
The information, in this section of the Curriculum Guide, is related to the activities identified for **completion in Unit Three**, Work Readiness. Included in this section are the following:

JA BizTown Staffing Model

JOBS-2

The teacher will use this Staffing Model to identify the appropriate number of students that can be assigned daily to an individual business and for recording the names of the student to a job and **personal account number**. This staffing information is necessary for the assignment of **student jobs following the job application process**. **The teacher must send this document to the JA Area Office no later than one week before the on-site simulation visit.**

JA BizTown Job Descriptions

JOBS-26

These job descriptions, organized by business, are referenced in the curriculum as a means of introducing students and teachers to the jobs available within each business. Students should have access to these job descriptions, along with the Classified Ads, prior to initiating the job application process and procedures (i.e. copy and post descriptions on the bulletin board or another classroom display). Teachers may find the descriptions helpful when assigning students to specific jobs. Job descriptions can also be found online for teachers viewing.

JA BizTown Elections

JOBS-41

The teacher may choose to introduce elections as a component of job placement for *JA BizTown*. These documents provide suggestions to facilitate classroom elections as well as various forms including ballots, voter registration, and campaign filings.

JA BizTown Interview Process

JOBS-49

Teachers who choose to include student interviews in the job placement process will use this information. Templates are provided to assist volunteers in facilitating student interviews.

JA BizTown Employment Letter

JOBS-54

The teacher may choose to use this document as a means of informing students of their job assignments.

Note to teacher: Electronic files of all templates in this section are provided on the JA Indy web site for ease of use and customization, www.jaindy.org.

Directions: Our office will inform you of the businesses assigned to your school. Assign each student to a business and position. Locate your group size in the table and assign only the indicated number of positions. If you need to use the next group size, evenly distribute remaining students among the JA BizTown businesses. Record each assigned student's name next to the corresponding business position below. You may not be assigning every job, depending on your group size. Assign students only to positions marked with an "X" for your group size. Contact your JA director for guidance if needed.

Email alysiab@jaindy.org no later than one week before the onsite visit.



School _____ Visit Date _____

Lead Teacher _____

City Hall	Break Color	S 75	M 90	L 110	XL 125	Max 140	Salary	Account Number	Student Name
Mayor 	Red	X	X	X	X	X	\$9.00	101	
Town Treasurer	Yellow	X	X	X	X	X	\$9.00	102	
Leasing Agent	Green	X	X	X	X	X	\$8.00	103	
City Manager	Red	X	X	X	X	X	\$8.00	104	
IRS Agent	Yellow	X	X	X	X	X	\$8.00	105	
Chief of Police	Green	X	X	X	X	X	\$8.00	106	
Town Marshal #1 	Yellow	X	X	X	X	X	\$8.00	107	
Property Appraiser	Red			X	X	X	\$8.00	108	
Town Marshal #2	Red		X	X	X	X	\$8.00	109	

 This role involves public speaking

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School _____ Visit Date _____

Lead Teacher _____

City Hall Continued	Break Color	S 75	M 90	L 110	XL 125	Max 140	Salary	Account Number	Student Name
Town Marshal #3	Green			X	X	X	\$8.00	110	
Attorney	Red			X	X	X	\$8.00	111	
Parks and Rec Director*	Yellow		X	X	X	X	\$8.00	112	
Animal Shelter Director*	Red		X	X	X	X	\$8.00	113	
Public Works Director*	Yellow		X	X	X	X	\$8.00	114	
Assistant Parks and Rec Director*	Green			X	X	X	\$8.00	115	
Assistant Public Works Director*	Red					X	\$8.00	116	

*These businesses will be paid by City Hall and will operate from a centrally located kiosk in the center of town.

Please list any jobs that require job instructions in specific languages and specify the required language for each job.



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School _____ Visit Date _____

Lead Teacher _____

 Huntington	Break Color	S 75	M 90	L 110	XL 125	Max 140	Salary	Account Number	Student Name
CEO 	Red	X	X	X	X	X	\$9.00	117	
CFO	Yellow	X	X	X	X	X	\$9.00	118	
Teller #1	Red	X	X	X	X	X	\$8.00	119	
Teller #2	Yellow	X	X	X	X	X	\$8.00	120	
Personal Banker #1	Yellow	X	X	X	X	X	\$8.00	121	
Teller #3	Green		X	X	X	X	\$8.00	122	
Teller #4	Green			X	X	X	\$8.00	123	
Teller #5	Red			X	X	X	\$8.00	124	
Personal Banker #2	Green				X	X	\$8.00	125	

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School _____ **Visit Date** _____

Lead Teacher _____


<i>Republic Airways</i>	Break Color	S 75	M 90	L 110	XL 125	Max 140	Salary	Account Number	Student Name
CEO/Pilot 	Green	X	X	X	X	X	\$9.00	126	
CFO	Yellow	X	X	X	X	X	\$9.00	127	
Flight Attendant #1	Red	X	X	X	X	X	\$8.00	128	
Flight Attendant #2	Yellow	X	X	X	X	X	\$8.00	129	
Flight Attendant #3	Green		X	X	X	X	\$8.00	130	
Flight Attendant #4	Red			X	X	X	\$8.00	131	
Regional Ops Manager#1	Yellow	X	X	X	X	X	\$8.00	132	
Maintenance Tech #1	Green				X	X	\$8.00	133	
Flight Attendant #5	Red				X	X	\$8.00	134	
Maintenance Tech#2	Yellow				X	X	\$8.00	135	
Regional Ops Manager#2	Green			X		X	\$8.00	136	
Maintenance Tech#3	Red					X	\$8.00	137	
Gate Agent #1	Yellow					X	\$8.00	138	
Gate Agent #2	Green					X	\$8.00	139	

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School _____ Visit Date _____

Lead Teacher _____

SHARP	Break Color	S 75	M 90	L 110	XL 125	Max 140	Salary	Account Number	Student Name
CEO 	Red	X	X	X	X	X	\$9.00	140	
CFO	Yellow	X	X	X	X	X	\$9.00	141	
Editor #1	Green	X	X	X	X	X	\$8.00	142	
Reporter #1	Green	X	X	X	X	X	\$8.00	143	
Ad Executive #1	Green	X	X	X	X	X	\$8.00	144	
Photographer	Yellow	X	X	X	X	X	\$8.00	145	
Web Designer	Red	X	X	X	X	X	\$8.00	146	
Ad Executive #2	Yellow			X	X	X	\$8.00	147	
Social Media Manager #1	Red			X	X	X	\$8.00	148	
Reporter #2	Yellow				X	X	\$8.00	149	
Editor #2	Yellow					X	\$8.00	150	
Social Media Manager #2	Green					X	\$8.00	151	

Please list any jobs that require job instructions in specific languages and specify the required language for each job.






