Science
- Probation Assistant
- Process/Material Technician
- Radiological Technology
- Real Estate
- Recreation
- Restaurant Management
- Retailing/Sales Management
- Secretarial - general
- Secretarial - legal
- Secretarial - medical
- Security
- Stagecraft
- Supervision
- Surveying
- Teacher Assistant (Instructional Associate)
- Technical Illustration
- Technical Writing
- Urban Planning

If you happen to find a specific program you think you are interested in at a Community College, check with your school's career center; chances are they will have a catalog and/or pamphlet from the Community College that will give you more specific information.
Almost any institution that you may go to for career training will have a financial aids section. They will in many cases put together a financial plan for you. It may be made up of loans, grants, work study, or a combination of all three. Find out just what it is going to cost you before you enroll at any school.

Below is one prominent type of grant available to students going into vocational careers where there is a shortage of skilled people.

**Occupational Education and Training Grants (State of California)**

These grants are for students who have the aptitude and desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs in public or private institutions. They will pay up to $2,000 in tuition, plus up to $500 for training related costs. Grants will be awarded in areas of manpower need. See your school counselor for more information.

Deadlines for submission of application is usually in January.
SETTING UP YOUR GOALS

First let's talk about what a career goal consists of. The following list contains the three ingredients of your goal along with some examples:

1. A **skill** involves the ability to perform a task.
   a. Throw a baseball accurately (baseball)
   b. Operate a telescope (astronomy)
   c. Wire a lamp (electricity)
   d. Lead a discussion (civics)
   e. Take effective notes (English)

2. **Knowledge** is knowing information.
   a. The rules of baseball (baseball)
   b. The names and locations of various constellations (astronomy)
   c. The principles of electricity (electricity)
   d. How our federal government is organized (civics)
   e. The parts of speech and their functions (English)

3. An **attitude** involves just that; how you feel about some things.
   a. Sportsmanship (baseball)
   b. An appreciation of the place of man and earth in the universe (astronomy)
   c. A respect for safety in working with live wires (electricity)
   d. An appreciation of the wisdom of the writers of our constitution (civics)
   e. A belief that good grammar is essential in making yourself understood (English)

Here is a list of things that are important factors to consider in deciding your career goal.

1. **Abilities.** You should take into account your mental and physical abilities when choosing your career goal.
2. **Personality.** You should enjoy what you are doing and it should be rewarding in some way to you.
3. **Health.** Is your health such that you will not become ill from the job?
4. **Job.** What will the hours be? What will the pay and fringe benefits be?
5. **Training.** Where are you going to get it and of what quality will it be?
6. **Financing.** How are you going to pay for your training, living arrangements and the like?

7. **Time.** How many weeks or years of training will it take for you to reach your career goal?

8. **Job Availability.** Will there be a job for you after you are trained, and will it last? Will you have to move?

9. **High School.** What are you currently doing in high school to help you towards your goal?

10. **Other Goals in Life.** Will this career be compatible with other goals in life?

11. **Personal Interests.** Hobbies and the like that you enjoy doing and how they will relate to your job.

12. **Effects on Others.** How will this goal effect people who are emotionally tied to you?

13. **Other Personal Situations.** Situations you are aware of that may affect your job goal.

After you have thoroughly investigated your career ideas and discussed them with people with whom you have emotional ties, and with professionals in the field of guidance, you should make your decision. Try to take into consideration the three parts in a career goal, and all the other factors influencing your life.

Write down your goal.
GUIDANCE DEPARTMENT
Granite Hills High School
1719 Madison Avenue
El Cajon, CA 92021

PROGRAM PLANNING

During the month of March next year's Sophomores, Juniors, and Seniors will be programmed for summer school and the 1974-75 school year.
Request For Help Information

☐ Help—I don't know where to start
☐ I Would Like Information On:
   (Check any/all that you wish)

☐ Classes In My High School
☐ General or Vocational Career Development
☐ Exploratory Career Development
☐ Vocational Classes in G. U. H. S. D.

