



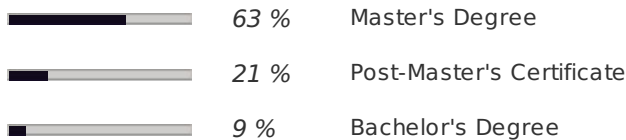
## Education Administrators, Elementary and Secondary School

### Description

Plan, direct, or coordinate the academic, clerical, or auxiliary activities of public or private elementary or secondary level schools.

### Education

The following is a breakdown of the top three degrees that people in this job possess (each educational level is described in the legend at the end of this document):

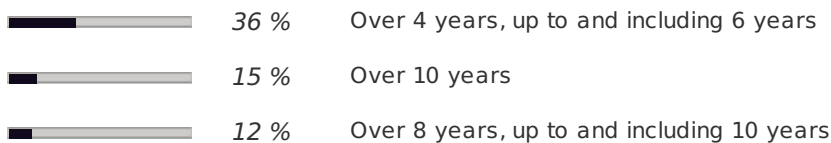


In order to pursue this career, you will need to be educated in one of the following areas:

- Educational Leadership and Administration, General (CIP = 13.0401)
- Educational, Instructional, and Curriculum Supervision (CIP = 13.0404)
- Elementary & Middle School Administration/Principalship (CIP = 13.0408)
- Secondary School Administration/Principalship (CIP = 13.0409)
- Educational Administration and Supervision, Other (CIP = 13.0499)

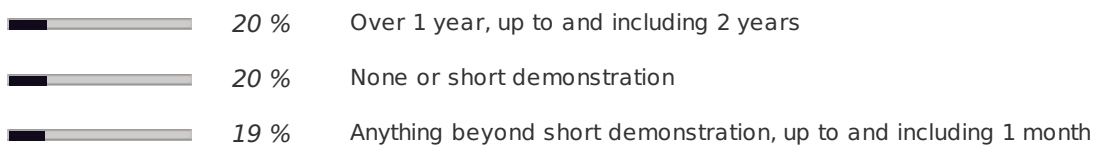
### Experience

The following is a breakdown of the level of related work experience that people in this job possess:



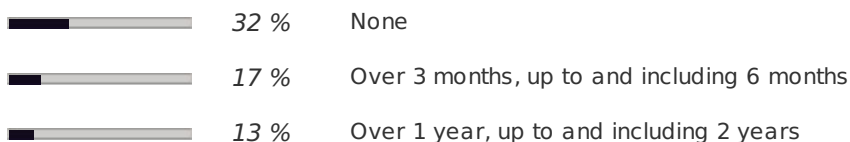
### On-site Training

The following is a breakdown of the length of on-site training that people in this job typically receive:



### On-the-job Training

The following is a breakdown of the level of on-the-job training that people in this job received:





## Interests

The following is a list of the top three career interests (also known as Holland Codes) that people with this occupation possess, along with their level of importance to this career.

- Enterprising (Very high)
- Social (Very high)
- Conventional (High)

## Tasks

Here are the most common tasks and duties for which you would be responsible in this job:

- Confer with parents and staff to discuss educational activities, policies, and student behavioral or learning problems.
- Enforce discipline and attendance rules.
- Observe teaching methods and examine learning materials to evaluate and standardize curricula and teaching techniques, and to determine areas where improvement is needed.
- Collaborate with teachers to develop and maintain curriculum standards, develop mission statements, and set performance goals and objectives.
- Recruit, hire, train, and evaluate primary and supplemental staff.
- Evaluate curricula, teaching methods, and programs to determine their effectiveness, efficiency, and utilization, and to ensure that school activities comply with federal, state, and local regulations.
- Counsel and provide guidance to students regarding personal, academic, vocational, or behavioral issues.
- Establish, coordinate, and oversee particular programs across school districts, such as programs to evaluate student academic achievement.
- Set educational standards and goals, and help establish policies and procedures to carry them out.
- Plan and lead professional development activities for teachers, administrators, and support staff.
- Determine allocations of funds for staff, supplies, materials, and equipment, and authorize purchases.
- Prepare and submit budget requests and recommendations, or grant proposals to solicit program funding.
- Determine the scope of educational program offerings, and prepare drafts of course schedules and descriptions to estimate staffing and facility requirements.
- Prepare, maintain, or oversee the preparation and maintenance of attendance, activity, planning, or personnel reports and records.
- Mentor and support administrative staff members such as superintendents and principals.
- Recommend personnel actions related to programs and services.
- Review and approve new programs, or recommend modifications to existing programs, submitting program proposals for school board approval as necessary.
- Direct and coordinate activities of teachers, administrators, and support staff at schools, public agencies, and institutions.
- Participate in special education-related activities such as attending meetings and providing support to special educators throughout the district.
- Organize and direct committees of specialists, volunteers, and staff to provide technical and advisory assistance for programs.

