

Job Shadowing Project

Directions: Select one education administrator that works within your school district, local college or university. Ask for permission from the individual to job shadow him/her for a total of eight hours. Job shadowing is an educational program where students can learn about a particular occupation or profession to see if it might be suitable for them. 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 administrator jobs include the following:

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

After job shadowing the education administrator, create a PowerPoint™ or other type of multimedia presentation approved by your teacher, which focuses on the administrator's career and educational background. Make sure to document highlights of your job shadowing experience.

Below are sample interview questions and ideas you may include in your presentation:

- Where did you go to college?
- What degrees do you hold?
- Do you hold any certifications or licenses? If so, what are they?
- How long have you been an administrator?
- What education jobs have you had before becoming an administrator?
- What are some of the duties the administrator performs?
- How does the administrator's work support the work of the teachers?
- How does the administrator's work support the students?
- Would this be a career you might consider in your future? Why or why not?
- What other reflections from this experience would you like to share?
- Six additional questions that are thoughtful and appropriate.

You will be assessed with Job Shadowing Project Rubric.