

Career Research – Education Administration

Directions: Select one of the following careers to research:

- School Principal
- Assistant/Vice Principal
- District Superintendent
- School District Administrator (Chief Academic Officer, Assistant Superintendent and so forth.)
- School Dean
- College/University President

Answer the following questions.

- 1) Which career are you researching? _____
- 2) Briefly describe the job, any personality traits that are helpful, or special skills needed.

- 3) Briefly describe the working conditions for this position. What are the usual work hours? Are there any age, gender, or physical requirements? What is the physical layout of the workplace? Are there any hazards or risks of the job?

- 4) What are the wages and earnings for this position? Is it salaried? Do you get paid overtime? What is the starting wage? What is the top wage? What is the average wage? Are there any benefits such as health or dental insurance?

- 5) Briefly describe the career path – where do you begin in this career? How do you move up? What is the future outlook at present? What are the different levels? How are they different?

- 6) Briefly describe the education and training requirements required for this occupation. Include the type of education, length of training, and cost of training. Do you need special licenses or certificates?