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School _____ Visit Date _____

Lead Teacher _____

RADIO DISNEY	Break Color	S 75	M 90	L 110	XL 125	Max 140	Salary	Account Number	Student Name
CEO 	Red	X	X	X	X	X	\$9.00	152	
CFO	Yellow	X	X	X	X	X	\$9.00	153	
Ad Executive #1	Green	X	X	X	X	X	\$8.00	154	
DJ #1 	Yellow	X	X	X	X	X	\$8.00	155	
Reporter #1 	Red	X	X	X	X	X	\$8.00	156	
DJ #2	Green	X	X	X	X	X	\$8.00	157	
Reporter #2 	Green					X	\$8.00	158	
Ad Executive #2	Yellow					X	\$8.00	159	
DJ #3 	Red				X	X	\$8.00	160	

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School _____ **Visit Date** _____

Lead Teacher _____

	Break Color	S 75	M 90	L 110	XL 125	Max 140	Salary	Account Number	Student Name
CEO/Franchisee 	Red	X	X	X	X	X	\$9.00	161	
CFO	Yellow	X	X	X	X	X	\$9.00	162	
Driver /Sales Associate #1	Green	X	X	X	X	X	\$8.00	163	
Graphic Designer #1	Red	X	X	X	X	X	\$8.00	164	
Driver /Sales Associate #2	Yellow		X	X	X	X	\$8.00	165	
Graphic Designer #2	Green			X	X	X	\$8.00	166	

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School _____ Visit Date _____

Lead Teacher _____

<i>Lilly</i>	Break Color	S 75	M 90	L 110	XL 125	Max 140	Salary	Account Number	Student Name
CEO 	Red	X	X	X	X	X	\$9.00	167	
CFO	Yellow	X	X	X	X	X	\$9.00	168	
Quality Engineer #1	Red	X	X	X	X	X	\$8.00	169	
Biomedical Engineer #1	Yellow	X	X	X	X	X	\$8.00	170	
Brand Manager #1	Green	X	X	X	X	X	\$8.00	171	
Social Impact Director #1	Red	X	X	X	X	X	\$8.00	172	
Quality Engineer #2	Yellow				X	X	\$8.00	173	
Biomedical Engineer #2	Green				X	X	\$8.00	174	
Brand Manager #2	Red					X	\$8.00	175	
Social Impact Director #2	Yellow					X	\$8.00	176	

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School _____ **Visit Date** _____

Lead Teacher _____

	Break Color	S 75	M 90	L 110	XL 125	Max 140	Salary	Account Number	Student Name
CEO 	Red	X	X	X	X	X	\$9.00	177	
CFO	Yellow	X	X	X	X	X	\$9.00	178	
Physical Therapist #1	Green	X	X	X	X	X	\$8.00	179	
Registered Nurse	Red	X	X	X	X	X	\$8.00	180	
Medical Assistant	Yellow	X	X	X	X	X	\$8.00	181	
Respiratory Therapist	Red		X	X	X	X	\$8.00	182	
Physical Therapist #2	Yellow				X	X	\$8.00	183	
Paramedic	Red					X	\$8.00	184	

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School _____ Visit Date _____

Lead Teacher _____

	Break Color	S 75	M 90	L 110	XL 125	Max 140	Salary	Account Number	Student Name
CEO 	Red	X	X	X	X	X	\$9.00	185	
CFO	Yellow	X	X	X	X	X	\$9.00	186	
Courier #1	Green	X	X	X	X	X	\$8.00	187	
Operations Manager #1	Red	X	X	X	X	X	\$8.00	188	
Sales Manager #1	Yellow	X	X	X	X	X	\$8.00	189	
Courier #2	Yellow		X	X	X	X	\$8.00	190	
Sales Manager #2	Red			X	X	X	\$8.00	191	
Operations Manager #2	Green				X	X	\$8.00	192	
Courier #3	Green					X	\$8.00	193	

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School _____ Visit Date _____

Lead Teacher _____

	Break Color	S 75	M 90	L 110	XL 125	Max 140	Salary	Account Number	Student Name
CEO 	Green	X	X	X	X	X	\$9.00	194	
CFO	Yellow	X	X	X	X	X	\$9.00	195	
Financial Advisor #1	Red	X	X	X	X	X	\$8.00	196	
Marketing Director #1	Yellow	X	X	X	X	X	\$8.00	197	
Financial Advisor #2	Green			X	X	X	\$8.00	198	
Marketing Director #2	Red			X	X	X	\$8.00	199	

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School _____ **Visit Date** _____

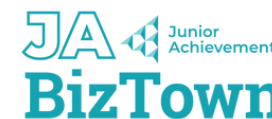
Lead Teacher _____

	Break Color	S 75	M 90	L 110	XL 125	Max 140	Salary	Account Number	Student Name
CEO 	Red	X	X	X	X	X	\$9.00	200	
CFO	Yellow	X	X	X	X	X	\$9.00	201	
Customer Service Rep #1	Green	X	X	X	X	X	\$8.00	202	
Community Relations Director 	Yellow	X	X	X	X	X	\$8.00	203	
Safety Manager	Red		X	X	X	X	\$8.00	204	
Energy Efficiency Marketing Manager	Green		X	X	X	X	\$8.00	205	
Customer Service Rep #2	Red					X	\$8.00	206	
Assistant Community Relations Director	Red			X	X	X	\$8.00	207	
Power Delivery Administrator	Yellow				X	X	\$8.00	208	

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School _____ Visit Date _____

