

Presentation Notes

How Do I Get That Job? Education Administration

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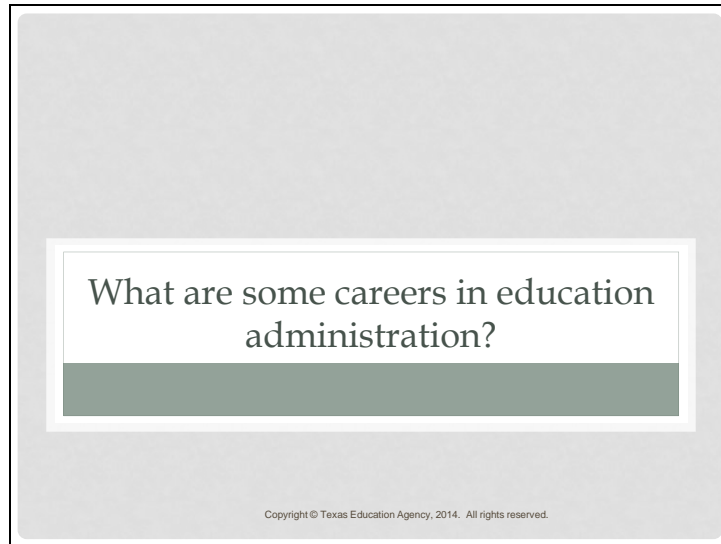
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Teaching, they say, is the profession that makes all other professions possible. The people who work in Education and Training believe in the importance of instilling knowledge and skills to all students. These are caring, capable and committed professionals. In the field of education, there are many careers other than becoming a teacher. Teaching offers a variety of opportunities. Think about our school and school district. What are some administration and professional support services positions held by individuals?

Possible answers can include:

- School principal
- Superintendent of school district
- Counselors
- Speech-language pathologists
- School psychologists

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CAREERS

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

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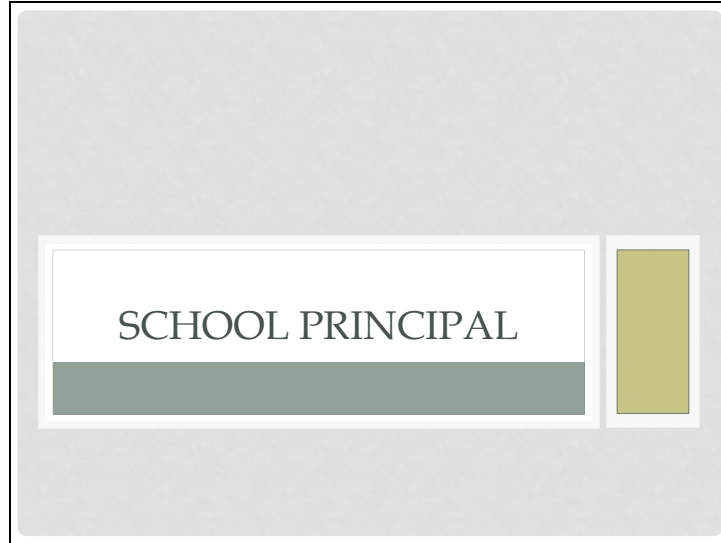
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We are going to look at these careers in the areas of duties and responsibilities, environment, education, salary and job outlook.

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What do you think our principal does on a daily basis?


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SCHOOL PRINCIPALS

- Median pay: \$87,760.00/year
- Entry level education: Master's degree
- Number of jobs 2012: 231,500



A cartoon illustration of a person with brown hair, wearing a yellow shirt and blue pants, sitting on a small wooden chair. They are positioned in front of a bright blue door. Above the door is a yellow sign with the word 'PRINCIPAL' written in black. The person appears to be waiting or sitting in a hallway.

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Elementary, middle and high school principals have the enormous responsibility of managing a school system. This means the day-to-day operations, educational curriculum and the management of teachers and staff members. School principals typically make about \$88,000.00 and have received a master's degree. In 2012, there were about 232,000 school principal positions.

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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

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There are many daily duties and responsibilities of a school principal. First, the school principal oversees all school personnel, including all teachers and staff members. School principals work with each member of the staff to ensure their needs and wants are being met within educational guidelines.

Principals also work to coordinate student and staff schedules based on when each teacher can teach each course, when they offer athletic practices and what career and technical education programs need.

Even as busy as they are, principals still make time to counsel and discipline students and mentor teachers.

