



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:	Touch Systems Data Entry		Curricular Experiences: Business Professionals of America Family, Career and Community Leaders of America Texas Association of Future Educators	Extracurricular Experiences: Language Immersion Programs School Newspaper School Organization Officer Student Government UIL Academic Competitions Yearbook
	High School	9th	Core Courses:	English I Algebra I or Geometry Biology		
Career-Related Electives:			Business Information Management I			
10th		Core Courses:	English II Geometry or Alg II Chemistry	World History Languages other than English II		
		Career-Related Electives:	Child Development and Psychology			
11th		Core Courses:	English III Algebra II or Pre-Cal Physics or Princ of Technology	United States History Professional Communications		
		Career-Related Electives:	Instructional Practice in Education and Training or Languages other than English III or Business Information Management II			
12th	Core Courses:	English IV Alg III, Pre-Calculus, or AP Calculus Science Elective	Government/Economics Fine Arts			
	Career-Related Electives:	Practicum in Education and Training or Problems and Solutions or Languages other than English IV				
On-the-Job Training		Community Youth Services Aide Educational Aide I NOTE: These experiences may be started and/or completed as part of the high school experience.	Library Aide Preschool Aide/Worker Recreational Aide	School Office Assistant Summer-Camp Counselor Teachers Assistant	Career Options: Educational Aide I	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 NOTE: Students may earn all or part of these certificates as part of the high school experience.	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 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.

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.