

# EXPLORING EDUCATION ADMINISTRATION CAREERS COMPETITION



## National Qualifying Competition

All TAFE competitors must be FEA affiliated to compete at the region, state and national level.



Entries Per School	2
Type of Event	Individual
State Competition	Yes
National Competition	Yes
National Education and Training Career Cluster Knowledge and Skill Statements	EDPA01, EDPA02, EDPA03, EDC02, EDC05, and EDC09
Principles of Education and Training <u>TEKS</u>	1 A-D; 2 C; 3 A-D; 5 A-D; 6 A
Human Growth and Development <u>TEKS</u>	11 A-D
Instructional Practices in Education and Training <u>TEKS</u>	1 B-E; 3 A- D; 9 A-D
Practicum in Education and Training <u>TEKS</u>	1 A-D; 3 A-D
Child Development <u>TEKS</u>	1 F; 5 C; 6 A,B,D,E,G,H,I
Child Guidance <u>TEKS</u>	1 B-,F; 3 A,C,F; 4 A-E; 6 B-G
College and Career Readiness Skills	ELA IA-1, 2, 4,5; IVA-1,2 B1,2; VA1,3: Cross disciplinary IA-1, IIB-1,2,3

NOTE: The members of the Competitive Events/Service Committee selected TEKS from the Education and Training Career Cluster and the Human Services Career Cluster (specifically child development and child guidance) that they thought were most applicable regardless of the specific project/topics selected for each event. However, depending on the specific project, other TEKS might also apply.

### OBJECTIVE:

- To explore education administration careers by job shadowing and interviewing a current education administrator.

### OVERVIEW:

This is an individual event. Smooth operation of an education institution requires competent administration. Administrators provide direction, leadership, and day-to-day management of educational activities in schools and other education institutions. Competitors will job shadow an education administrator for a total of 8 hours then complete and submit four (4) career-exploration documents:

- Administrator's verification form
- Interview form
- Job Shadowing Time Log
- Reflection paper

After completing the job shadowing and all documents, the competitor must prepare a five minute slide-deck presentation such as PowerPoint or Prezi that will be presented to the judges.

## **COMPETITION GUIDELINES:**

### **I. General Competitive Events Guidelines must be followed.**

#### **II. Region:**

- A. Each chapter may submit up to 2 entries for the region competition.
- B. Preparation and presentation must be done solely by the competitor.
- C. Chapters must indicate on their conference registration form the number entering this event.
- D. Registration will be handled according to each regions guidelines.
- E. After receiving the Judge's Rubrics, the state qualifiers can make any needed corrections before competing at state.

#### **III. Job Shadow:**

Competitors will select one education administrator that works within their school district or local college or university and will receive permission from the administrator to job shadow him/her for a total of eight hours. The eight hours are not expected to be consecutive; rather they are accumulated over a period of several days or weeks and occur when the administrator is actively engaged in his/her work. Some common education administration jobs include the following:

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

#### **IV. Career-exploration documents:**

- A. Administrator's verification form
- B. Interview form - The competitor must conduct a 15-minute interview with the administrator and submit two copies of the completed interview form with the other career-exploration documents.
- C. Job Shadowing Time Log - document at least 8 hours of job shadowing.
- D. Reflection paper - The reflection paper is to be written at the conclusion of the job-shadowing experience. The paper must range from 300 to 400 words and must be submitted with the other career-exploration documents. The paper must include the competitor's thoughts and observations on the following questions:
  1. What are some of the duties the administrator performs?
  2. How does the administrator's work support the work of the teachers?
  3. How does the administrator's work support the students?
  4. Would this be a career you might consider in your future? Why or why not?
  5. What other reflections from this experience would you like to share?

#### **V. Presentation**

- A. Competitors will prepare a slide-deck presentation such as PowerPoint or Prezi not to exceed 5 minutes in length, highlighting the findings of the job-shadowing experience and their reflections.
- B. The PowerPoint must include the competitor's name, name of the school, city, and state.
- C. Competitors must provide their own laptop computer and LCD projector for displaying the presentation. A screen and table will be provided.
- D. When the competitor is finished with the presentation, the judges will have 10 minutes to ask the competitor additional questions.

## **COMPETITION FACILITATOR'S AND JUDGES' INFORMATION:**

### **I. Both Region and State:**

- A. The judging panel will consist of 1-3 adults.
- B. The competitors will have up to 5 minutes for their presentation.
- C. The timekeeper will give a 1 minute warning after 4 minutes have passed, and a 30 second warning when 30 seconds are remaining. At the end of 5 minutes, a STOP sign will be held up and competitors will be asked to stop.
- D. After the presentation, judges will have 10 minutes to ask questions and complete their rubric. Each judge will prepare a Judge's Rubric for each competitor.

### **II. Region**

Facilitators will follow the guidelines set up by their region.

### **III. State**

- A. Facilitators will follow the General Instructions for Facilitators.
- B. Judges will follow the General Instructions for Judges.

# EXPLORING EDUCATION ADMINISTRATION CAREERS COMPETITION

## Administrator's Verification Form

This form should be completed by the cooperating school administrator.. The competitor will submit the completed form with the other competition entry documents.

### ABOUT THE COMPETITOR

Competitor's Name: \_\_\_\_\_

Competitor's School: \_\_\_\_\_

### ABOUT THE ADMINISTRATOR

Administrator's Name: \_\_\_\_\_

Administrator's Job Title: \_\_\_\_\_

Name of Education Institution: \_\_\_\_\_

Total number of job-shadowing hours competitor completed: \_\_\_\_\_

Dates during which job shadowing took place: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date



# EXPLORING EDUCATION ADMINISTRATION CAREERS COMPETITION

## Interview Form

Student Name: \_\_\_\_\_ School Name: \_\_\_\_\_

- This form should be completed by the competitor.
- The competitor is to conduct a 15-minute interview of the cooperating school administrator. The interview can take place before, during, or after the job-shadowing experience.
- The competitor will ask the following five (5) questions and will record the responses in the form below.
- The competitor will write in 3 additional questions and will record the responses.
- The completed form must be submitted with the other competition entry documents.

Date of interview: \_\_\_\_\_

### To be asked of the education administrator:

1. What kind of preparation did you have for this job? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. What have you learned since becoming an administrator that you did not know before you took the job?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. What is the best part about being an administrator? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What is the most challenging aspect of your job? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What is your advice to someone considering a career in education administration? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contestant will write 3 additional interview questions and record the administrator's responses.

1. Question \_\_\_\_\_

Response summary

---

---

---

2. Question \_\_\_\_\_

Response summary

---

---

---

3. Question \_\_\_\_\_

Response summary

---

---

---