They also participate in teacher evaluations and parent conferences. Professional development conferences are designed to help teachers become better teachers in the classroom, and principals help organize these conferences.

Budgets are overseen by principals to ensure monies are spent where they are allocated. One last area that principals are responsible for is school building safety. Principals maintain the security of the school and put precautions in place to ensure school safety.

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ENVIRONMENT

- Full-time position
- Year-round position



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School principals work full-time, year-round to meet the needs of the school, students and staff members. Principals do not take off during summers like other staff members do. Instead, they are working to prepare for the next school year.

What do you think would be the most challenging part of being a principal?

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EDUCATION

- Master's degree
- 5 years of work experience
- School principal certificate



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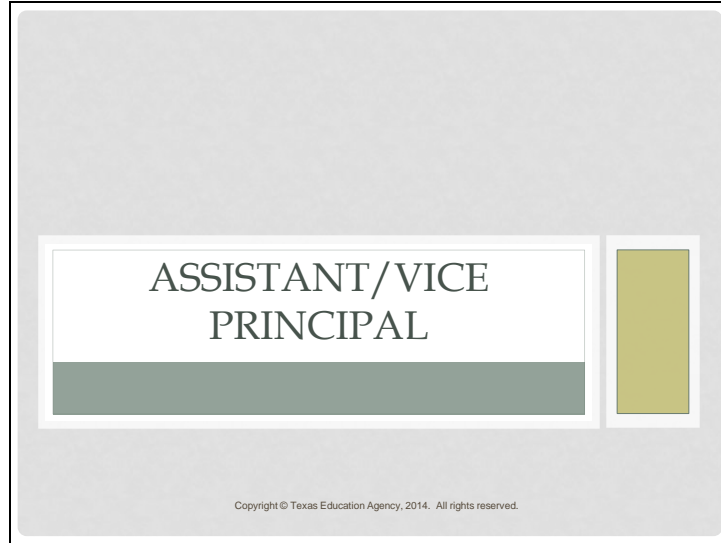
Typically school districts look for individuals who have five years or more working as a school teacher and possess a master's degree in a related field. They also must have a school principal certificate.

Teacher note: You might opt to assign the students a research project of how an individual receives a school principal certificate.

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What duties and responsibilities have you observed from our assistant/vice principal?

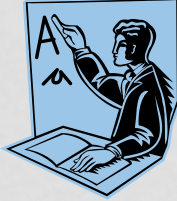
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ASSISTANT/VICE PRINCIPAL

- Median pay: \$83, 074.00/year
- Entry level education: Master's degree



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Assistant principals, or vice principals, make an average of \$83,000.00 each year. This position requires a master's degree in education or related field.


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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



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The main duty of the assistant principal is to assist the school principal with the day-to-day operations of the school. In addition to assisting the principal, the assistant principal manages the school maintenance workers and the athletic programs.

Assistant principals are in charge of the campus discipline, and counsel students. They also evaluate teachers and deal with school-community relations.

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ENVIRONMENT

- Full-time position
- Year-round position



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Just as school principals work throughout the year, so do assistant principals.

What do you think would be the most challenging part of being an assistant/vice principal?


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EDUCATION

- Master's degree
- School principal certificate



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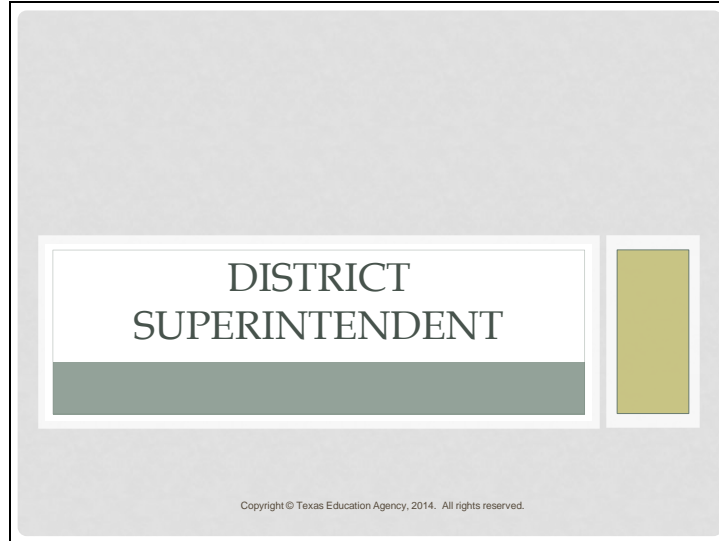
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Assistant principals must also have a master's degree in their field of expertise and hold a school principal certificate.

