



Administration & Administrative Support

Cluster Overview: Planning, managing and providing education and training services, and related learning support services.

Career Goal (O*NET Code): Elementary/Secondary Education Administrator (11-9032), Postsecondary Education Administrator (11-9033), Instructional Coordinator (25-9031).

Student Name: _____

Grade: _____

School: _____

SUGGESTED COURSEWORK

EXTENDED LEARNING EXPERIENCES

Middle School	8th	HS Courses:			Curricular Experiences: Business Professionals of America Family, Career and Community Leaders of America Future Business Leaders of America Texas Association of Future Educators	Extracurricular Experiences: Language Immersion Programs School Newspaper School Organization Officer Student Government UIL Academic Competitions Yearbook
	9th	Core Courses:	English I Algebra I Biology	World Geography Physical Education Languages other than English I		
10th		Career-Related Electives:	Principles of Education and Training		Service Learning Experiences: Campus Service Organizations Community Service Volunteer Dynamic Leadership Peer Tutoring / Peer Mentoring STOP the Violence	
	11th	Core Courses:	English II Geometry Chemistry	World History Languages other than English II		
12th		Career-Related Electives:	Child Development or Business Information Management I			
	11th	Core Courses:	English III Algebra II Physics	United States History		
12th		Career-Related Electives:	Teacher Preparation I or Languages other than English III			
	12th	Core Courses:	English IV AP Statistics AP Environmental Science	Government/Economics Fine Arts	Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated courses (Tech Prep), if possible. List those courses that count for college credit on your campus.	
Career-Related Electives:		Teacher Preparation II or Languages other than English IV				
On-the-Job Training		Community Youth Services Aide Educational Aide I	Library Aide Preschool Aide/Worker Recreational Aide	School Office Assistant Summer-Camp Counselor Teachers Assistant	Professional Associations: Association of Texas Professional Educators National Association of Elementary School Principals National Education Association PHI DELTA KAPPA International Texas Association of School Administrators Texas Association of Secondary School Principals Texas Classroom Teachers Association Texas Community College Teachers Association Texas State Teachers Association Discipline-Specific Professional Associations	
	Certificates	Educational Aide I	OSHA CareerSafe			
Postsecondary	Associate Degrees	Teaching: Specialization in EC4; 4-8; 8-12; EC12	Education Education Aide	Teacher Assistant/Aide	Career Options: After-School Program Supv. Assistant Teacher Social Services Aide	
	Bachelor Degrees	Multidisciplinary Studies: Specialization in Bilingual, English Second Language, Middle Level, or Special Education	Subject Specific Degree with Teacher Certification	Early Childhood	Career Options: Adult Educator Curriculum Devlp. Specialist Middle School Teacher Elementary Teacher Secondary Teacher	
	Graduate Degrees	Administration/Principal Adult, Prof, and Community Education	Curriculum and Instruction Educational Administration Educational Leadership	Elementary Education Higher Education Research Secondary Education	Career Options: College President, Dean Educational Researcher Principal/Superintendent Supervisor and Instruction Coord. University Instructor or Professor	

COLLEGE CREDIT OPPORTUNITIES -- High School

Students may select other elective courses for personal enrichment purposes.

This plan of study serves as a guide, along with other career planning materials, for pursuing a career path and is based on the most recent information as of 2009. All plans meet high school graduation requirements as well as college entrance requirements.