

The Day In The Life As An

# ADMINISTRATOR

Are you an organized individual who is always eager to assist those in your environment? If so, then the role of an administrator could be an occupation that you would enjoy! Administrators are people many students and staff confide in as they are often looked up to. Whether it be creating daily schedules, helping students, filling in for a teacher, hosting meetings or assisting in special education classrooms, this job will always keep you busy! Not only is it rewarding, but it is a lifestyle!

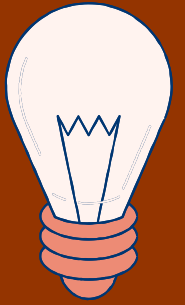
## TRAINING/QUALIFICATIONS

- High School 6 U/M Courses
- An undergraduate degree of your choice and a bachelor of education
- You must be a qualified teacher for several years before becoming an administrator
- All levels of the principal additional qualifications are needed
- Once the requirements above are satisfied, the next step would be an interview
- Upon success, the school will invite you to have a conversation



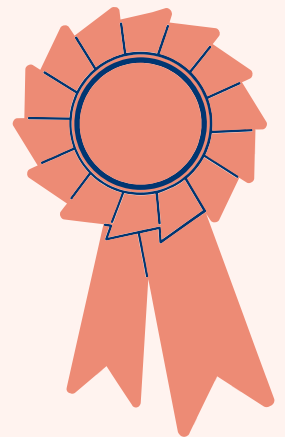
## KEY QUALITIES ONE SHOULD HAVE

Compassion  
Kindness  
Organization  
Ability to make Quick Decisions  
Adaptability  
Good Communication



## REWARDING ASPECTS OF THIS OCCUPATION

- This job will allow you to work with students and teachers from a wide range of backgrounds and life experiences!
- You will be able to watch students succeed and see the pride they have when they accomplish things that they didn't think was possible.



## OBSTACLES/CHALLENGES ONE MAY FACE IN THIS OCCUPATION

- COVID has created much more stress in this occupation. If you are sick, you can get a supply but they will be there for behavioural management. The rest of the tasks are left for you upon arrival.
- There is never enough time in the day to complete all the tasks; this is NOT a 9-5 job.
- When there are administrative tasks that need to get done during the academic year, it can be isolating as you are rarely interacting with students.

"Don't lose track of all the skills we have developed as aspiring educators, our education is highly transferable and can be beneficial in a number of careers. Even if the pandemic has led to you questioning your career, there is always more out there for us." - Janette Holmes

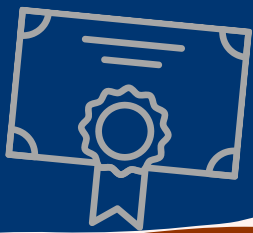


# GUIDANCE COUNSELLOR

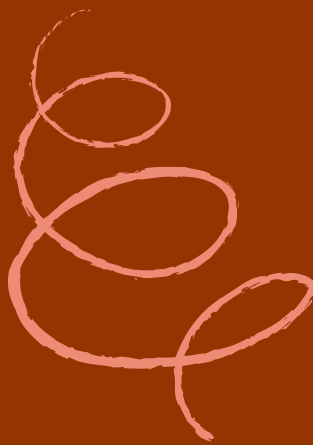
If you are interested in travelling abroad and meeting new people, this job may be for you. Not only will you be assisting the students of our future, but you will be able to work with educational consultants and build relationships with students, families and administrators from all over the world. Through this job, you will be able to interview students and their families, assist in making long-term goals, give tours of the school you are situated in and assist in curating applications and various documents! This is a very fast-paced occupation as students rely on you to assist and create goals and overcome the challenges they may be facing. Diversity in this field is much needed as all students are different; the more perspectives and life experiences, the better!

## TRAINING/QUALIFICATIONS

- High School 6 U/M Courses
- Camp Experience
- Masters In Education



## KEY QUALITIES ONE SHOULD HAVE

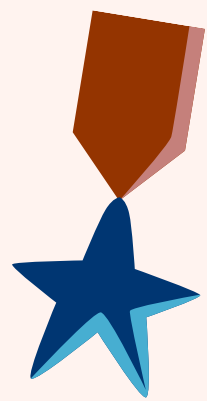


Adaptability  
Problem-solving  
Creative Thinking  
Report Writing  
Budgeting  
Team Building  
Organization  
Attention to Detail  
Public Speaking  
Implementing Ministry Requirements  
Dealing with Challenges



## REWARDING ASPECTS OF THIS OCCUPATION

- You get to know all the students within the school for more than their academics. You get to become part of their life and see what they enjoy doing and their strongest qualities.
- You become part of an innovative team that can create new opportunities for all students to excel.



## OBSTACLES/CHALLENGES ONE MAY FACE IN THIS OCCUPATION

- **Timezone Issues** - If students come from abroad and their family is back home, is in another time zone, meetings can be held at night. You can be on the phone constantly at all hours of the day.
- **Troubleshooting Issues** such as emergency situations or fires.
- **COVID-19** - Dealing with PCR tests to make sure everyone is safe.
- **Diversifying Programming** - The school system is designed for one type of learner who can sit in a classroom all day. This is not realistic for many students so programming needs to change based on the individual student.

" Everyone evolves and changes with time. Do not worry if you are unsure about your exact career path at the moment! Reflect on what you truly enjoy and do what makes you happy. Do not make decisions based on fears you may have!" -Felicia Neil

