WHAT CAN I DO WITH A MAJOR IN … EDUCATIONAL LEADERSHIP

OCCUPATIONAL OVERVIEW:
Education administrators provide instructional leadership as well as manage the day-to-day activities in schools, preschools, daycare centers, colleges and universities. They also direct the educational programs of businesses, correctional institutions, museums, and job training and community service organizations.

EMPLOYMENT REQUIREMENTS:
In most public schools, principals, assistant principals, and school district administrators need a master’s degree in education administration or educational leadership. Some principals and central office administrators have a doctorate or specialized degree in education administration. Most States require principals to be licensed as school administrators. License requirements vary by State, but nearly all States require either a master’s degree or some other graduate-level training. Some States also require candidates for licensure to pass a test. Increasingly, on-the-job training, often with a mentor, is required or recommended for new school leaders.

TASKS: Review and approve new programs, or recommend modifications to existing programs, submitting program proposals for school board approval as necessary. Prepare, maintain, or oversee the preparation/maintenance of attendance, activity, planning, or personnel reports and records. Confer with parents and staff to discuss educational activities, policies, and student behavioral or learning problems. Prepare and submit budget requests and recommendations, or grant proposals to solicit program funding. Direct and coordinate school maintenance services and the use of school facilities.

RELATED OCCUPATIONS: Training, Education Administrators (Postsecondary), Medical and Health Services Managers, Social and Community Service Managers, Training and Development Specialists, Management Analysts, Instructional Coordinators, First-Line Supervisors (Customer Service)

State and National Wages (2006)

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<td>U.S.</td>
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PROFESSIONAL ORGANIZATIONS & RESOURCES:

- National Policy Board of Educational Administration [http://www.npbea.org]

OTHER INFORMATIONAL WEBSITES:

- [http://online.onetcenter.org](http://online.onetcenter.org)
- [www.bls.gov/oco](http://www.bls.gov/oco)