Lead Teacher _____

Powered 3DPARTS By PURDUE UNIVERSITY		Break Color	S 75	M 90	L 110	XL 125	Max 140	Salary	Account Number	Student Name
CEO	Red	X	X	X	X	X	X	\$9.00	209	
CFO	Yellow	X	X	X	X	X	X	\$9.00	210	
Sales Manager #1	Green	X	X	X	X	X	X	\$8.00	211	
Production Manager #1	Red		X	X	X	X	X	\$8.00	212	
3D Cad Designer	Yellow	X	X	X	X	X	X	\$8.00	213	
Engineer	Green			X	X	X	X	\$8.00	214	
Sales Manager #2	Yellow				X	X	X	\$8.00	215	
Production Manager #2	Green					X	X	\$8.00	216	

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School _____ **Visit Date** _____

Lead Teacher _____

 CEO 	Break Color	S 75	M 90	L 110	XL 125	Max 140	Salary	Account Number	Student Name
CEO 	Red	X	X	X	X	X	\$9.00	217	
CFO	Yellow	X	X	X	X	X	\$9.00	218	
Production Manager #1	Red	X	X	X	X	X	\$8.00	219	
Account Executive #1	Yellow	X	X	X	X	X	\$8.00	220	
Developer #1	Yellow	X	X	X	X	X	\$8.00	221	
Developer #2	Green			X	X	X	\$8.00	222	
Account Executive #2	Green				X	X	\$8.00	223	

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School _____ **Visit Date** _____

Lead Teacher _____

	Break Color	S 75	M 90	L 110	XL 125	Max 140	Salary	Account Number	Student Name
CEO 	Red	X	X	X	X	X	\$9.00	224	
CFO	Yellow	X	X	X	X	X	\$9.00	225	
Meter Reader #1	Red	X	X	X	X	X	\$8.00	226	
Conservation Specialist #1	Yellow				X	X	\$8.00	227	
Field Construction Coordinator	Yellow	X	X	X	X	X	\$8.00	228	
Pipe Line Engineer	Green			X	X	X	\$8.00	229	
Conservation Specialist #2	Green					X	\$8.00	230	
Meter Reader #2	Red				X	X	\$8.00	231	


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School _____ Visit Date _____

Lead Teacher _____

	Break Color	S 75	M 90	L 110	XL 125	Max 140	Salary	Account Number	Student Name
CEO 	Red	X	X	X	X	X	\$9.00	232	
CFO	Yellow	X	X	X	X	X	\$9.00	233	
ADT Security Advisor	Red		X	X	X	X	\$8.00	234	
ADT Sales Rep	Green	X	X	X	X	X	\$8.00	235	
Fire Chief	Yellow	X	X	X	X	X	\$8.00	236	
Fire Marshal	Green		X	X	X	X	\$8.00	237	
ADT Sales Rep #2	Yellow				X	X	\$8.00	238	
Deputy Fire Chief	Red			X	X	X	\$8.00	239	
Deputy Fire Marshal	Green			X	X	X	\$8.00	240	

Please list any jobs that require job instructions in specific languages and specify the required language for each job.



Mayor

1. Supervises employees and oversees business operations.
2. Signs all payroll checks.
3. Prepares and gives speeches at Town Meetings.
4. Supervises JA BizTown voting.
5. Coordinates citizen off the day and business of the day recognition process.

Town Treasurer

1. Inputs employee payroll information.
2. Prints and distributes employee payroll checks.
3. Keeps all records of business expenses and payments.
4. Assists with other business duties when employees are on break, and if time is available.

Attorney

1. Make sure legal documents are prepared and completed properly.
2. Work on solving two cases.
3. Works closely with the Town Marshalls.

IRS Agent

1. Completes all JA BizTown tax forms.
2. Issues tax ID numbers and Form W-9 status of JA BizTown nonprofit organization.
3. Prepares invoices and sends out E-bills to all businesses.

LEASING AGENT/PROPERTY APPRAISER

1. Measure space and complete Rental Agreements.
2. Collects and stores the "For Rent" signs.
3. Prepares rent bills and sends electronic invoices

Town Marshall

1. Responsible for ticketing Citizens, Volunteers, and Teachers who break the laws throughout the day.
2. Informs each business about the laws and the fine amounts
3. Writes tickets to law breakers.

City Manager

1. Takes census count of JA BizTown.
2. Work with the Mayor to have citizens vote on a new law for JA BizTown
3. Meet with the CEO of Lilly Lab and photographer to do the ribbon cutting for the new Lilly STEM Center
4. Encourage citizens to participate in the art installation activity

Chief of Police

1. Assign patrol areas for the town marshals.
2. Ensure all laws are correctly input into the tablets.
3. Cover areas when the town marshals are on break.

Parks and Rec Director & Assistant

1. Responsible for the beautification on JA BizTown
2. Cutting grass
3. Host our door events
4. Care for the benches and street lights

Animal Shelter Director

1. Find lost pets around JA BizTown.
2. Create adoption posters.
3. Make pet toys for each business.

Public Works Director & Assistant

1. Be in charge of recycling and trash pickup.
2. Keep the streets clean.
3. Ensure the safety of citizens during outdoor events.



CEO

1. Prepares and gives speech at Town Meeting.
2. Signs all payroll checks.
3. Signs Rental Agreement for business space.
4. Meets with personnel from other businesses when they visit.
5. Supervises employees and business operations

Teller

1. Greets customers as they open personal accounts.
2. Processes paychecks and accepts personal deposits
3. Disburses maximum of \$2 cash per pay period to customers.
4. Records customer personal account transactions in computer.
5. Assists File Clerk with filing, when necessary

Personal Banker

1. Greet customers who are there to open savings account.
2. Visit each business and explains the importance of opening a savings account.
3. Opens savings accounts for customers

CFO

1. Inputs employee payroll information.
2. Prints and distributes employee payroll checks.
3. Keeps all records of business expenses and payments.
4. Assists with other business duties when employees are on break, and if time is available.

Accounting Clerk

1. Delivers bank bags
2. Files personal checks and deposits by account number.
3. Issues cash to Tellers and complete cash-out tickets as needed

ATM Specialist

1. Oversees debit card distributions.
2. Work with JA staff to learn the ATM.
3. Assist citizens with the ATM throughout the day



Republic Airways

CEO/PILOT

1. Obtains business loan.
2. Prepares and gives speech at Town Meeting.
3. Signs all payroll checks.
4. Signs Rental Agreement for business space.
5. Meets with personnel from other businesses when they visit.
6. Supervises employees and business operations

CFO

1. Inputs employee payroll information.
2. Prints and distributes employee payroll checks.
3. Keeps all records of business expenses and payments.
4. Assists with other business duties when employees are on break, and if time is available.

