**TEXAS CTE LESSON PLAN**

[www.txcte.org](http://www.txcte.org)

|  |  |
| --- | --- |
| **Lesson Identification and TEKS Addressed** | |
| **Cluster** | Education and Training |
| **Course** | Principles of Education and Training |
| **Lesson/Unit Title** | **How Do I Get That Job?** Education Administration |
| **TEKS Student Expectations** | **130.162. (c) Knowledge and Skills**  (2) The student explores education and training careers by such means as shadowing, interviewing, career interest inventory, researching, and/or self-reflection.  (A) The student is expected to identify and investigate the three Education and Training Programs of Study: Teaching/Training, Professional Support Services, and Administration and Administrative Support  (B) The student is expected to analyze transferable skills among a variety of careers within the Education and Training Career Cluster  (C) The student is expected to recognize the impact of career choice on personal lifestyle  (D) The student is expected to develop productive work habits such as organization, time management, and initiative  (E) The student is expected to analyze assessment results such as an interest and ability inventory as relative to those necessary for success in education and training |
| **Basic Direct Teach Lesson** | |
| **Instructional Objectives** | **Students will:**   * Investigate careers in education administration * Interview and job shadow a current education administrator * Demonstrate effective verbal, nonverbal, written and electronic communication skills * Understand the training and aptitudes of professionals in the field of education * Have an opportunity to hold/participate in a local exploring education administration careers competition |
| **Rationale** | Provides students to explore education and training careers by means of shadowing, interviewing, career interest inventory, researching, and/or self-reflection. |
| **Duration of Lesson** | Three 45-minute classes periods |
| **Word Wall** | **Administrator:** A person whose job is to manage a company, school, or other organization  **Assistant Principal:** A person who aids the principal in the overall administration of the school  **College/University President:** A leader of a college or university, usually either the executive or ceremonial head of the university or of a university campus  **District Superintendent:** A person who oversees or directs a school district  **School Dean:** The head of a faculty, school, or administrative division in a university or college  **School District Administrator (Chief Academic Officer or Assistant Superintendent):** A person who has administrative oversight of the students, public schools, and educational services within the geographic area (school district) identified by state law  **School Principal:** The educator who has executive authority for a school |
| **Materials/Specialized Equipment Needed** | **Equipment:**   * Computers with Internet access (be sure to follow district guidelines) * Computer with projector for multimedia presentation * Presenter/remote   **Materials:**   * Counseling brochures * District policy binder * School calendar * Special Education district handbook * Teacher handbook   **Supplies:**   * Butcher paper * Markers * Copies of handouts   **PowerPoint:**   * How Do I Get that Job? Education Administration   **Technology:**   * Free iPad App:   + Google Sheets Create, edit, and collaborate with others on spreadsheets from your iPod, iPhone, or iPad with the free Google Sheets app.<https://itunes.apple.com/us/app/google-sheets/id842849113?mt=8>   + Remember the Milk Take your to-do list anywhere with this free itunes app and never forget the milk (or anything else) again. This app connects with Outlook, iCal, Gmail, Google Calendar, Twitter, and more.<https://itunes.apple.com/us/app/remember-the-milk/id293561396?mt=8> * Infographic:   + Choosing a Career What factors go into choosing a career?<http://www.dailyinfographic.com/choosing-a-career-infographic>   **Graphic Organizer:**   * KWL Chart – Education Administration   **Handouts:**   * Career Research – Education Administration * Job Shadowing Project * Job Shadowing Project Rubric * Scavenger Hunt – TAFE Exploring Education Administration Careers Competition * Scavenger Hunt – TAFE Exploring Education Administration Careers Competition (Key) * TAFE Exploring Education Administration Careers Competition |
| **Anticipatory Set** | **Prior to the lesson:**   * Become familiar with PowerPoint, handouts, and activities. * Arrange the classroom tables or desks into six groups. Place one sheet of butcher paper and a variety of markers at each group.   **Before class begins:**  Display as many of the lesson-related supplies (see Materials or Specialized Equipment Needed) as you have available on a table in front of the room.  As students enter the classroom, assign each group one of the following careers:   * School Principal * Assistant/Vice Principal * District Superintendent * School District Administrator (Chief Academic Officer, Assistant Superintendent and so forth) * School Dean * College/University President   Instruct students to write down what they think each educational administrator does on a daily basis.  Allow the students 10 minutes to complete the assignment. Ask each group to share what they wrote with the class. Then ask the following:   * + Has anyone thought of becoming a school administrator before?   + What education is required of an educational administrator?   + What certificates or licenses are required for a superintendent?   + How can knowing what a school principal does daily help students perform in the classroom?   Distribute graphic organizer, KWL Chart – Education Administration. Have students fill out the first two columns of the chart. Ask students to write down what they already know about education administration and what they want to learn about education administration in the second column. The last column will be completed during Lesson Closure. |
