



Administration & Administrative Support



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

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

Student's Name: _____ **Date:** _____

School: Mabank High School **Grade:** 9th 10th 11th 12th AR

Primary Endorsement: Public Service **Additional Endorsements:** Arts & Humanities Multidisciplinary
 Business & Industry STEM

Parent's Signature: _____ **Student's Signature:** _____

SUGGESTED COURSEWORK

EXTENDED LEARNING EXPERIENCES

Middle School	8th	HS Courses:	Algebra I Art I Health	Spanish I Touch Systems Data Entry
	9th	Core Courses:	English I Algebra I or Geometry Biology	World Geography Languages other than English I Physical Education
		Career-Related Electives:	Business Information Management I	
High School	10th	Core Courses:	English II Geometry or Alg II IPC or Chemistry	World History Languages other than English II
		Career-Related Electives:	Human Growth & Development	
High School	11th	Core Courses:	English III Algebra II, Math Models, or Pre-Cal Physics	United States History Languages other than English III
		Career-Related Electives:	Instructional Practices	
High School	12th	Core Courses:	English IV Alg II, Pre-Calculus, AP Calculus or Math Elective Science Elective	Government/Economics Fine Arts Languages other than English IV
		Career-Related Electives:	Practicum in Education and Training I or II and Psychology	

<p>Curricular Experiences: Business Professionals of America Family, Career and Community Leaders of America Texas Association of Future Educators</p> <p>Career Learning Experiences: Career Preparation Internship Job Shadowing</p>	<p>Extracurricular Experiences: Language Immersion Programs School Newspaper School Organization Officer Student Government 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>
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COLLEGE CREDIT OPPORTUNITIES -- High School

Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated courses (Tech Prep), if possible. List those courses that count for college credit on your campus.

Practicum and/or Work-Based Experiences	Community Youth Services Aide Educational Aide I	Library Aide Preschool Aide/Worker Recreational Aide	School Office Assistant Summer-Camp Counselor Teachers Assistant
	NOTE: These experiences may be started and/or completed as part of the high school experience.		
Certificates	Educational Aide I	OSHA CareerSafe	
NOTE: Certificates and licensure may be earned while in high school and may lead to a Performance Acknowledgement.			

<p>Career Options: Educational Aide I</p>	<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>
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Postsecondary	Associate Degrees	Teaching: Specialization in EC4; 4-8; 8-12; EC12	Education Education Aide	Teacher Assistant/Aide
	Bachelor Degrees	Multidisciplinary Studies: Specialization in Bilingual, English Second Language, Middle Level, or Special Education	Subject Specific Degree with Teacher Certification	Early Childhood
	Graduate Degrees	Administration/Principal Adult, Prof, and Community Education	Curriculum and Instruction Educational Administration Educational Leadership	Elementary Education Higher Education Research Secondary Education

<p>Career Options: After-School Program Supv. Assistant Teacher</p>	<p>Social Services Aide</p>
<p>Career Options: Adult Educator Curriculum Devlp. Specialist</p>	<p>Middle School Teacher Elementary Teacher Secondary Teacher</p>
<p>Career Options: College President, Dean Educational Researcher</p>	<p>Principal/Superintendent Supervisor and Instruction Coord. University Instructor or Professor</p>

This program of study (POS) serves as a guide, along with other college and career planning materials, for pursuing college and career goals. POS developed 2017. A Public Service endorsement as defined in 19 TAC 74.13(f)(2)(A) requires a coherent sequence of courses for four or more credits in career and technical education (CTE) that consists of at least two courses in the least one advanced CTE same career cluster, including at course, which includes any course that is the third or higher course in a sequence. The final courses in the sequence must be obtained from one of the Education & Training career cluster.