FLIGHT ATTENDANT

1. Greets passengers and helps them find their seats as they board plane.
2. Conducts safety demonstration.
3. Ensures all seatbelts are securely fastened.
4. Communicates with pilot to ensure that cabin is prepared for takeoff
5. Monitors food supply inventory.
6. Accepts payments for all in flight products/services
7. Assists with cleanup after each break

MAINTENANCE TECHNICIAN

1. Completes a safety inspection of the plane before takeoff.
2. Communicates all information to pilots about the status of the aircraft.
3. Gives expense report to CFO if there is a need to replace a part.
4. Removes all trash and remaining products after each flight.
5. Assists with cleanup after each break.

REGIONAL AIRPORT OPERATIONS MANAGER

1. Sells plane tickets to passengers.
2. Greets passengers at doorway and assists with check in.
3. Thank passengers for flying as they leave.
4. Assists with cleanup after each break.



SHARP

CEO

1. Obtains bank loan.
2. Signs Rental Agreement for business space.
3. Supervises employees and oversees business operations.
4. Signs all payroll checks.
5. Prepares and gives speech at a Town Meeting.
6. Assists with all business duties when employees are on break.
7. Assists in selling of the newspaper.

CFO

1. Inputs employee payroll information.
2. Prints and distributes employee payroll checks.
3. Keeps all records of business expenses and payments.
4. Assists with other business duties when employees are on break, and if time is available.

AD EXECUTIVE

1. Collects advertisements from each JA BizTown business.
2. Types and designs business advertisements on the computer.
3. Assists in selling of the newspaper

WEB DESIGNER

1. 1. Learns operation of computer program.
2. Inputs web page information into web page templates. Verifies the spelling and accuracy of the web page templates.
3. Assures web page information is complete.
4. Shares information on how to access web pages with customers.

PHOTOGRAPHER:

1. Takes photographs of JA BizTown officials, citizens, etc. at Town Events.
2. Visits each business and photographs all employees.
3. Assists in selling of the newspaper.

REPORTER

1. Conducts interviews and surveys to be published in the newspaper.
2. Writes news articles and stories.
3. Downloads, or types, written copy into newspaper template for publication.
4. Coordinates photographs for articles, as appropriate.
5. Assists in collating

VIDEOGRAPHER

1. Videos the day at JA BizTown
2. Goes to each business and interviews employees about the day and their shop.
3. Assists in selling of the newspaper

SOCIAL MEDIA MANAGER

1. Take group photos of each business
2. Conduct video interviews



CEO

1. Obtains business loan.
2. Prepares and gives speech at Town Meeting.
3. Signs all payroll checks.
4. Signs Rental Agreement for business space.
5. Meets with personnel from other businesses when they visit.
6. Supervises employees and business operations

CFO

1. Inputs employee payroll information.
2. Prints and distributes employee payroll checks.
3. Keeps all records of business expenses and payments.
4. Assists with other business duties when employees are on break, and if time is available.

REPORTER

1. Interviews JA BizTown citizens for news stories.
2. Writes news stories utilizing Reporter Guideline.
3. Forwards copy of news reports to be read on air.
4. Forwards news flashes and articles to CEO for review and approval.
5. Works in close partnership with the Ad Executive, assisting as needed.

DJ

1. Learns to operate sound equipment.
2. Selects music for airtime.
3. Completes scheduling of on-air Play List.
4. Reads, clearly, news items, ads, announcements, weather, etc. over the air.



AD EXECUTIVE

1. Collects ads from each JA BizTown business.
2. Reviews and edits ads to be read on the air.
3. Forwards ads to the DJ for scheduling and reading.
4. Bills each business electronically for advertising fee.
5. Coordinates special promotions and sales.
6. Operates Point of Sales computer.



CEO/Franchisee

1. Obtain Bank Loan
2. Sign lease agreements
3. Supervise and oversee business operations
4. Sign business checks
5. Prepare and give speech during opening town meeting

CFO

1. Input employee payroll information
2. Print and distribute employee paychecks
3. Keep records of business and expenses payment
4. Assist with other business duties when employees are on break
5. Notarize documents and student passports

Driver/Sales Associate

1. Greets all incoming customers and provides an exceptional guest experience.
2. Receive items from businesses. Package and deliver throughout the day.
3. Deliver bounce back flyers to volunteers and newspaper for end of the day printing.
4. During the shopping breaks sell items and encourage citizens to donate .25 to the Start Small Go Big Program
5. Shred documents

Graphic Designer

1. Assists Sales Associate with greeting all customers and provides an exceptional guest experience.
2. Print Bounce backs.
3. Collect shop logos from each business.
4. Assists with all business needs when time permits. (restock, cleaning)
5. Assist customers with purchases.
6. Prepare advertising wall.
7. Design the Logos for each business using editing software.
8. Deliver advertising flyers to local businesses.
9. Review logos for errors prior to printing. Then deliver to each CEO.

CEO

1. Obtain Bank Loan
2. Sign lease agreements
3. Supervise and oversee business operations
4. Sign business checks
5. Prepare and give speech during opening town meeting

CFO

1. Input employee payroll information
2. Print and distribute employee paychecks
3. Keep records of business and expenses payment
4. Assist with other business duties when employees are on break
5. Notarize documents and student passports

Quality Engineer

1. Conduct routine inspections and audits to ensure products meet established quality standards and specifications.
2. Collaborate with production teams to develop and quality products

Brand Manager

1. Enhance brand visibility and recognition.
2. Collaborate with staff to organize an outdoor demonstration using provided items.
3. Ensure all products meet Lilly's high standards.