Student's Name

Address

City Zip Code

Phone

Please call me from class:

☐ V. I. E. W.
☐ Career Information Directory
☐ Dial-A-Career
☐ Careers
☐ Exploring
☐ R. O. P.
☐ Apprenticeship Programs
☐ Business and Technical Schools

Room Period Class

Teacher

☐ Military
☐ Community Colleges

Counselor

☐ Financial Aids
☐ Setting Up My Career Goals
GUIDANCE HELP

Mr. Buller:
Grossmont College
Catalog, J. Feare, Brochures, Flyers, High School Student
Enrollment, Field Trips
Testing
State Mandated Tests, OVIS, Kuder, Incoming 9th Alg.-Geom.
Interpretation of Ind. and classes
Department Head Meetings
Second Task Force
Follow-up of Graduates (District Committee)
Class Activity: Prom

Mr. Davis:
University and four-year colleges
Catalogs, Brochures, Pamphlets, Flyers, Adm. data and Reps.
Rooms, Facilities
College Reference Books
Lovejoys, Barrows, etc.
College Entrance Tests
ACT, SAT, PSAT, Adv. Placement
Class Activities: Graduation, Cards/Announcements, Caps & Gowns
Honor Grade

Mr. Larivee:
Business and Trade Schools
(Beauty, Business, Technical)
Military
ASVAB interp., Brochures, Liaison, Draft, ROTC, Academic
Teacher Prep - Secretary Prep
Class Lectures
"How to Apply for a Job", "World of Work"
V.I.E.W. --- Interpret Related Information
Work Permits -- Social Security Cards
Class Activities: (also Mr. VanZanten) Grad Night, After Prom

Mr. Miller:
R.O.P.
Brochures, Enrollment, Grading (monthly to six weeks)
District Vocational Programs
Brochures, Class Lectures, Field Trips, Info. from OVIS
Course Selection Sheet
Driver Training (200-250 per semester)
Class Activities: Baccalaureate, Honor Juniors

Miss Smith:
Scholarships - Financial Aid
Advanced Placement
Correspondence -- High School and Trade
University of California, Brigham Young, La Salle, I.C.S.
Class Activities: Senior Awards, Senior Assembly, Honor Grades
Now, lay out your post high school plans in the order you intend to do them. Set sub-goals for each goal.

Career Goal

Immediate Goals

YOU MADE IT! AND YOUR NEXT STEP IS.

Future Goals
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**Career Goal**

**Immediate Goals**

---

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- Building Construction Technology
- Business Data Processing
- Business Management
- Child Development - Nursery Schools
- Civil Engineering Technician
- Commercial Art
- Comprehensive Homemaking
- Computer Technology
- Correctional Science (Criminal Justice)
- Crafts
- Dental Assisting
- Electronic Technician
- Electronics Drafting
- Emergency Medical Care
- Engineering Drawing
- Engineering Technology
- Food Service
- General Office
- Governmental Administration
  - (Governmental Service)
- Home Furnishings Merchandising
- Identification Technology (Criminology)
- Industrial Technology
- Inhalation & Respiratory Therapy
- Instructional Media Technology
- Instrumentation Technician
- Journalism
- Library Technician
- Marketing (Mid-Management)
- Mechanical Drafting
- Nursing - Registered
- Photography
- Pilot Training (Aerospace)
- Police Science
- Probation Assistant
- Processes/Material Technician
- Radiological Technology
- Real Estate
- Recreation
- Restaurant Management
- Retailing/Sales Management
- Secretarial - general
- Secretarial - legal
- Secretarial - medical
- Security
- Stagecraft
- Supervision
- Surveying
- Teacher Assistant (Instructional Associate)
- Technical Illustration
- Technical Writing
- Urban Planning

If you happen to find a specific program you think you are interested in at a Community College, check with your school's career center; chances are they will have a catalog and/or pamphlet from the Community College that will give you more specific information.
Military Service. If you think the military may be in your future, you may either go to your career center or call or visit your local recruiter. There are numerous opportunities to obtain vocational training in the different military services. Here is a partial list of career opportunities available to you through the military services:

Accounting Clerk
Aircraft Engine Mechanic
Airport Serviceman
Appliance Repairman
Automotive Electrician
Automotive Mechanic
Baker
Barge Captain
Boiler Operator
Buyer
Chart Maker
Computer Technician
Construction Electrician
Construction Equipment Mechanic
Construction Equipment Operator
Construction Worker
Control Tower Operator
Cook