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Have you ever meet our district superintendent?
What is his or her name?
What do you think some of his or her duties and responsibilities are?


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DISTRICT SUPERINTENDENT

- Median pay: \$145,309.00
- Entry level education: Master's degree



The illustration depicts a stylized college campus. It features a central building with a large dome and the word 'COLLEGE' written across its facade. To the left is a smaller red-roofed building, and to the right is a building with a grid pattern. A flagpole with a red flag stands in front of the central building. The entire scene is set on a green lawn under a blue sky with a few clouds.

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The median salary for a district superintendent is \$145,309.00. Although it is not required, it is preferred that superintendents have a doctoral degree in education or a related field. They must hold a superintendent certificate.

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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

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Superintendents are hired by the board of directors to serve as the chief executive officer for the school district. The district superintendent oversees the students, teachers and personnel within a school district. Each superintendent works with a board of directors to make decisions for the district. They are responsible for the hiring of employees at the district level. Superintendents also oversee the budgets for the district and allocate funds for specific purposes. It is also the responsibility of the superintendent to set the educational standards for the district, and to ensure those standards are met.

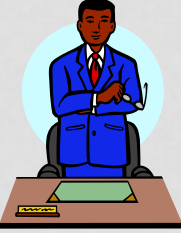
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ENVIRONMENT

- Full-time position
- Year-round position



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Superintendents also work full-time, year-round positions.


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EDUCATION

- Doctoral degree, preferred
- Superintendent certificate



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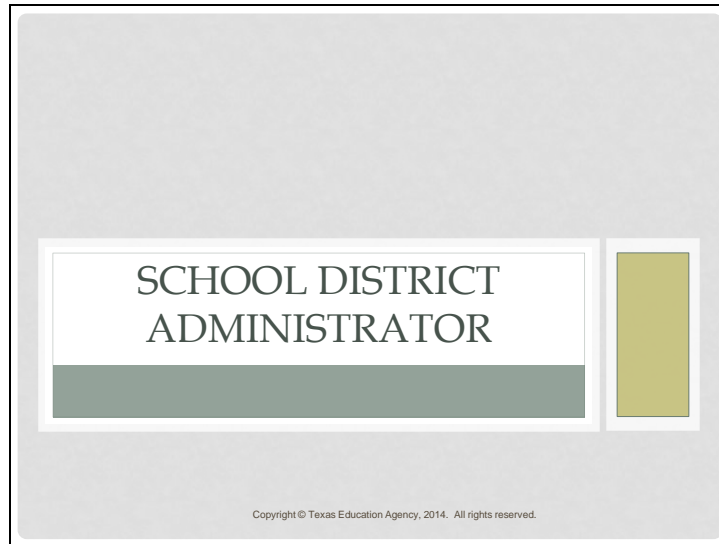
Although it is not required, it is preferred that superintendents have a doctoral degree in education or a related field. They must hold a superintendent certificate.

Teacher note: You might opt to assign the students a research project of how an individual receives a superintendent certificate.

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What are some school district administrator positions in our district?

Possible answers:

- Assistant Athletic Director
- Assistant Superintendent for Business and Operations
- Coordinator of Assessment & Data
- Director of Curriculum
- Director of Executive Services
- Director of Federal Grants/Programs
- Director of Finance
- Director of Personnel/Communications
- Director of Purchasing
- Director of Special Education
- Director of Student Services
- Director of Technology

What are their duties and responsibilities on that particular position?

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SCHOOL DISTRICT ADMINISTRATOR

- Median salary: \$100,000.00 +
- Entry-level education: Master's degree



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The median salary for a school district administrator is \$100,000.00 and up. The education required for this position is a minimum of a master's degree.


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DUTIES AND RESPONSIBILITIES

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



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A school district administrator serves as the manager for the district and oversees the hiring of staff members and school budgets. This position works closely with the superintendent to set educational goals and standards for the district.

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ENVIRONMENT

- Full-time position
- Year-round positions



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The school district administrator works full-time, year-round appointments; however, administrators may reduce their hours during the summer.