Biomedical Engineer

1. Conduct research and testing
2. Ensure everyone is using proper safety procedures
3. Conduct any and all testing of products from other JA BizTown businesses

Social Impact Director

1. Develop and implement social impact strategies
2. Build and maintain partnerships
3. Monitor and evaluate program effectiveness



CEO

1. Obtains business loan.
2. Prepares and gives speech at Town Meeting.
3. Signs all payroll checks.
4. Signs Rental Agreement for business space.
5. Meets with personnel from other businesses when they visit.
6. Supervises employees and business operations

CFO

1. Inputs employee payroll information.
2. Prints and distributes employee payroll checks.
3. Keeps all records of business expenses and payments.
4. Assists with other business duties when employees are on break, and if time is available.



PHYSICAL THERAPIST

1. Becomes familiar with materials and equipment.
2. Greets patients as they “sign in.”
3. Demonstrates easy exercises to incorporate at work.

RESPIRATORY THERAPIST

1. Works with patients to complete a healthy lifestyle screening.
2. Collects health trend data from businesses
3. Aids with patient record keeping.

REGISTERED NURSE

1. Works directly with patients
2. Determines results of screening tests that are offered to patients(i.e. temperature, heart rate, etc.)



Peyton Manning Children's Hospital

Ascension St. Vincent

MEDICAL ASSISTANT

1. Bills each business electronically for healthcare.
2. Provides support to other medical personnel.
3. Operates Point of Sales tablet.

PARAMEDIC

1. Monitors JA BizTown for ways to enhance safety awareness.
2. Provides citizens with information on ‘specialty’ health and fitness issues.
3. Informs businesses of financial benefits that result from healthy employees.



CEO

1. Obtains business loan.
2. Prepares and gives speech at Town Meeting.
3. Signs all payroll checks.
4. Signs Rental Agreement for business space.
5. Meets with personnel from other businesses when they visit.
6. Supervises employees and business operations

CFO

1. Inputs employee payroll information.
2. Prints and distributes employee payroll checks.
3. Keeps all records of business expenses and payments.
4. Assists with other business duties when employees are on break, and if time is available.

Courier

1. Collects mail from central postal box.
2. Sorts letters and “cancels” postage stamps.
3. Delivers processed mail to businesses and individuals in JA BizTown.
4. Provides customer service (greeting/selling).
5. Assists Sales Manager, as necessary.

OPERATIONS MANAGER

1. 1. Distributes materials to each business.
2. 2. Collects supply bins from each business at the end of the day.
3. 3. Packs customer supply bins for next day's business operations.
4. 4. Assist Courier with delivering mail.

SALES MANAGER

1. Works with CEO to set prices of retail products.
2. Bills each business electronically for supplies.
3. Prepares product displays.
4. Tags all items to be sold.
5. Responsible for marketing the company and introducing and selling shipping services.
6. Operates Point of Sales computer
7. Assists customers with sales and accepts payments.



CEO

1. Prepares and gives speech at Town Meeting.
2. Signs all payroll checks.
3. Signs Rental Agreement for business space.
4. Meets with personnel from other businesses when they visit.
5. Supervises employees and business operations

CFO

1. Inputs employee payroll information.
2. Prints and distributes employee payroll checks.
3. Keeps all records of business expenses and payments.
4. Assists with other business duties when employees are on break, and if time is available.



Financial Advisor

1. Greets customers as they open their retirement account.
2. Help citizens learn how to invest their money.
3. Share results of their investments with citizens.
4. Records customer personal account transactions in computer

Marketing Director

1. Develop materials for marketing.
2. Research what is the best kind of marketing to reach people.
3. Share investment growth with citizens
4. Help people understand the value of saving for retirement



Indiana

CEO

1. Obtains business loan.
2. Prepares and gives speech at Town Meeting.
3. Signs all payroll checks.
4. Signs Rental Agreement for business space.
5. Meets with personnel from other businesses when they visit.
6. Supervises employees and business operations

Community Relations Director

1. Reviews the Adopt-A-Duck program paperwork and sets it up for shopping breaks.
2. Collect pledge sheets from businesses
3. Bill businesses for their donations
4. Operates Point of Sales tablet.

Assistant Community Relations Director

1. Reviews instructions and assist the community relations director throughout the day
2. Help in selecting and presenting the Adopt-A-Duck winner
3. Assist with selling products.

Safety Manager

1. Delivers kits to each business.
2. Take clean filters to each business
3. Collect kits and return to AES Indiana at close of the business day



CFO

1. Inputs employee payroll information.
2. Prints and distributes employee payroll checks.
3. Keeps all records of business expenses and payments.
4. Assists with other business duties when employees are on break, and if time is available.

Customer Service Rep

1. Visits each business at JA BizTown and reads power meters.
2. Emails invoices to each business
3. Educates JA BizTown citizens in

Power Delivery Administrator

1. Receives and reviews work orders.
2. Performs work orders.
3. Completes work order satisfaction reports.
4. Learn how electricity is delivered to your

Energy Efficiency Marketing Manager

1. Prepare energy audits for each business.
2. Visit businesses to verify compliance
3. Deliver certificates at end of day



CEO

1. Obtains business loan.
2. Prepares and gives speech at Town Meeting.
3. Signs all payroll checks.
4. Signs Rental Agreement for business space.
5. Meets with personnel from other businesses when they visit.
6. Supervises employees and business operations

CFO

1. Inputs employee payroll information.
2. Prints and distributes employee payroll checks.
3. Keeps all records of business expenses and payments.
4. Assists with other business duties when employees are on break, and if time is available.

Sales Manager

1. Prepares sales area with product display to demonstrate and sell 3D Printed Products.
2. Greets customers, assists with order forms, and
3. accepts payments for sale of products

Product Manager

1. Prepares Posters and Flyers to advertise business and products.
2. Learn to complete order forms.
3. Assist with assembling 3D Printed Products as needed to produce and deliver orders.
4. Sells Products.
5. Stocks Business.



3D PARTS
MANUFACTURING, LLC

Powered By

PURDUE
UNIVERSITY

3D CAD DESIGNER

1. Uses 3D Design Software to create 3D printer files needed to produce customized products.
2. Works with Sales Manager to Design 3D Printed Products needed to fill customized orders.
3. Works with Engineers to operate 3D Printer.
4. Works with Production Mgr. to assemble and deliver product.