## Abilities

To pursue this career, you will need to display the following capacities:

- Oral Expression
- Oral Comprehension
- Written Comprehension
- Written Expression
- Deductive Reasoning
- Problem Sensitivity
- Speech Recognition
- Speech Clarity
- Inductive Reasoning
- Fluency of Ideas
- Originality
- Category Flexibility
- Information Ordering
- Near Vision
- Selective Attention
- Mathematical Reasoning
- Flexibility of Closure
- Time Sharing
- Far Vision



- Memorization



## **Knowledge**

To pursue this career, it would be helpful to be well-versed in the following subject areas:

- English Language
- Education and Training
- Administration and Management
- Customer and Personal Service
- Public Safety and Security
- Personnel and Human Resources
- Psychology
- Computers and Electronics
- Communications and Media
- Law and Government
- Clerical
- Sociology and Anthropology
- Therapy and Counseling
- Mathematics
- Philosophy and Theology
- Economics and Accounting
- Fine Arts
- History and Archeology
- Sales and Marketing
- Telecommunications

## **Skills**

The following skills are considered essential to this job:

- Active Listening
- Speaking
- Reading Comprehension
- Writing
- Critical Thinking
- Learning Strategies
- Judgment and Decision Making
- Social Perceptiveness
- Monitoring
- Management of Personnel Resource
- Coordination
- Complex Problem Solving
- Active Learning
- Instructing
- Systems Evaluation
- Time Management
- Negotiation
- Service Orientation
- Persuasion
- Systems Analysis



## Activities

In this job, you will likely spend most of your time engaged in the following activities:

- Communicating with Supervisors, Peers, or Subordinates
- Making Decisions and Solving Problems
- Establishing and Maintaining Interpersonal Relationships
- Developing and Building Teams
- Guiding, Directing, and Motivating Subordinates
- Communicating with Persons Outside Organization
- Organizing, Planning, and Prioritizing Work
- Getting Information
- Coaching and Developing Others
- Judging the Qualities of Things, Services, or People
- Analyzing Data or Information
- Coordinating the Work and Activities of Others
- Scheduling Work and Activities
- Training and Teaching Others
- Resolving Conflicts and Negotiating with Others
- Interacting With Computers
- Developing Objectives and Strategies
- Evaluating Information to Determine Compliance with Standards
- Identifying Objects, Actions, and Events
- Processing Information

## Job Zone

All occupations are categorized into job zones, based on the level of preparation (experience, education, and training) that is required. There are five job zone categories, with job zone one indicating that little to no preparation is required, to job zone five, where extensive preparation is needed.

**This occupation is categorized as Job Zone Five: Extensive Preparation Needed**

Occupations in this job zone tend to require the following:

### Experience

Extensive skill, knowledge, and experience are needed for these occupations. Many require more than five years of experience. For example, surgeons must complete four years of college and an additional five to seven years of specialized medical training to be able to do their job.

### Education

Most of these occupations require graduate school. For example, they may require a master's degree, and some require a Ph.D., M.D., or J.D. (law degree).

### Training

Employees may need some on-the-job training, but most of these occupations assume that the person will already have the required skills, knowledge, work-related experience, and/or training.

### Example

These occupations often involve coordinating, training, supervising, or managing the activities of others to accomplish goals. Very advanced communication and organizational skills are required. Examples include librarians, lawyers, aerospace engineers, wildlife biologists, school psychologists, surgeons, treasurers, and controllers.



## Legend:

### Educational Levels

1. **Less than High School:** No schooling or just grade school or some high school courses.
2. **High School Diploma:** Or GED or High School Equivalence Certificate.
3. **Post-Secondary Certificate:** Awarded for training completed after high school (for example, in Personnel Services, Engineering-related Technologies, Vocational Home Economics, Construction Trades, Mechanics and Repairers, Precision Production Trades).
4. **Some College Courses:** Can consist of college preparatory courses or regular courses taken while attending college, but credits attained are not sufficient to get a degree.
5. **Associate's Degree:** An undergraduate degree awarded by a junior, community technical or bachelor's degree-granting college/university. Requires a completion of a two-year course of study.
6. **Bachelor's Degree:** An academic degree awarded for an undergraduate major or course. Requires a completion of a four-year course of study.
7. **Post-Baccalaureate Certificate:** Awarded for completion of an organized program of study; designed for people who have completed a Baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of Master.
8. **Master's Degree:** An academic degree awarded to people who, in addition to achieving a bachelor's, have taken additional courses or completed a research study in a specific field or subject area. Requires an additional one to three years of study.
9. **Post-Master's Certificate:** Awarded for completion of an organized program of study; designed for people who have completed a Master's degree, but do not meet the requirements of academic degrees at the doctoral level.
10. **First Professional Degree:** Awarded for completion of a program that: requires at least 2 years of college work before entrance into the program, includes a total of at least 6 academic years of work to complete, and provides all remaining academic requirements to begin practice in a profession.
11. **Doctoral Degree:** An academic or professional degree awarded for the completion of advanced graduate study beyond a Master's degree. Requires an additional two to four years of study.
12. **Postdoctoral Training:** Consists of advanced academic research completed after doctoral studies. Generally done within five years of the completion of a Doctoral Degree in order to deepen a person's knowledge of a particular subject, hone skills, and publish academic papers.