Data Systems Technician
Dental Technician
Electrician
Foundry Foreman
Harbor Policeman
Iron Structural Worker
Legal Clerk
Medical Technician
Musician
Newsman
Parcel Post Clerk
Patternmaker
Photographer
Printer
Surveyor
Technical Illustrator
TV Repairman
Weather Forecaster
Welder

Here are the addresses and phone numbers of local armed services recruiters:

US ARMY RECRUITING - 356 N. Magnolia, El Cajon 442-5700
US ARMY RESERVES - Admiral Baker Road 283-5571
US AIR FORCE RECRUITING - 356 N. Magnolia, El Cajon 447-0775
US MARINE CORP RECRUITING - 354 N. Magnolia, El Cajon 444-5794
US MARINE CORPS RESERVE TRAINING CENTER
Miramar NAS, San Diego 277-5635
US NAVY RECRUITING - 352 N. Magnolia, El Cajon 442-5177
US COAST GUARD RECRUITING - 842 Broadway, San Diego 239-8826
US COAST GUARD RESERVES - 2710 N. Harbor Dr., San Diego 293-5185
Apprenticeship programs are available in many areas in San Diego County. Usually these programs consist of working with Journeymen in the field for a given time until a certain level of competency is reached. One caution, it may be very difficult to get into an apprenticeship program.

Here is a partial list of apprenticeship programs in the San Diego area:

- Automotive
- Barber
- Bricklayers and Stonemasons
- Carpentry and Drywall
- Carpet Linoleum and Soft Tile
- Cement Mason
- Glaziers
- Ironworkers
- Lathers
- Machinist
- Meatcutters
- Mill Cabinet Maker
- Operating Engineers
- Painter-Drywall Taper
- Plasterers
- Plumbers and Pipefitters
- Roofers
- Sheet Metal
- Sound Technicians
- Surveyors
- Teamsters Heavy Duty Construction Mechanic
- Typographical
- Welder

For general Apprenticeship information, contact:

Mr. Nathan Jordan, Representative
Bureau of Apprenticeship and Training
U.S. Department of Labor
1927 Fifth Avenue, Room 206
San Diego, CA 92101
293-5260
Farrier (Horseshoeing) -- Granite Hills High School
Food Retailing -- 7-Eleven Training Center, La Mesa
Food Service Occupations -- Mt. Miguel High School
Graphic Communications and Productions -- El Cajon High School
Heating - Air Conditioning -- Grossmont High School
Home Appliance Repair -- Monte Vista High School
Hotel - Motel Careers -- American Business College, San Diego
Industrial Specialties Technology Lab. -- Grossmont College
Landscape Occupations -- El Capitan High School
Medical Clerk -- Health Occupations Ed. Center
Medical Transcription Training -- Health Occupations Ed. Center
Motorcycle Engine and Frame Repair -- El Capitan High School
Motorcycle and Small Engine Technician -- Borrego Springs High School
Nurse Aide-Orderly -- El Cajon Valley Hospital
Office Machine Repair -- Mt. Miguel High School/Monte Vista High School
Paying and Receiving Teller -- Health Occupations Ed. Center
Plastics -- Mt. Miguel High School
Radio and TV Repair -- Helix High School
Recreational Vehicle and Mobile Home Repair -- Casa Bonita Mobile Home Sales
Science Lab Assistant -- Mt. Miguel High School
Secretarial and Clerical Business Lab. -- El Cajon High School
Secretarial and Clerical Insurance Lab -- Monte Vista High School
Small Business Merchandising -- Sierra Vista High School
Small Engines and Outboard Repair -- El Capitan High School
Tailoring, Alterations and Sales -- Chaparral High School
Truck Driving Occupations -- Santana High School
Warehouse Occupations -- Santana High School
Welding - Combination -- El Cajon High School
REGIONAL OCCUPATIONAL PROGRAM

The Regional Occupational Program (ROP) is a county wide public service which extends occupational education opportunities to all youth and adults in San Diego County and provides full-time placement services to assist students who have completed the courses to find a job.