ENGINEER

1. Operates the 3D Printer to print customized parts.
2. Works with Sales & Production Manager to assemble and deliver 3D Printed Products.
3. Greets customers and explains 3D Printing Process



CEO

1. Obtains business loan.
2. Prepares and gives speech at Town Meeting.
3. Signs all payroll checks.
4. Signs Rental Agreement for business space.
5. Meets with personnel from other businesses when they visit.
6. Supervises employees and business operations

ACCOUNT EXECUTIVE

1. Hands out marketing materials
2. Fills out contract with business CEO
3. Collects contracts from each business
4. Deliver contracts to the developers to understand what emails to develop for each customer
5. Sell products in the office
6. Invoices each business for Email Blast

CFO

1. Inputs employee payroll information.
2. Prints and distributes employee payroll checks.
3. Keeps all records of business expenses and payments.
4. Assists with other business duties when employees are on break, and if time is available.

PRODUCT MANAGER

1. Works with CEO to determine price of products
2. Prepares sales areas with product display to demonstrate and sell products
3. Sells products in the office and operates point of sales computer.
4. Works with account executive to get feedback on the product

DEVELOPER

1. Uses software to create webpages on behalf of customers
2. Learns operation of program
3. Inputs data into system
4. Verifies spelling and accuracy of email. Checks other developer's work for accuracy
5. Assures Websites are complete



CEO

1. Obtains business loan.
2. Prepares and gives speech at Town Meeting.
3. Signs all payroll checks.
4. Signs Rental Agreement for business space.
5. Meets with personnel from other businesses when they visit.
6. Supervises employees and business operations

METER READER

1. Records meter serial from each business meter.
2. Completes Water/ Utility Applications and Registrations.
3. Reads all utility meters and records usage
4. Invoices all business for utility bill.
5. Assists Conservation Specialist as needed.
6. Operates Point of Sales tablet.

Pipeline Engineer

1. Review the blueprints and measure spaces where the pipelines will be placed.
2. Make the pipeline out of PVC pipes and place them in their designated areas.
3. Calculate a pipeline calculations sheet and give to a JA Staff Member.

CFO

1. Inputs employee payroll information.
2. Prints and distributes employee payroll checks.
3. Keeps all records of business expenses and payments.
4. Assists with other business duties when employees are on break, and if time is available.

CONSERVATION SPECIALIST

1. Informs each business CEO of water conservation standards.
2. Provides conservation information sheet.
3. Conducts conservation survey/ check.
4. Reports results of conservation survey to CEOs and presents certificate

Field Construction Coordinator

1. Visit pipeline locations with Pipeline Engineer
2. Complete Construction Permit Sheets
3. Review the blueprints and verify lengths with Pipeline Engineer
4. Make the pipeline out of PVC pipes and place them in their designated areas



CEO

1. Obtains business loan.
2. Prepares and gives speech at Town Meeting.
3. Signs all payroll checks.
4. Signs Rental Agreement for business space.
5. Meets with personnel from other businesses when they visit.
6. Supervises employees and business operations

SECURITY ADVISOR

1. Works with installer to ensure system signal is received once client purchases monitoring package.
2. Monitors alarm system actively on display terminal and reacts accordingly to standard operating procedure.
3. Clears the signal once the contact has been made with the client or on-scene first responders.

SALES REPRESENTATIVE

1. Meets with other business CEOs to sell monitoring packages to secure their business.
2. Delivers a written contract, gets CEO's signature.
3. Invoices each business for their security package.
4. Operates Point of Sales tablet

CFO

1. Inputs employee payroll information.
2. Prints and distributes employee payroll checks.
3. Keeps all records of business expenses and payments.
4. Assists with other business duties when employees are on break, and if time is available.

FIREMARSHALL \ DEPUTY FIRE MARSHALL

1. Install smoke alarms in each of the businesses in JA BizTown
2. Work with the CEO of each business to conduct fire inspection inside their business.
3. Work with CEO to practice evacuation plans in each business.

FIRE CHIEF

1. Work with the Fire Marshall to ensure the safety of JA BizTown
2. Conduct fire inspections outside of businesses
3. Prepare evacuation plans for each of the businesses

Some schools may opt to hold elections for selected *JA BizTown* positions. These elections are not required; however, the following guide is offered to assist teachers, should they decide to use this option.

The in-class activities can vary greatly depending upon teacher interest and time. Following are suggestions:

1. Elections can be held while still using the interview process. If elections are scheduled first, do not release the results to students until the interviews are completed. All candidates should participate in interviews and indicate 2nd and 3rd choice jobs, if not elected.
2. Announce the positions that will be elected positions for your class visit to *JA BizTown*. Candidates should declare their interest in running for for a position by completing an "**Intent to Run for Office**" form. A deadline for submitting the "Intent to Run for Office" forms to the classroom teacher should be shared with students.
3. Depending upon the number of students interested in each elected position, the election ballot may be created immediately, or it may be preferable to hold a "primary election" prior to the "general election." For example, there may be 3-4 students in several classrooms of the school interested in becoming Mayor. Therefore, it may be preferable to have each classroom elect one candidate to represent them in the "general election." The entire grade level would then elect a Mayor from the winners of the "classroom primaries."
4. Establish a calendar that includes the following benchmarks:
 - a. Due date for "Intent to Run for Office" forms
 - b. Due date for "Campaign Managers" forms
 - c. Deadline date for Voters Registration
 - d. Date of Classroom Primary (optional)
 - e. Date of General Election
5. Some or all of the following positions may be used:
 - **Candidates** (*Mayor and/or other positions*) Refer to the Job Descriptions found in Tab 7, *JA BizTown Jobs* page 11, of the Curriculum Guide for details concerning the Mayor and other *JA BizTown* positions.
 - **Campaign Managers** (*one per candidate, or a team of individuals*) These individuals assist the candidates during the election process by helping with slogans, posters, speeches, etc. Their primary job is to help the candidate win votes!
 - **Voter Registration Clerk** (*might have assistants, or teacher can perform this role*) This individual maintains the list of eligible voters prior to Election Day and is responsible for verifying that each voter has registered before casting his or her vote.
 - **Election Board:** This individual is responsible for overseeing the election calendar, creating and enforcing campaign rules, and generating the ballot.
 - **Campaign Press Team:** This team assists the Campaign Manager and candidate by providing ideas for ads, press releases, posters, etc.

