



Education is an important part of life. The amount and type of education that individuals receive is a major influence on both the types of jobs they are able to hold and their earnings. Lifelong learning is important in acquiring new knowledge and upgrading one's skills, particularly in this age of rapid technological and economic changes. The educational services industry includes a variety of institutions that offer academic education, career and technical instruction, and other education and training to millions of students each year.

# CAREERS IN EDUCATION

## The type of work

- Confer with parents and staff to discuss educational activities, policies, and student behavioral or learning problems.
- Observe teaching methods and examine learning materials to evaluate and standardize curricula and teaching techniques, and to determine areas where improvement is needed.
- Collaborate with teachers to develop and maintain curriculum standards, develop mission statements, and set performance goals and objectives.
- Evaluate curricula, teaching methods, and programs to determine their effectiveness, efficiency, and use, and to ensure that school activities comply with federal, state, and local regulations.
- Counsel and provide guidance to students regarding personal, academic, vocational, or behavioral issues.
- Establish, coordinate, and oversee particular programs across school districts, such as programs to evaluate student academic achievement.

## More Facts ?

**From 2014 to 2024,** the number of students enrolled in schools is projected to increase. Job prospects will be best for candidates with a master's degree and with teaching experience. As the large baby-boom generation retires, there may be better opportunities for candidates to advance into the education administration occupations. Additional vacancies may stem from individuals who choose to leave the position due to heavy workloads and high job-related stress.



## EDUCATION ADMINISTRATORS

**Doreen Perez Morell**  
Executive Director of Student Services  
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**Education Administrators, Elementary and Secondary School Plan, direct, or coordinate the academic, administrative, or auxiliary activities of public or private elementary or secondary level schools.**

**THE FUTURE OUTLOOK**

Employment of Education Administrators is projected to grow 8% from 2014 to 2024, about average for all occupations. In 2014 there were approximately 240,000 individuals employed as Education Administrators nationwide, while in Ohio there were 8,670.

## EARNINGS POTENTIAL

**Annual Salary for 2016**

| Location                               | Low            | Median         | High      |
|--|----------------|----------------|-----------|
| United States .....                    | \$59,910 ..... | \$92,510 ..... | \$131,310 |
| Ohio .....                             | \$57,390 ..... | \$84,510 ..... | \$109,140 |
| Cleveland-Elyria-Mentor, OH PMSA ..... | \$57,060 ..... | \$87,020 ..... | \$117,530 |

O\*Net Online, <http://online.onetcenter.org>

## Pathways to success:

Education Administrators usually have held teaching positions before moving into administration. Some teachers move directly into principal positions; others first become assistant principals or gain experience in other administrative jobs at either the school or district level. In most public schools, principals, assistant principals, and school district administrators need a master's degree in education administration or educational leadership. Some have a doctorate or specialized degree in education administration. Most states require public school principals to be licensed as school administrators. Licensure requirements vary from state to state, but most require a master's degree or some other training. Some require candidates to pass a test and take continuing education classes to keep their license.



## What Employers look for in individuals:

- Education and Training - principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Administration and Management - business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Customer and Personal Service - principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Public Safety and Security - relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Psychology - Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

**Q. How did you become interested in your particular field?**  
**A.** Initially, I was a business major in college. While in college I was working a co-op with JCPenney. We had monthly visits from a residential home nearby for the disabled and I came to look forward to those visits. One day I realized that is where my passion truly was. I am a true believer that sometimes a career chooses you.

**Q. How did you get to where you are today?**  
**A.** My career began as an intervention specialist within the Lorain City School district and a reduction in force lead me to teach at a bilingual academy in Cincinnati. I returned to the area a few years later to be closer to family. I then began work on my master's in Curriculum and Instruction. I took school law classes as my electives because I found those classes fascinating. Before I knew it I was four classes short of my administration license. I went ahead and completed that knowing that I wanted to be an active part of helping to make decisions for our scholars. Central office was looking for a special education supervisor who was also bilingual and so I applied. Eventually, I was promoted to assistant director and became the Director of Special Education at Clearview Local Schools. I came back to Lorain City Schools this year to the position I hold now in hopes of being a part of the improvement of the district I grew up in.

**Q. What skills or certifications do you think are needed to be successful in this field?**  
**A.** Communication skills are vital as being lax in that can promote misunderstandings. Also, thoughtful decision making is important. Early on in my career, I tried to make decisions that would please everyone. I learned quickly that all my decisions should be based on what is best for our scholars. Once I shifted my mindset, decisions for change were much easier to make.

**Q. What changes have you seen in the last few years in your industry?**  
**A.** In education, we have a different scholar coming to our classrooms. We have scholars that experience trauma in various ways – neglect, abuse, etc. The role of an educator has had to change to address those needs. We are now having to promote wrap around services for our scholars to help them get on the same playing field as their colleagues in the classroom that may not have had those experiences. Standardized testing has also changed how we teach our scholars and what happens in the classroom. Expectations are at an all-time high.

**Q. What is the best part of your job?**  
**A.** Having the opportunity to be amongst the scholars and feel their excitement about their futures. Our educators do a great job of insuring that our scholars know that their future is theirs to choose. Scholars learn that they can change the trajectory of their lives through education – whether it be pursuing a college degree, trade or the military. The dreams of the youth excite me. I remember so vividly dreaming as they do growing up in this community.

**Q. Do you have any words of advice for someone considering a career in your field?**  
**A.** To be in the education field, you have to have a real passion for youth. ALL youth – even those that come to us with challenges. Being able to work with that population is where you see the exceptional educator. Without a doubt, it is challenging but one met with great reward. You have to have "grit", be optimistic, and have a true belief that everything is possible.

## Sponsors



Sources: Occupational Information Network, O\*Net Online, <http://online.onetcenter.org>.\*\* U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, <http://stats.bls.gov/ocoeHow.com>