| **Direct Instruction with Special Education Modifications/**  **Accommodations** | Introduce lesson objectives, terms and their definitions.  If the outcome of this lesson will be used to enter the TAFE competitive event EXPLORING EDUCATION ADMINISTRATION CAREERS COMPETITION, review competition guidelines at this time. See TAFE Advisor Handbook for details.  Introduce PowerPoint, How Do I Get that Job? Education Administration. Students will be expected to take notes while viewing the slide presentation. Allow time for classroom discussion.  Throughout the lesson refer to the Word Wall so that students may become familiar with terminology. You may use a site such as wordle.net or tagxedo.com to create a digital word wall.  *Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*   * checking for understanding * providing assistance with note-taking, navigating to the web, and completing the assessment * providing extra time for oral response * frequent feedback |
| **Guided Practice with Special Education Modifications/**  **Accommodations** | Distribute handout, Career Research – Education Administration. Instruct students they will pick one career from the list on the handout to research. This activity can be done individually or with a partner.  Check for understanding.  *Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*   * checking for understanding * providing extra time for oral response * frequent feedback * providing extra time for oral response * providing peer tutoring * reducing length of assignment |
| **Independent Practice/Laboratory Experience with Special Education Modifications/**  **Accommodations** | Introduce Job Shadowing Project and Job Shadowing Project Rubric. Instruct students that they will be job shadowing one individual within educational administrative careers. Teachers, you may want to pre-arrange for the students to participate in the job shadowing experience, as it is convenient for both your classroom hours and the administrators’ schedules. Projects will be graded using the Job Shadowing Project Rubric.  Thoroughly explain project guidelines and each rubric component.  Teacher note: You have the option of assigning this as an assessment grade and/or entering it in the TAFE Exploring Education Administration Careers Competition. See Enrichment Activity.  *Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*   * check for understanding * providing extra time for oral response * frequent feedback * providing peer tutoring * reducing length of assignment * assisting student in gathering information * providing praise and encouragement |
| **Lesson Closure** | Review objectives, terms, and definitions.  Complete graphic organizer, KWL Chart – Education Administration to analyze what they have learned about education administration. |
| **Summative/End of Lesson Assessment with Special Education Modifications/**  **Accommodations** | Student job shadowing projects will be shared with the class and assessed with rubric.  Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:   * grading according to work done * providing praise and encouragement |
| **References/Resources** | **Images:**   * Microsoft Clip Art: Used with permission from Microsoft.   **Books:**   * Early Childhood Education Today, Twelfth Edition by George S. Morrison This book is a great resource on early childhood education. It covers the foundation of education, programs and resources for children and families, educational needs of infants through the primary grades and the special needs of children and families. * Introduction To Teaching: Becoming A Professional. (Fifth ed.). by Don Kauchak & Paul Eggen For any student going into the teaching profession, this is an excellent choice. It is an easy read for students on all levels. It covers the changing teaching profession, the foundations of education and how to become an effective teacher.   **Websites:**   * Browne, C.  Duties of a school superintendent. (2014) <http://work.chron.com/duties-school-superintendent-13899.html> * Bureau of Labor Statistics Bureau of labor statistics on elementary, middle and high school principals. (2014). <http://www.bls.gov/ooh/management/elementary-middle-and-high-school-principals.htm> * Bureau of Labor Statistics.  Bureau of labor statistics on post secondary education administrators. (2014).<http://www.bls.gov/ooh/management/postsecondary-education-administrators.htm> * National Association of Secondary School Principals (NASSP) NASSP provides resources to principals necessary for leading a school, and to student leadership programs.<http://www.principals.org/> * The Occupational Outlook Handbook for Elementary, Middle and High School Principals Find out everything you wanted to know about principals – how much they make, their daily duties and responsibilities and more.<http://www.bls.gov/ooh/management/elementary-middle-and-high-school-principals.htm> * The School Superintendents Association This site offers countless resources for operating a school district.<https://www.aasa.org/> * Texas Association of Future Educators (TAFE) Advisor Handbook – Competitive Events<http://www.tafeonline.org/?page=CompetitiveEvents> |
