



Administration & Administrative Support

Career Goal (O*NET Code): Elementary/Secondary Education Administrator (11-9032), Postsecondary Education Administrator (11-9033), Instructional Coordinator (25-9031).

Cluster Overview: Planning, managing and providing education and training services, and related learning support services.

SUGGESTED COURSEWORK

EXTENDED LEARNING EXPERIENCES

High School	9th	Core Courses:	English I Algebra I Biology	World Geography Languages other than English I Health/PE or Equivalent	<p>Curricular Experiences: Family, Career and Community Leaders of America Texas Association of Future Educators</p> <p>Career Learning Experiences: Career Preparation (Paid/Unpaid) Internship Job Shadowing</p>	<p>Extracurricular Experiences: Language Immersion Programs 4-H Youth Development Student Government School Newspaper School Organization Officer Speech & Debate Team UIL Academic Competitions Yearbook</p> <p>Service Learning Experiences: Campus Service Organizations Community Service Volunteer Dynamic Leadership Peer Tutoring / Peer Mentoring STOP the Violence</p>
		Career-Related Electives:	Personal and Family Development or Speech Communication			
	10th	Core Courses:	English II Geometry Chemistry	World History Languages other than English II Technology Applications		
		Career-Related Electives:	Child Development or Preparation for Parenting or Exploring Education Careers or Business Computer Information Systems I**			
	11th	Core Courses:	English III Algebra II Physics	United States History Communication Applications PE or Equivalent		
		Career-Related Electives:	Ready, Set, Teach! I* or Languages other than English III			
	12th	Core Courses:	English IV AP Statistics AP Environmental Science	Government/Economics Fine Arts		
		Career-Related Electives:	Ready, Set, Teach! II* or Elementary School Teacher Internship* or Family and Career Management or Independent Study or Languages other than English IV			
Postsecondary	On-the-Job Training	Community Youth Services Aide Educational Aide I Library Aide	Preschool Aide/Worker Recreational Aide School Office Assistant	Summer-Camp Counselor Teachers Assistant	<p>Professional Associations: Association of Texas Professional Educators National Association of Elementary School Principals National Education Association PHI DELTA KAPPA International Texas Association of School Administrators Texas Association of Secondary School Principals Texas Classroom Teachers Association Texas Community College Teachers Association Texas State Teachers Association Discipline-Specific Professional Associations</p>	
	Certificates	Educational Aide I NOTE: Students may earn all or part of these certificates as part of the high school experience.	OSHA CareerSafe	<p>Career Options: Educational Aide I</p>		
	Associate's Degrees	<p>15 hours Core Curriculum including Mathematics for Business and Social Sciences (MATH 1324) OR Elementary Statistical Methods (MATH 1342) Introduction to the Teaching Profession (EDUC 1X01 OR TECA 1X11) OR Introduction to Special Populations (EDUC 2X01) Practicum- Teacher Assistant/Aide (EDTC 1X64) Business Computer Applications (BCIS 1X05) OR Microcomputer Applications (COSC 1X01) Families, School & Community (TECA 1X03) Growth & Development (TECA 1X54) Business Law I AND Business Law II (BUSI 2X01 AND BUSI 2X02) Administration of Programs for Children III (CDEC 2X36) Supervision (BMGT 1X01) Advanced Supervision (** Recommendation to develop new WECM course)</p>		<p>Career Options: After-School Program Supv. Social Services Aide Assistant Teacher</p> <p>Licenses, Certifications & Credentials Public School Credentials (Alternative Certification)</p>		
	Bachelor's Degrees	Multidisciplinary Studies: Specialization in Bilingual, English Second Language, Middle Level, or Special Education	Subject Specific Degree with Teacher Certification	Early Childhood		<p>Career Options: Adult Educator Curriculum Devlp. Specialist Middle School Teacher</p> <p>Elementary Teacher Secondary Teacher</p>
Graduate Degrees	Administration/Principal Adult, Prof, and Community Edu. Curriculum and Instruction	Educational Administration Educational Leadership Elementary Education	Higher Education Research Secondary Education	<p>Career Options: College President, Dean Educational Researcher Principal/Superintendent</p> <p>Supervisor and Instruction Coord. University Instructor or Professor</p>		

* May substitute for the required credit for Physical Education
** Satisfies the required credit for Technology Applications
*** May substitute for the required credit for Health Education

Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated courses, if possible.

This plan of study serves as a guide, along with other career planning materials, for pursuing a career path and is based on the most recent information as of 2007. All plans should meet High School graduation requirements as well as college entrance requirements. Students may select other elective courses for personal enrichment purposes.