Over 140 different (ROP) courses are available to Grossmont Union High School District students (mainly seniors and some juniors). Students can earn credit toward a high school diploma through successful completion of an ROP course, plus, a certificate of completion to present to employers.

Students in the Grossmont Union High School District can obtain information concerning ROP courses, assistance in career planning, and enrollment forms from counselors in each high school.

Grossmont Union High School District students may attend courses at any of the following listed locations, and are not limited to courses that are available at their school of attendance. However, course offerings can and do change from time to time so be sure to check with your school counselor for the latest information available.

- Airport and Aviation Occupations -- Grossmont College
- Applied Marketing -- El Cajon High School and Parkway Plaza
- Auto Air Conditioning and Heating -- Accessory Service Center
- Auto Body and Frame Straightening -- Santana High School
- Auto Body Repair -- Terry Allen Datsun
- Auto Diagnostic Equipment Maintenance, Repair and Calibration (for emission control) -- Grossmont College
- Auto Front-end Alignment and Brakes -- Terry Allen Datsun
- Auto Repair - Foreign Car -- Terry Allen Datsun
- Auto Towing and Emergency Road Service -- Grossmont High School and Johnston’s Auto Service
- Auto Transmission and Drive Lines -- Dean Jones Lincoln Mercury
- Auto Tune-up -- Terry Allen Datsun
- Auto Tune-up and Emission Control -- Santana High School
- Bicycle Servicing and Repair -- Monte Vista High School
- Child Care Occupations -- Grossmont College
- Commercial Art -- Santana High School
- Commercial Photography Occupations -- Granite Hills High School
- Custodial and Housekeeping Occupations -- Grossmont High School and Rancho Del Campo High School
- Dental Health Assistant -- Health Occupations Ed. Center
- Diesel Mechanic -- Santana High School (Elliot Annex)
- Electronic Business Machine Repair -- Helix High School
- Electronics Technician Lab -- Helix High School
- Electroplating -- Helix High School
Exploring is a scouting program that is organized around career interest posts. In San Diego County there are posts in such areas as Architecture, Automotive, Aviation, Banking and Business, Computer and Math, Construction and Crafts, Electronics, Engineering, Fire Science and Emergency, Hotel and Restaurant Management, Humanities, Law and Enforcement, Medicine, Merchandising, Music, Natural Science and Forestry, Oceanography and Radio-Television. This program is mostly for juniors and seniors in high school. Chances are you will be working with the leaders in the field of your interest if you join. To be a member you will probably have to meet these minimum requirements: attend a minimum of two one-hour meetings a month, plus field or laboratory projects; be between fourteen and eighteen years of age and still attend high school; pay membership fee of one dollar a year plus post dues.

For more information call 298-6121 at Boy Scout Headquarters.
Private Business and Technical Schools are available in San Diego and in the U.S.A. Be aware of what the school offers and check it out thoroughly before committing your time and money. For information on San Diego business and technical schools you can contact the school directly or see your counselor.

Books concerning occupational training programs lasting two years or less may be found at your school's career center or at a public library. Here is a partial list:

The Blue Book of Occupational Education

Lovejoy's Career and Vocational School Guide

Barron's Guide to Two-Year Colleges

American Junior Colleges

American Trade Schools Directory

Listed below are some examples of training that is available locally:

Airline Jobs
Architectural Drafting
Art
Auto Mechanics
Barbering
Bartending
Bookkeeping
Cashier - Checker, Grocery
Clerical
Communication Jobs
Computer Jobs
Cosmetology
Die Designing
Electronics
Foreign Languages
Income Tax
Industrial Math
Interior Decorating
Law
Machine Design
Mechanical Drafting
Medical Careers
Modeling
Motel Management
Real Estate
Secretarial (many types)
Shipfitting
Welding

The Volunteer Bureau can give you an opportunity to get placed in an area where people need help. You can be helping others and at the same time be learning about career opportunities where you work. For further information call 238-1377.
STATE AND FEDERAL BOOKS AND PAMPHLETS ABOUT CAREERS

These books and pamphlets should be available at your school's Career Center, or at a public library.

Occupational Outlook Handbook describes thousands of jobs. It gives descriptions of the nature of the work, places of employment, training, other qualifications, advancement, employment outlook, earnings, working conditions and sources of additional information.