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EDUCATION

- Entry-level education: Master's degree
- Previous related work experience



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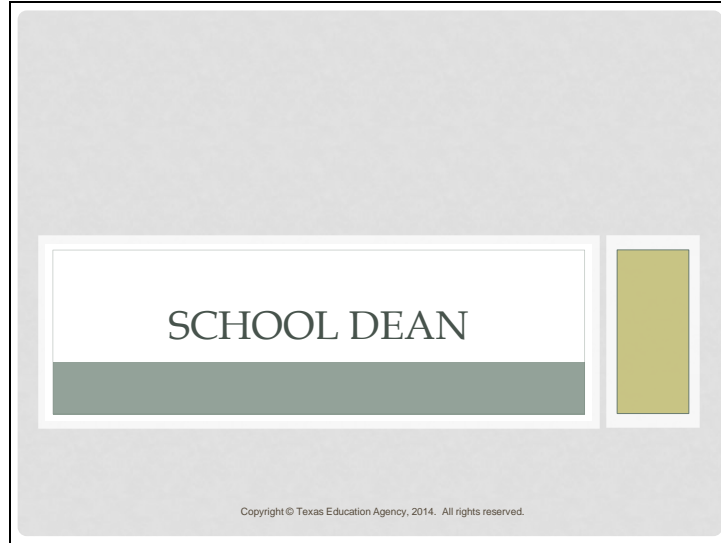
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Post-secondary educational administrators typically have a doctoral degree in their field of expertise; however, only a master's degree is required. Previous related work experience is required.

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What is a school dean?
Do we have one at our school?

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SCHOOL DEAN

- Median pay: \$60,050.00
- Entry-level education: Master's degree
- Number of jobs 2012: 14,700



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The school dean makes a median salary of \$60,500.00 per school year and has a master's degree. There were an estimated 147,700 positions as a school dean in 2012.


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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



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School deans oversee the curriculum and instructional needs of the students and teachers. They help develop new instructional materials to help meet the needs of the students, and then work with the teachers to implement the new materials. School deans then review the effectiveness of the new material in the classroom, along with other educational data, to assess its effectiveness. They also help plan teacher trainings and workshops based on the needs of the teacher. And one of the most important duties of the school dean is to perform regular evaluations of the teacher and serve as a mentor to the teacher.

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ENVIRONMENT

- Full-time position
- Year-round positions



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The school dean works full-time, year-round appointments. During the summer is when the dean works to prepare for the following school year.

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EDUCATION

- Master's degree
- Professional teaching experience
- No certificates or licenses



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A minimum of a master's degree is required of someone applying for a school dean position. There are no required certificates or licenses for a school dean. The only requirement is previous teaching experience.

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What do you think some of his or her duties and responsibilities are as a college/university president?

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COLLEGE/UNIVERSITY PRESIDENT

- Median pay: \$86,490.00
- Entry level education: Master's degree
- Number of jobs 2012: 161,800



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College or university presidents make a median salary of \$86,490.00. The entry level education required for this position is a master's degree, although most administrators hold a doctoral degree. There were 161,800 college or university president positions in 2012. This number is expected to grow by 15 percent by the year 2022 due to the increased number of enrolled students.

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DUTIES & RESPONSIBILITIES

- Develop academic policies
- Make faculty appointments
- Make decisions about faculty tenure
- Manages campus budget



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Sometimes called the chief academic officer, a college or university president develops academic policies, makes faculty appointments and tenure decisions and manages the campus budget.


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ENVIRONMENT

- Full-time position
- Year-round positions



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The college president works full-time, year-round appointments, however administrators may reduce their hours during the summer.


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EDUCATION

- Entry-level position: Master's degree
- Previous work experience



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Post-secondary educational administrators typically have a doctoral degree in their field of expertise; however, only a master's degree is required. Previous related work experience is required.

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REFERENCES AND RESOURCES

Images:

- Microsoft Clip Art: Used with permission from Microsoft.

Books:

- 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:

- Browne, C.
Duties of a school superintendent. (2014)
<http://work.chron.com/duties-school-superintendent-13899.html>
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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/>
- The Occupational Outlook Handbook for Elementary, Middle and High School Principals
Find out everything you wanted to know about principals – how much they make, their daily duties and responsibilities and more.
<http://www.bls.gov/ooh/management/elementary-middle-and-high-school-principals.htm>
- The School Superintendents Association
This site offers countless resources for operating a school district.
<https://www.assa.org/>
- Texas Association of Future Educators (TAFE)
Advisor Handbook – Competitive Events
<http://www.tafeonline.org/?page=CompetitiveEvents>

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