

Lesson Four – Administration and Administrative Support Careers

Lesson Overview

Administration and administrative support careers work behind the scenes to make sure a school runs smoothly. Participants will participate in a variety of activities to better understand the careers that fall into this category.

Lesson Objectives

After completing this lesson, participants will be able to:

- Identify careers in Administration and Administrative Support
- Compare and contrast the roles and requirements of Administration and Administrative Support professionals
- Discuss the impact of Administration and Administrative Support professionals

Lesson at a Glance

Activity	Materials	Preparation	Approximate class time
FOCUS	• Education Administrator video: https://www.youtube.com/watch?v=SlrZeKtuGbI • Administrative Assistant Duties and Responsibilities video: https://www.youtube.com/watch?v=qX1cBxLCL5E • <i>Occupation Profile</i> (student workbook) • Internet access	1. Have participants access the <i>Occupation Profile</i> worksheet in the student workbook.	15-20 minutes
LEARN	• Present <i>Administration and Administrative Support Careers</i> slide presentation. • <i>A Day in the Life of an Administrator or Administrative Assistant</i> (student workbook)	1. Prepare <i>Administration and Administrative Support Careers</i> slide presentation for viewing. 2. Have participants access <i>A Day in the Life of an Administrator or Administrative Assistant</i> worksheet in the student workbook.	45 minutes
REVIEW	• <i>Why Do They Matter?</i> (student workbook)	1. Have participants access <i>Why Do They Matter?</i> in the student workbook.	10 minutes

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FOCUS: Occupation Profile

15-20 minutes

Purpose:

Administration and administrative support careers work behind the scenes to make sure a school runs smoothly. To better understand the careers that fall into this category, let's complete the Occupation Profile.

Materials:

- “Education Administrator” video
- “Administrative Assistant Duties and Responsibilities” video
- *Occupation Profile* (student workbook)

Facilitation Steps:

1. Share these statistics with the participants:
 - About 283,000 school administrators are working in public and private schools throughout the United States
 - On average, administrative assistants make about \$30,000 per year
2. Have participants access the *Occupation Profile* worksheet in their student workbook. They should complete the information about one administrative or support career highlighted in the videos or research the information on their own.
3. Play the “*Education Administrator*” video <https://www.youtube.com/watch?app=desktop&v=SirzeKtuGbI> and the “*Administrative Assistant Duties and Responsibilities*” video <https://www.youtube.com/watch?app=desktop&v=qX1cBxLCL5E>. The playing time is less than 10 minutes. It may be helpful to preview the *Occupation Profile* worksheet before watching the videos.

Additional videos to consider:

Hot Job: School Administrator

https://www.youtube.com/watch?v=bDE9tU0Un_A

A Day in the Life of a High School

Administrator

<https://www.youtube.com/watch?v=FN81P5MIj7Y>

School is Never Out for the Career-Minded

Administrative Assistant

<https://www.youtube.com/watch?v=5LGF5HoHVV8>

4. After participants complete the *Occupation Profile* worksheet, have them share their answers. Explain to participants that they will use their *Occupation Profile* worksheet in the **Learn** portion of the lesson.

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LEARN: A Day in the Life of...

45 minutes

Purpose:

The purpose of this activity is to have participants better understand administration and administrative support careers

Materials:

- *Administration and Administrative Support Careers* slide presentation
- *A Day in the Life of an Administrator or Administrative Assistant* (student workbook)
- Markers

Facilitation Steps:

1. Guide participants through the *Administration and Administrative Support Careers* slide presentation. Ask questions about each career and allow them to share specific examples related to each one.

Slide 1: Administration & Administrative Support Careers

Slide 2: What Does a School Administrator Do?

- Manages school operations
- Creates a safe learning environment
- Manages school budget

Slide 3: What Does a Principal Do?

- Leads an entire school
- Supervises students and teachers
- Hires and evaluates all faculty and staff
- Monitor's student achievement
- Encourages parent involvement
- Revises policies and procedures
- Administers the budget

Slide 4: What Does an Assistant Principal Do?

- Coordinates with principals and board members to assist in defining and enforcing school policies and guidelines
- Facilitates student activities and services
- Assists the principal as directed

Slide 5: What Does a Technology Administrator Do?

Implements, manages, and maintains a school's computer networks, software, and systems

Slide 6: What Does a Curriculum Administrator Do?

- Develops and improves the school's curriculum
- Analyzes existing curricula
- Communicates with other school administrators and faculty to align curriculum with teaching practices

Slide 7: What Does a School Superintendent Do?

- Manages the schools, administration, board policies, etc.
- Accountable to the school board
- Evaluates each principal

Slide 8: What Are Administrative Support Careers?

- Secretary
- Administrative Assistant
- Attendance Clerk

Slide 9: What Are Administrative Support Staff Responsible For?

- Provides daily support to school personnel
- Orders school supplies
- Generates letters and reports
- Arranges meetings and maintains records

2. Have participants access *A Day in the Life of an Administrator or Administrative Assistant* worksheet in their student workbook.

3. Have participants use their completed *Occupation Outlook* worksheets to create a comic strip that combines info about an administration or administrative assistant career of their choice.

4. Have participants create their comic strip using the *A Day in the Life of an Administrator or Administrative Assistant* worksheet.

Alternatively, they may create a comic strip layout on plain paper if desired.

5. Have participants share their finished comic strips aloud. Then have them post their comic strips in a public place in the room.

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REVIEW: Reflection

10 minutes

Purpose:

Participants will reflect on the administration and administrative support careers.

Materials:

- *Why Do They Matter?* (student workbook)

Facilitation Steps:

1. Review the careers observed throughout the lessons.
2. Explain to participants that they are going to reflect on their learning throughout this lesson.
3. Have participants access *Why Do They Matter?* worksheet in their student workbook. Discuss the instructions and allow participants to ask any questions.
4. Allow participants to complete the *Reflection* part of the lesson.
5. Take time to review the participants' answers. Allow participants to share what they learned about careers in the administration and administrative support fields.