-
- **Speech Writers:** *These individuals assist the Campaign Press Teams.*

 - **Voting Process Innovators:** *These individuals create and manage the physical ballot process with Election Board approval.*
 - **Campaign Ad Creators and Developers:** *These individuals help the Campaign Press Team, if necessary (posters, radio, TV, etc.).*
 - **News Reporters:** *These individuals seek the news and write an article for the JA BizTown Newspaper, etcetera.*
 - **Ballot Counters:** *These individuals help the Election Board by counting and verifying votes.*
6. Post Classroom Election Rules-- There should be no negative campaigns and speeches. Posters and advertisements should be pre-approved by the teacher. Citizens are encouraged to limit financial spending or only use available classroom materials.
 7. Distribute "**Intent to Run for Office**" forms (see template on the following page) with a required date for filing.
 8. Allow the campaign process to proceed for 2-3 days. This process may include posters, campaign buttons, and/or speeches. All must operate within the class rules regarding expenses and appropriate behavior. (Refer to Campaign Manager template form.)

Note: An issue that may surface is avoiding a "popularity contest" during the election process. Consider having candidates write a speech, but have another person, or the teacher, read the speeches anonymously. (This system encourages citizens to vote on content and ideas, rather than on specific individuals.) Ask citizens to cast their ballots. After the ballots are collected, each candidate can deliver his or her speech in front of a group for a public speaking exercise.
 9. Ask citizens to return to page 3 in the Citizen Guide. The Voter Registration Clerk (or teacher, if no Clerk is appointed) should initial all **Voter Registration Cards** and record the voters' names on the **Official Voter's List**. (Refer to template form.) Only those whose names are recorded on the list will be allowed to vote. Registration is a required responsibility for those desiring to vote.

Note: Please **do not** cut the **Voter Registration Card** out of the Guide. Later, in Unit 4, citizens will cut out the card and place it with their simulation paperwork for their JA BizTown visit.
 10. A Ballot Template is provided for the election voting process. A Referendum Ballot also is offered as an optional exercise if the class has a question it would like to consider. Ultimately, teachers have the final say regarding the election winners.

All candidates should publicly thank those who supported them. They and their campaign teams should clean up all campaign materials.

JA BizTown Intent to Run for Office Form

*Note: (1) A teacher or Election Board Member should complete Part A.
(2) The individual Candidate completes Part B.*

=====

Part A

This “**Intent to Run**” notice must be completed and duly filed by the date of _____ and the time of _____.

Part B

I, _____ (print your name)
hereby declare my intention to run for the following *JA BizTown*
position: _____.

- I understand that my name will appear on the *JA BizTown* ballot for this position and an election will be held.
- I understand that, if elected, I will try very hard to do the best job I can at *JA BizTown*.
- I took the pledge in Lesson One, and I am a citizen of *JA BizTown*.

I agree with the above statements.

(Date)

Eligible Voter List

The Voter Registration Clerk (or teacher) maintains this list. Only citizens on this list may vote on Election Day. Citizens must show their **Voter Registration Card** to the Clerk before this date and time in order to be added to the list. Date/Time: _____

Citizen's Name Print your name, and write your signature below it.	Voter Presented a Valid Registration Card. (Write "yes" or "no".)	Filing Date (Today's date)	Authorization of Election Official (Record your signature or initials.)
Sam Citizen <i>Sam Citizen</i>			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

Make additional copies of this page, as needed.

JA BizTown Campaign Manager Form

- (1) Teacher (or Election Board Member) completes Part A.
 (2) The Campaign Manager completes Part B.

=====

Part A

This Form must be completed and duly filed by this date _____ and time _____.

Part B

I, _____ (print your name) hereby declare my intentions to support the following candidate in his/her efforts to be elected to the following *JA BizTown* position.

Name of Candidate I support: _____.

Position my Candidate seeks: _____.

- I will support my candidate and make no negative statements about his or her opponent.
- I will be ethical in my actions and observe the election process rules.
- I took the pledge in Lesson One, and I am a citizen of *JA BizTown*.

I agree with the above statements.

(Signature)

(Date)

======(tear off)=====

- What does a Campaign Manager do?* Campaign Managers assist candidates with their campaigns by:
- helping to make posters
 - creating slogans
 - practicing campaign speeches
 - encouraging others to vote

JA BizTown Ballot

A ballot is a form (paper, voting machine, punch card, etc) used by a voter on Election Day. The ballot should be marked in private so that no one else is aware of how an individual votes. Ballots vary in length depending upon the number of candidates and positions to be filled.

1. Mayor of JA BizTown

Vote for one candidate only. Make a check mark in the space next to the person's name for whom you wish to vote.

John Bartlett	{	}
Susan Dugar	{	}
Jose Supera	{	}
Tana Wyler	{	}

2. Radio Station DJ of JA BizTown

Vote for one candidate only. Make a check mark in the space next to the person's name for whom you wish to vote.

Manjing He	{	}
Ian Kelner	{	}
Mary Peng-Mohr	{	}
Calvin Weiss	{	}

Please fold your completed ballot in half and place in the ballot box.

JA BizTown Referendum Ballot

A Referendum refers to the legal process of giving voters the chance to *approve* or *reject* a proposed law, policy, or constitutional amendment.

Referendum on _____

Proposition: _____

Vote for one option only by placing a check mark in the space next to your answer.

{ } YES { } NO

Please fold your completed ballot in half and place in the ballot box.

JA BizTown Speechwriting Tips

Effective speeches have a *theme* that flows through the beginning, middle, and ending of the speech. Themes help the audience to remember the speech and find meaning in the points being made. For example, some themes begin with an inspirational quote that is mentioned again near the end of the speech.

1. When writing a speech, think about the message you want to give. *The purpose of my speech is....*
2. Tell *JA BizTown* citizens that you know what will be required of you at *JA BizTown*. (Be certain you have read your job description.)
3. Give reasons why citizens should support you in the election. *I think I am the best candidate for my position because...*
4. Remember, your main goal is to have *JA BizTown* citizens vote for you on Election Day! So, at some point, ask citizens for their votes.
5. Always thank your audience for their time and attention.

When planning interviews, it is recommended that schools attempt to recruit adult volunteers to fill the role of interviewers. Ideally, it would be best to recruit business volunteers who hold jobs similar to those that the students are seeking. Being interviewed by adults not known to the students, is extremely effective. Each interview should take approximately 3 - 5 minutes per student.

