Classroom Activities

- As an administrator, research why confidentiality is a legal requirement.
- Construct a plan of action to prevent school bullying.
- Create a Prezi™ on how administrators can foster community among teachers.
- Graph a flowchart for administrative support staff to use for daily responsibilities.
- Have students interview and document A Day in the Life of a Principal (or Assistant Principal) or other administrator on the campus.
- Have students research and diagram the Chain of Command for your district.
- Imagine, as an administrator, you are to open a new school within your district. What plans, policies or procedures would you make to ensure this school was unique and different from other schools within your district?
- Imagine you are an administrator and describe your vision for your school including faculty members, supportive staff, curriculum, and students.
- Interview an administrator or support staff member asking what they believe is the number one thing they can do to help teachers succeed in the classroom.
- Invite members from your district to discuss their careers.
- Job shadow an administrator in your school for one week while journaling your observations and thoughts.
- Locate education apps that could be useful for administration and administrative support team members.
- Obtain your school district’s teacher code of conduct and discuss why the district decided on specific policies stated in the code of conduct.
- Research careers within administration and administrative support.
- Research personal traits and characteristics you would recommend for a person as an administrator.
- Research the benefits of technology in education.
- Research the history of your district’s administration or central office.
- Research the job outlook for administrators in your area and the turnover rates.
- Research the legal rights of administrators.
- Research the purpose of the Family Educational Rights and Privacy Act.
Research what is needed to establish and maintain an alliance between parents and administration
Respond to specific scenarios administrators may face
Survey administrators to get information about their educational philosophy
Write an essay titled "If I Were a Principal"

Service Learning Activities

Conduct a school supplies drive and provide school supplies to the community
Create and monitor a student mentoring system to mentor younger grade level students or students new to the school
Create a welcome basket for new administrators or administrative support team members
Develop a transition handbook to assist students from transiting from one grade to another
Hold a neighborhood celebration on the first or last day of the school year. Invite students, parents, teachers, and neighbors to join in
Sponsor an annual neighborhood book swap. Ask neighbors to donate books they've already read, and invite everyone to come and trade to find new books
Start a short neighborhood newsletter to share stories and triumphs of neighbors of all ages
Start a SWAT team at your school (Students Who Assist Teachers is a group of students who assist students, staff and parents before and after school and during special events)