HOW DO I GET THAT JOB?
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What are some careers in education administration?
CAREERS

- School Principal
- Assistant/Vice Principal
- District Superintendent
- School District Administrator
- School Dean
- College/University President
SCHOOL PRINCIPAL
SCHOOL PRINCIPALS

- Median pay: $87,760.00/year
- Entry level education: Master’s degree
- Number of jobs 2012: 231,500
DUTIES AND RESPONSIBILITIES

- Oversee teachers and staff
- Coordinate school schedules
- Counsel and discipline students
- Mentor teachers
- Evaluate teacher performance
- Parent conferences
- Organize professional development
- Manage school budgets
- Maintain school security precautions
ENVIRONMENT

- Full-time position
- Year-round position
EDUCATION

• Master’s degree
• 5 years of work experience
• School principal certificate
ASSISTANT/VICE PRINCIPAL

• Median pay: $83,074.00/year
• Entry level education: Master’s degree
DUTIES AND RESPONSIBILITIES

• Assist principal in day-to-day operations
• Manage school maintenance workers
• Manage the athletic program
• Enforce discipline
• Counsel students

• Evaluate teachers
• Deal with school-community relations
ENVIRONMENT

- Full-time position
- Year-round position

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EDUCATION

• Master’s degree
• School principal certificate
DISTRICT SUPERINTENDENT

- Median pay: $145,309.00
- Entry level education: Master’s degree
DUTIES AND RESPONSIBILITIES

• CEO of a school district
• Oversees the schools within a school district
• Works closely with a board of directors
• Hiring of staff members
• Oversee school budget
• Set educational standards for district
ENVIRONMENT

- Full-time position
- Year-round position
EDUCATION

• Doctoral degree, preferred
• Superintendent certificate
SCHOOL DISTRICT ADMINISTRATOR

- Median salary: $100,000.00 +
- Entry-level education: Master’s degree
DUTIES AND RESPONSIBILITIES

• Oversees the schools within a school district
• Hiring of staff members
• Oversee school budget
• Set educational standards for district
ENVIRONMENT

• Full-time position
• Year-round positions
EDUCATION

• Entry-level education: Master’s degree
• Previous related work experience
SCHOOL DEAN

- Median pay: $60,050.00
- Entry-level education: Master’s degree
- Number of jobs 2012: 14,700
DUTIES & RESPONSIBILITIES

• Oversees curriculum and instruction
• Develops and implements instructional materials
• Plan teacher trainings and workshops
• Review and assess educational data
• Evaluate and mentor teachers
ENVIRONMENT

• Full-time position
• Year-round positions
EDUCATION

• Master’s degree
• Professional teaching experience
• No certificates or licenses
COLLEGE/UNIVERSITY PRESIDENT
COLLEGE/UNIVERSITY PRESIDENT

- Median pay: $86,490.00
- Entry level education: Master’s degree
- Number of jobs 2012: 161,800
DUTIES & RESPONSIBILITIES

• Develop academic polices
• Make faculty appointments
• Make decisions about faculty tenure
• Manages campus budget
ENVIRONMENT

• Full-time position
• Year-round positions
EDUCATION

• Entry-level position: Master’s degree
• Previous work experience
QUESTIONS?
REFERENCES AND RESOURCES

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Book:
- George S. Morrison. _Early childhood education today_. Twelfth Edition. This book is a great resource on early childhood education. It covers the foundation of education, programs and resources for children and families, educational needs of infants through the primary grades and the special needs of children and families.
- Don Kauchak & Paul Eggen. _Introduction to teaching: becoming a professional_. (Fifth ed.) For any student going into the teaching profession, this is an excellent choice. It is an easy read for students on all levels. It covers the changing teaching profession, the foundations of education and how to become an effective teacher.

Websites:
REFERENCES AND RESOURCES

• National Association of Secondary School Principals (NASSP)
  NASSP provides resources to principals necessary for leading a school, and to student leadership programs. [http://www.principals.org/](http://www.principals.org/)

• The Occupational Outlook Handbook for Elementary, Middle and High School Principals

• The School Superintendents Association
  This site offers countless resources for operating a school district. [https://www.aasa.org/](https://www.aasa.org/)

• Texas Association of Future Educators (TAFE) Advisor Handbook – Competitive Events
  [http://www.tafeonline.org/?page=CompetitiveEvents](http://www.tafeonline.org/?page=CompetitiveEvents)