| **Additional Required Components** | |
| **English Language Proficiency Standards (ELPS) Strategies** | * Word wall * Draw visual representations of terms on word wall * <http://www.learnersdictionary.com/> for pronunciation and meaning of terms |
| **College and Career Readiness Connection[[1]](#footnote-1)** |  |
| **Recommended Strategies** | |
| **Reading Strategies** | Promote the use of the pre-reading strategy prediction.  Print, distribute and discuss, The Principal: The Most Misunderstood Person in All of Education, from <http://www.theatlantic.com/education/archive/2013/11/the-principal-the-most-misunderstood-person-in-all-of-education/281223/.>  Print, distribute and discuss, School Leaders Matter at: <http://educationnext.org/school-leaders-matter/.>   * Encourage students to connect reading to their life experiences or prior knowledge. * Word Attack Strategies. Prior to reading, allow students to skim the passage or text, circling words that are unfamiliar to them. Once these words are decoded (glossary, dictionary, dictionary.com, classroom discussion) the student will have a better understanding of the pronunciation and meaning of the unfamiliar word(s) facilitating comprehension. |
| **Quotes** | The function of education is to teach one to think intensively and to think critically. Intelligence plus character – that is the goal of true education.  **-Martin Luther King, Jr.**  The roots of education are bitter, but the fruit is sweet.  **-Aristotle**  A man without an education is like a building without foundation.  **-Anonymous** |
| **Writing Strategies** | **Journal entries:**   * What does a principal do daily? * If I were the principal for the day I would \_\_\_\_\_\_\_\_\_\_\_\_\_\_. * The school dean is responsible for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. * How does an administrator’s work support the work of the teachers?   **Writing strategies:**  RAFT   * + Role: Principal   + Audience: Students   + Format: Informative   + Topic: Daily routine of a school principal |
| **Communication 90 Second Speech Topics** | * A day in the life of the assistant principal. * The job duties of a dean of instruction. * Compare and contrast a school and college administrator’s duties. |
| **Other Essential Lesson Components** | |
| **Enrichment activity** | Have students write a reflection paper about the job shadowing experience. The paper should answer the following questions:   * 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? |
| **Family/Community Connection** | Invite school district officials and community members from nearby colleges or universities to hold a discussion panel. Students can ask the guests questions about their jobs and what path they took to get to that position. |
| **CTSO connection** | Family, Career and Community Leaders of America (FCCLA)<http://texasfccla.org>  **STAR Events:**   * Early Childhood – An individual event – recognizes participants who use Family and Consumer Sciences skills to plan and conduct a child development project that has a positive impact on children and the community. * Focus on Children – An individual or team event –recognizes participants who organize a community service project focused on a specific need related to children in the community. * Teach and Train – An individual event – recognizes participants for their exploration of the education and training fields through research and hands-on experience.   **SkillsUSA** <http://skillsusa.org>  **SkillsUSA Contests:**   * Early Childhood Education – An individual event – recognizes participants who demonstrate knowledge of developmentally appropriate practice and ability to prepare and implement learning activities for children 3 to 5 years old. Contestants will prepare a written lesson plan and take a written test assessing their knowledge of child development and effective teaching strategies.   Texas Association of Future Educators<http://tafeonline.org>  **TAFE Contests:**   * Exploring Education Administration Careers – An individual event – recognizes participants who job shadow an education administrator for 8 hours. Each participant observes the direction, leadership, and day-to-day management of educational activities in schools and other education institutions. |
| **Service Learning Projects** | Successful service learning project ideas originate from student concerns and needs. Allow students to brainstorm about service projects pertaining to lesson.  Possible idea: Students could plan a celebration for School Principal’s Day, May 1st. |

1. Visit the Texas College and Career Readiness Standards at <http://www.thecb.state.tx.us/collegereadiness/CRS.pdf>, Texas Higher Education Coordinating Board (THECB), 2009. [↑](#footnote-ref-1)