



**Administration and Administrative Support** is a program of study within the **Education and Training Career Cluster**. A Career Cluster is a grouping of occupations and broad industries based on commonalities. There are 16 Career Clusters.

Career clusters link what students learn in school with the knowledge and skills they need for success in college and careers. The Education and Training Career Cluster prepares learners for careers in planning, managing and providing education and training services, and related learning services.

There are three programs of study in this cluster:

- Administration and Administrative Support
- Professional Support Services
- Teaching and Training

### Employment Outlook

Employment of **Education Administrators** is projected to grow as fast as average through 2014. Job opportunities for many of these positions should also be excellent because a large proportion of education administrators are expected to retire over the next 10 years. Nationally, salaries for school principals range from \$63,398 to \$82,225 (Occupational Outlook Handbook, 2006-2007).

### Using this brochure

Inside you will find a suggested **program of study** that has lots of helpful information. The model is an example of the types of courses and extended learning experiences that are important for the **Administration and Administrative Support Program of Study**. Use this model to plan your course schedule, educational experiences, and career choices.

At the top of the model, you will find **career goals** with the corresponding **O\*NET code**. The O\*NET code is an official classification of jobs and can be used to locate career-related information. Your teacher, counselor, or media center should be able to help you locate further information.

The upper left side of the model highlights the **core courses and career-related electives** in high school that will help prepare you for your career goal. This model is based upon the Recommended High School Graduation Plan and can easily be adapted for the Distinguished Achievement High School Graduation Plan.

The upper right side of the model highlights examples of **extended learning experiences** that can enhance your knowledge and skills for your career goal. You will find examples of curricular activities, such as participation in Career and Technical Student Organizations like FCCLA, career learning experiences, service learning activities, and extracurricular activities.

The lower left side of the model indicates **industry licensures/certifications** and **on-the-job training experiences** that may be available while still in high school. This section also highlights the various levels of **postsecondary education** and examples of **career options** available to you once you have completed that level of education and training.

The lower right side of the model contains examples of **professional associations** available for administrative professionals. Many of these organizations allow preprofessional membership while enrolled in a postsecondary program. Most organizations have websites which can be easily located by entering the organization name in available search engines.



## Thinking about a career in Education Administration?

This program of study may be for you! Education administrators provide instructional leadership as well as manage the day-to-day activities in schools, colleges, and universities. They direct educational programs of businesses, correctional facilities, and community service organizations. Look inside to see suggested coursework and learning opportunities that will prepare you for an exciting and rewarding career.