

Name: _____ Period: _____ Date _____

Education and Training Career Cluster

Administration and Administrative Support Pathway

Classroom Activities

- As an administrator, research why confidentiality is a legal requirement.
- Construct a plan of action to prevent school bullying
- Create a Prezi™ on how administrators can foster community among teachers
- Graph a flowchart for administrative support staff to use for daily responsibilities
- Have students interview and document A Day in the Life of a Principal (or Assistant Principal) or other administrator on the campus
- Have students research and diagram the Chain of Command for your district
- Imagine, as an administrator, you are to open a new school within your district. What plans, policies or procedures would you make to ensure this school was unique and different from other schools within your district?
- Imagine you are an administrator and describe your vision for your school including faculty members, supportive staff, curriculum, and students
- Interview an administrator or support staff member asking what they believe is the number one thing they can do to help teachers succeed in the classroom
- Invite members from your district to discuss their careers
- Job shadow an administrator in your school for one week while journaling your observations and thoughts
- Locate education apps that could be useful for administration and administrative support team members
- Obtain your school district's teacher code of conduct and discuss why the district decided on specific policies stated in the code of conduct
- Research careers within administration and administrative support
- Research personal traits and characteristics you would recommend for a person as an administrator
- Research the benefits of technology in education
- Research the history of your district's administration or central office
- Research the job outlook for administrators in your area and the turnover rates
- Research the legal rights of administrators
- Research the purpose of the Family Educational Rights and Privacy Act

Name: _____ Period: _____ Date _____

- Research what is needed to establish and maintain an alliance between parents and administration
- Respond to specific scenarios administrators may face
- Survey administrators to get information about their educational philosophy
- Write an essay titled "If I Were a Principal"

Service Learning Activities

- Conduct a school supplies drive and provide school supplies to the community
- Create and monitor a student mentoring system to mentor younger grade level students or students new to the school
- Create a welcome basket for new administrators or administrative support team members
- Develop a transition handbook to assist students from transiting from one grade to another
- Hold a neighborhood celebration on the first or last day of the school year. Invite students, parents, teachers, and neighbors to join in
- Sponsor an annual neighborhood book swap. Ask neighbors to donate books they've already read, and invite everyone to come and trade to find new books
- Start a short neighborhood newsletter to share stories and triumphs of neighbors of all ages
- Start a SWAT team at your school (Students Who Assist Teachers is a group of students who assist students, staff and parents before and after school and during special events)