Encyclopedia of Careers and Vocational Guidance. Volume I, "Planning Your Career," is divided into different industries, businesses and occupational groups, explaining each. Volume II, "Careers and Occupations," gives the following information about each occupation: a definition, history, the nature of the work, requirements, special requirements, opportunities for experience and exploring, methods of entering, advancement, employment outlook, earning, conditions of work, social and psychological factors, sources of additional information and related articles in Volume I.

California Occupational Guides. These are pamphlets that are grouped into the following 15 careers groups:

- CLERICAL OCCUPATIONS
- CRAFTSMEN - CONSTRUCTION
- CRAFTSMEN - MECHANICS AND REPAIRMEN
- CRAFTSMEN - OTHER
- FARMING, LOGGING AND RELATED, FISHERIES
- GOVERNMENT OCCUPATIONS
- MANAGERS, OFFICIALS, PROPRIETORS
- MEDICAL SERVICES
- PRODUCTION WORKERS - OPERATIVES
- PROFESSIONAL - ARTS, JOURNALISM, RECREATION
- PROFESSIONAL - TEACHING AND SCIENTIFIC
- PROFESSIONAL - ENGINEERING AND DRAFTING
- PROFESSIONAL - OTHER
- SALES OCCUPATIONS
- SERVICE OCCUPATIONS

There are nearly 400 different pamphlets to investigate.
LOCAL SOURCES OF CAREER INFORMATION

1. Your school Career Center.

2. V. I. E. W. (Vital Information for Education and Work)
   Microfilm cards containing four pages of recent information about 242
   local careers and educational prerequisites to careers (available at
   your career center).

3. Career Information Directory (Published by the Superintendent of Schools,
   Department of Education, San Diego County). This is a directory of local
   businesses and representatives of business that will do the following things
   for you: send speakers; lend films, slides, tapes and brochures; allow
   students on-site visitations; give individual vocational counseling to stu-
   dents; and allow students individual observations of business organizations
   (available at your career center).

4. Dial-A-Career 278-3013
   Daytime Service: 8:00 a.m. - 5:00 p.m. Your requests are personally
   handled.
   Nighttime Service: 5:00 p.m. - 8:00 a.m. Your requests will be recorded
   and personally handled the following day. This is a free service of the
   San Diego County Department of Education. They have materials concern-
   ing occupational information, training opportunities, and educational
   opportunities.
OPPORTUNITIES AVAILABLE TO YOU

Your high school has many different classes in the following departments which can help towards your career. If you want to know about specific classes in a department, see your school counselor.

Art Department
Business Education Department
English Department
Home Economics Department
Mathematics Department
Music Department
Physical Education Department
Science Department
Social Studies Department

Career Development. If you have a part time job you can earn and learn at the same time. This class is open to juniors and seniors. Ten units a year may be received for Career Development, with a maximum of forty units towards graduation. You must meet the requirements of the Career Development Specialist: he must approve of the job; you will have to turn in time cards every week; the Career Development Specialist will give you related instruction; and you must meet the minimum requirements of time spent on the job by hours and number of weeks. In most cases you must have a work permit.

Exploratory Career Development is where you are placed on a job or jobs by the Career Development Specialist to see whether you would like to go into that type of job after high school. You receive no pay, but you are given school credit just like in the class above.

Vocational Classes throughout the Grossmont District are available to you. Of course, you may need to provide your own transportation. Here is a partial list of offerings available:

<table>
<thead>
<tr>
<th>Agricultural Classes</th>
<th>Diesel Mechanics</th>
<th>Metal Trades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Body</td>
<td>Drafting</td>
<td>Plastics</td>
</tr>
<tr>
<td>Auto Mechanics</td>
<td>Electricity</td>
<td>Woodworking</td>
</tr>
<tr>
<td>Building Construction</td>
<td>Electronics</td>
<td></td>
</tr>
</tbody>
</table>
This chart is by no means a complete set of factors in reaching your goal, but it does show you that you have come a long way in your life already.

