



Administration & Administrative Support Careers

www.realityworks.com

What Does a School Administrator Do?

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

www.realityworks.com

What Does a Principal Do?

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

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



www.realityworks.com

What Does a Technology Administrator Do?



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

What Does a Curriculum Administrator Do?

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



What Does a School Superintendent Do?

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



What are Administrative Support Careers?

- Secretary
- Administrative Assistant
- Attendance Clerk



www.realityworks.com

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

www.realityworks.com

References

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Kindergarten and Elementary School Teachers, at <https://www.bls.gov/ooh/education-training-and-library/kindergarten-and-elementary-school-teachers.htm> (visited June 02, 2021).

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Preschool Teachers, at <https://www.bls.gov/ooh/education-training-and-library/preschool-teachers.htm> (visited June 07, 2021).

Gwyned Mercy University. (2021). Careers in Education. Retrieved from <https://www.gmercyu.edu/academics/learn/careers-in-education>.

National Education Association. Education support professionals. Retrieved from <https://www.nea.org/about-nea/our-members/education-support-professionals>.

For more information, please contact Realityworks, Inc.
through email at information@realityworks.com
or call toll free at 800.830.1416