We also recommend that, if at all possible, the volunteer interviewers be asked to assist you with Job Placement. Their thoughts, coupled with your knowledge base, can lead to some interesting job placements. Don't be afraid to assign students jobs that you might not have considered prior to the interview process. It is not uncommon to see a side of some students that you have never seen before.

Following are several suggestions for the interview process:

- Multiple adults may be seated individually in separate rooms, or spread out within a large room, so that many students can be interviewed at one time. This allows enough space a private interview without disrupting other applicants.
- Prearrange a job fair setting, and station volunteers in separate areas that coincide with the jobs available in *JA BizTown* (i.e. media, government, retail, manufacturing, etc.). Students can rotate from area to area based on the job preferences listed on their Job Applications.
- Request one or two adult volunteers to meet with each student over the course of several days.
- Suggested alternatives for scheduling:
 - Provide each student with the date, location and time of the interview. On that date, students will be expected to quietly excuse themselves from class, proceed to the interview, and return when the interview is completed. Students are responsible for watching the time and not being late or "missing" their appointments. This method provides little classroom disruption as only 1 – 2 students will be gone at any one time.
 - Allow the entire class to interview "at once," if an adequate number of volunteers is available.

We recommend that you provide interviewers with a list of suggested questions and a form for recording applicant responses and volunteer interview impressions. These forms may prove helpful during the job placement phase of *JA BizTown* preparation. Two interview templates follow for your consideration, or you may use the Job Interview Evaluation Form located in Unit 3 Lesson 3 of the Curriculum Guide.

Interviewer's Response Form (Template 1)

Interviewer: Please ask to see the citizen's **Job Application** before beginning the interview. Reference the three jobs the student applied for as you ask the questions below, and evaluate the responses. You will be helping to decide which job the applicant will receive. (Teachers attempt to place students in one of their top 3 preferences, but this is not always possible.) To aid in final citizen placement, please rate responses by circling a number between 1 and 5, using 1 as the lowest ranking and 5 as the highest.

Interviewer Name _____

Citizen Name _____ Date _____

	lowest				highest
1. Why are you applying for Job #1?	1	2	3	4	5
	lowest				highest
2. What skills do you have that qualify you for this job?	1	2	3	4	5
	lowest				highest
3. Describe any past experiences you have had doing something similar to this job?	1	2	3	4	5
	lowest				highest
4. What do you feel is your greatest strength that qualifies you for Job #2?	1	2	3	4	5
	lowest				highest
5. Describe some of the skills that are needed to be a good team member in this job.	1	2	3	4	5
	lowest				highest
6. What do you feel is the most important trait of a Quality Business?	1	2	3	4	5
	lowest				highest
7. What do you feel would be your greatest challenge for Job #3?	1	2	3	4	5
	lowest				highest
8. Why do you want this job? Is there a question about this job that you would like to ask me?	1	2	3	4	5

Interviewer's Response Form-Template 1 (continued)

If you desire, and time allows, please add 2-3 additional questions from below.

Optional Interview Questions:

1. What school activities are you currently involved in?
2. Do you prefer working alone or with other people?
3. How would your friends describe you?
4. Name someone you admire. What do you admire most about this person?
5. Do you like working with computers?
6. Are you a good communicator? Do you like to write or speak in public? Why?
7. Are you dependable? Give me an example of your dependability.
8. Are you a leader? How have you demonstrated leadership in the past?
9. Are you creative? Give me an example of your creativity.
10. Give me an example of a time you were a good team member.
11. What skills do you have that will help you in a job at JA BizTown?

Rate the response to the questions you selected below:

	lowest				highest
First Question # _____	1	2	3	4	5
Second Question # _____	1	2	3	4	5
Third Question # _____	1	2	3	4	5

Final Evaluation

The interview goal is to match each student to the appropriate job. For the three jobs for which this citizen has applied, please rate how well you think he/she would be suited for each job?

Job #1 _____ Business _____

Overall Match Rating: 1 2 3 4 5
 lowest highest

Job #2 _____ Business _____

Overall Match Rating: 1 2 3 4 5
 lowest highest

Job #3 _____ Business _____

Overall Match Rating: 1 2 3 4 5
 lowest highest

Interviewer's Response Form (Template 2)

Interviewer: Please ask to see the citizen's **Job Application** before beginning the interview. Reference the three jobs the student applied for as you ask the questions below, and evaluate the responses. To aid in final citizen placement, please rate responses by circling a number between 1 and 5, using 1 as the lowest ranking and 5 as the highest.

Interviewer Name _____

Citizen Name _____ Date _____

Business/Job Choice #1 _____

Business/Job Choice #2 _____

Business/Job Choice #3 _____

Please rate the citizen on the following items:

	Poor		Fair		Excellent	
1. Job Application:						
Complete	1	2	3	4	5	
Neat	1	2	3	4	5	
2. Personal Appearance	1	2	3	4	5	
3. Eye Contact	1	2	3	4	5	
4. Articulate	1	2	3	4	5	
5. Qualifications	1	2	3	4	5	

Why would you like this job?

Do you like working with computers? Describe some of your experiences.

Are you a good communicator? Do you like to write or speak in public? Why?

Are you dependable? Give me an example.

Are you a leader? How have you demonstrated leadership in the past?

Are you creative? Give me an example of your creativity?

Give me an example of a time when you were a good team member.



JA BizTown® Jobs
Sample Employment Letter

(Date)

Dear _____,
(citizen name)

Thank you for applying for a job at *JA BizTown*. After reviewing your application that describes your strengths and skills, we are happy to offer you a position in _____ as the _____ (business) _____ (position).

We hope that you accept this position and will do your personal best when you visit *JA BizTown*. Please report to your business on _____. Your salary will be \$_____ each pay period. (visit date)

Also, we would like for you to continue learning about check writing, business costs, and operations, and the many other economic concepts that your teacher is introducing. Be sure to prepare all necessary business paperwork. This will help you to continue to be a productive employee in our community.

Again, we appreciate your interest in *JA BizTown* and look forward to seeing you shortly.

Sincerely yours,

JA BizTown
Human Resources Department