Education Administrator

DESCRIPTION OF THE FIELD
Education administrators provide direction and day-to-day management of day care centers, preschools, schools, colleges, and universities. They also oversee educational programs for other institutions such as museums, businesses, and job-training organizations. Specific job tasks may include hiring and supervising teachers, balancing budgets, creating school rules and policy, planning academic calendars, involvement in public relations, overseeing student recruitment and admissions, and overseeing college services such as financial aid, athletics, or housing. (Provided by the Big Future by The College Board)

Postsecondary education administrators oversee student services, academics, and faculty research at colleges and universities. Their job duties vary depending on the area of the college they manage, such as admissions, the office of the registrar, or student affairs. Educational requirements vary for different positions in postsecondary programs. A bachelor’s degree may be sufficient, but a master’s degree or Ph.D. is generally required. Degrees can be in a variety of disciplines, such as social work, accounting, or marketing. In elementary, middle, or high schools, a master’s degree in education leadership or education administration is typically needed. These master’s degree programs prepare future education administrators/principals to manage staff, prepare and manage budgets, set goals, and work with parents and the community. To enter the master’s degree programs, candidates typically need a bachelor’s degree in education, school counseling, or a related field (Provided by Occupational Outlook Handbook)

CAREERS
Education Administrator can work in a variety of settings including:
- Day Care Centers and Preschools
- Elementary Schools
- Middle Schools
- High Schools
- Colleges and Universities

RESOURCES
For more information, please visit the following websites:

The College Board
https://bigfuture.collegeboard.org/careers/management-education-administrators#

Occupational Outlook Handbook
http://www.bls.gov/ooh/management/postsecondary-education-administrators.htm#tab-1
http://www.bls.gov/ooh/management/elementary-middle-and-high-school-principals.htm#tab-1

American Association of Collegiate Registrars and Admissions Officers
http://www.aacrao.org/