Hopefully you can now see the importance of making some basic career goals for your future. In the next section of the booklet is information that will help you learn about opportunities in different careers.
First let's talk about decisions. Wise decisions are usually based on two main factors: knowledge and attitudes. For making career decisions you need to have knowledge about yourself and about career opportunities. You also need to be aware of your own attitudes: what you like and dislike, what things you find rewarding, etc.

But decisions are not everything; you must determine where these decisions will lead you. It is a good idea to set up a specific career goal to work towards. To do this you need much information, and you need to take a good look at yourself. This booklet was written to help you set up a career goal. This first goal may turn out to be only one part of another, higher goal; but taking this first step is important.

The diagram below shows three crucial factors that should help determine your career goal: you must be able to do the job, you must enjoy doing the job, and you must be willing to do the job.
Part time work
First full time job
Change in full time job

Selection of Jr. High classes

Selection of High School classes

Career - Education decisions

Selection of Apprenticeship program

Selection of business or technical school

Selection of adult education classes

Selection of an ROP class

Selection of a Community College

Enlistment in a Military service

Selection of four or more years of college

SOLID LINE (_____) Time when decision is most likely to be made.
BROKEN LINE (____) Time when decision may have to be made.
DOTTED LINE (____) Time when decision is least likely to occur.
Look at the chart on the next page. If it seems to you like the decisions concerning your career future are upon you, chances are you are right. This booklet was written to help guide you through career decisions and help you see how setting career goals can help you. No one can tell you what to do with your life. The final decision is yours. Remember, help is available if you ask for it.

This booklet is set up in six parts for easy reference. The first five sections are concerned with where you are in your career decision making. The last section is about your high school guidance department.

PART 1. Becoming Aware of the Need for Career Decisions

PART 2. Opportunities Available to You

PART 3. Setting Up Goals (How To Do It)

PART 4. Working on Your Goals

PART 5. You Made It! and Your Next Step Is...

PART 6. Your High School Guidance Department

WHERE ARE YOU?

2 Becoming Aware of the Need for Career Decisions

3 Setting Up Your Goals

4 Working On Your Goals

5 You Made It And Your Next Goal Is...
At the present time only one-fifth of all students entering the fifth grade in the United States end up graduating from a four-year college. Career guidance for the other four-fifths of the students is definitely a major educational need. Since half of those who do enter college will drop out before finishing, the high schools must see that every student, whether he plans to attend college or not, has a marketable skill upon graduation, or the knowledge and background to acquire one.

**CAREER TRAINING MAZE**

**Which Path Will YOU Take?**

- **Elementary School**
- **Junior High School**
- **High School**
- **Exploring**
- **Career Development**
- **Technical Programs**
- **R.O.P.**
- **Military**
- **4 Year College**
- **Community College**
- **Adult Education**
- **Business and Technical Schools**
- **Apprenticeship Programs**
To Granite Hills Parents and Students:

Each year new programs, new courses, and new requirements are added to the local high school curriculum. This booklet is designed to assist you in understanding some of the recent changes and additions that are occurring at Granite Hills High School.

As in the past, the staff at Granite Hills High School is working to include in our program new and relevant experiences for all students. As a result vocational and career development counseling have been expanded this year and further development is planned for next year. Answers to many questions are contained in this booklet and the counseling staff is available to answer your specific questions.

GRANITE HILLS COUNSELING STAFF
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To Grossmont District Parents and Students:

Each of the Grossmont High Schools has a total guidance program that is provided to assist students in the very important task of career choice and career planning. The guidance services available in the program include testing, counseling, occupational and educational information, and assistance in preparing students for job placement. All of these services are provided on a continuous basis throughout high school so that students can be advised of occupational and educational training opportunities and related high school curriculum that will prepare them for entry into a job or on to further training after high school.

The purpose of the SAVVY Booklet which has been prepared by Alan W. Marshall is to inform students and their parents of the continuing guidance services available in the Grossmont District and to stimulate students' use of these services in career planning.

