



EDUCATION ADMINISTRATORS

JOB DESCRIPTION

Education administrators provide instructional leadership as well as manage the day-to-day activities in schools, preschools, daycare centers, and colleges and universities. They also direct the educational programs of businesses, correctional institutions, museums, and job training and community service organizations. Education administrators set educational standards and goals and establish the policies and procedures to carry them out. They also supervise managers, support staff, teachers, counselors, librarians, coaches, and others. They develop academic programs; monitor students' educational progress; train and motivate teachers and other staff; manage career counseling and other student services; administer recordkeeping; prepare budgets; handle relations with parents, prospective and current students, employers, and the community; and perform many other duties.

EXPERIENCE & SKILLS

Because much of an administrator's job involves interacting with others—such as students, parents, teachers, and the community—a person in such a position must have strong interpersonal skills and be an effective communicator and motivator.

- Leadership
- Confidence
- Motivation
- Determination
- Innovativeness
- Organization/Coordination

EDUCATION & TRAINING

Most education administrators begin their careers in related occupations, often as teachers, and prepare for advancement into education administration by completing a master's or doctoral degree. Because of the diversity of duties and levels of responsibility, their educational backgrounds and experience vary considerably. Principals, assistant principals, central office administrators, academic deans, and preschool directors usually have held teaching positions before moving into administration. Some teachers move directly into principal positions; others first become assistant principals, or gain experience in other administrative jobs at either the school or district level in positions such as department head, curriculum specialist, or subject matter advisor. In some cases, administrators move up from related staff jobs such as recruiter, school counselor, librarian, residence hall director, or financial aid or admissions counselor.

SALARIES

Salaries of education administrators depend on several factors, including the location and enrollment level in the school or school district.

Pre-school: \$35,730	Elementary and Secondary: \$74,190	Dean of Students:\$75, 245
Postsecondary: \$68,340	Occupational/vocational: \$79,845	Public School Principal: \$78, 149

EMPLOYMENT & ADVANCEMENT PROSPECTS

Employment of education administrators is projected to grow 9-17% for all occupations through 2014. Enrollments of school-age children are the primary factor determining the demand for education administrators. Enrollment of students in elementary and secondary schools is expected to grow slowly over the next decade, which will limit the growth of principals and other administrators in these schools. However, preschool and childcare center administrators are expected to experience substantial growth as enrollments in formal child care programs continue to expand as fewer private households care for young children. Additionally, as more States begin implementing public preschool programs, more preschool directors will be needed. The number of postsecondary school students is projected to grow more rapidly than other student populations, creating significant demand for administrators at that level.

RELATED OCCUPATIONS

- Administrative Services
- Managers
- Instructional Coordinators
- Teachers

REFERENCES

The Educational Leadership Constituent Council, 1904 Association Drive, Reston, VA 20191. Internet: <http://www.npbea.org/ELCC/index.html>

American Association of Collegiate Registrars and Admissions Officers, One Dupont Circle NW., Suite 520, Washington, DC 20036-1171. Internet: <http://www.aacrao.org>

NASPA, Student Affairs Administrators in Higher Education, 1875 Connecticut Ave. NW., Suite 418, Washington, DC 20009. Internet: <http://www.naspa.org>