Thomas J. Jacobson, Ph.D.
Director, Pupil Personnel Services
Student Alternatives to careers Via Vocational opportunities available to Youth

Pupil Personnel Services
Grossmont Union High School District
GUIDANCE DEPARTMENT
El Capitan High School
10410 Ashwood Street
Lakeside, CA 92040

IMPORTANT PROGRAMMING DATES
Mid-February through March  Programming for 74-75 school year.
June 17  The first 7 week session of summer school begins.
July 11  The second 7 week session of summer school begins.
August 5  The post session of summer school begins (3 ½ wks.)
August 26  Counselors return to school to update programs prior to ESP.
September 3  ESP begins.
September 10  School begins.
Request For Help Information

☐ Help - I don't know where to start
☐ I Would Like Information On:
(Check any/all that you wish)
☐ Classes In My High School
☐ General or Vocational Career Development
☐ Exploratory Career Development
☐ Vocational Classes in G. U. H. S. D.

Student's Name

Address

City Zip Code

Phone

Please call me from class:

Room

Period

Class

Teacher

Counselor

Direcory

Dial-A-Career

Volunteer Bureau

Exploring

R. O. P.

Apprenticeship Programs

Business and Technical Schools

Military

Community Colleges

Financial Aids

Setting Up My Career Goals
Everyone tries to listen when you call for assistance and guidance promptly.

How good a guidance department is will hinge on how much help we can give. Guidance implies that we'll help guide, but not decide. Responsibility for decisions has to rest with you.

What are some of the ways to make a decision? Let's explore that one. Guess, flip a coin, let someone else do it, or make a decision based on the best information available to you. This is where the guidance department comes in.

First, find some of the information yourself. Do some digging in the Career Center. The Career/Vocational Counselor Specialist will help you in any way possible. If they are not available, Career Center Technicians can help you get started on finding things.

Second, use the information to form some possibilities as to what you would like to do. One good technique is to think about what you enjoy for your hobbies. Is there a way to change your hobby skills into a career that you would like?

Third, narrow down the possibilities to some tentative decisions. You don't have to narrow it down to one, because the career you may be interested in may not have any job openings. Give yourself a second or third choice, in case the first one doesn't work.

Fourth, see your counselor for assistance and guidance, after you've done some of the work yourself. Guidance means help, but let the help start with you.
EL CAPITAN COUNSELING PROGRAM

In order to help students in the vocational and educational preparation, we have developed what we feel is an effective program to provide a maximum amount of counselor availability. Listed below you will find how students are assigned to counselors and the specialty areas for which each counselor is responsible:

Mr. Larry January
Mrs. Joan Gangwisch

These counselors work exclusively with 9th grade students and are responsible for programming, parent contacts, and the development of tentative 4-year courses of study.

Mr. John Mates
Grades 10-12 (A-D)
Counseling Department Chairman
Coordinates internal organization of counseling staff.

Mr. Richard Brown
Grades 10-12 (E-K)
Works with vocationally oriented students whose future plans involve junior college programs.

Mr. Winfield Dean
Grades 10-12 (L-Re)
College entrance and scholarship specialist.

Mrs. Joyce Hardin
Grades 10-12 (Ri-Z)
Testing coordinator for El Capitan

Mr. Easa Harb
In charge of vocational counseling program, coordinates teacher prep program, office assistant and off campus vocational programs; responsible for operation of Career Center and liaison with community educational and employment facilities.

In addition to the counselors listed above, we are also fortunate to have a full-time teacher who works in the Career Development field. Mr. David Paradowski is responsible for all students involved in General and Exploratory Career Development.

The heart of our vocational counseling program is our Career Center, Room 402. In Room 402, you will find brochures and catalogs from vocational schools and colleges, as well as college entrance information. You will also find information concerning virtually all kinds of jobs in the United States, including skills necessary, training required, and future employment outlooks. The Career Center also has a current index of job needs in San Diego County for high school graduates, as well as information on how to become employable in these areas.
Now, lay out your post high school plans in the order you intend to do them. Set sub-goals for each goal.

**Career Goal**

**Immediate Goals**

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**YOU MADE IT! AND YOUR NEXT STEP IS.**

**Future Goals**

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WORKING ON YOUR GOALS

First think about all the high school classes that you have already taken and list all the ones that will help you towards your goal.

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Next, list the classes that you can take in future semesters to help you towards your goal. Set sub-goals for performance in these classes. Write down how these classes will help you.

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List the other activities during high school that will help you towards your career goal (example: tests for admittance to vocational school). List these activities and dates.

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