

# How to Become a School Administrator/ Guidance

A School Administrator/ Guidance is a member of the school board responsible for managing all types of school operations. It is very detail oriented and requires a lot of attention and initiative. Here's how you can become one!

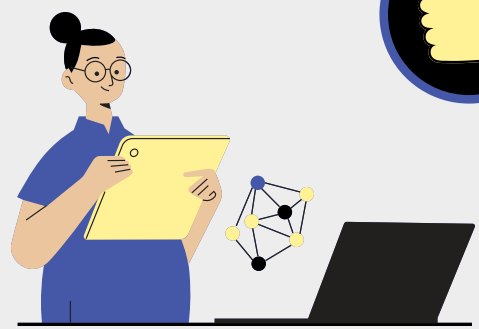


## 1. Get Experience

Having experience within schools, or administrative roles is required for this type of job

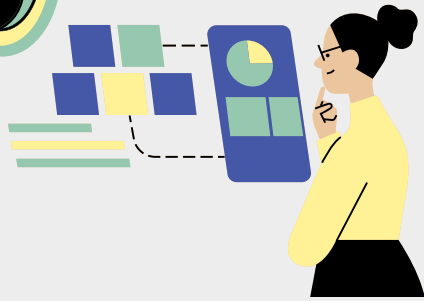
## 2. Optain a Degree

If you wish, you can obtain a degree in a relevant educational field, but it is not required. Just a recommendation!



## 3. Skills

Some skills to have: Languages, Being Bilingual Is helpful, Excellent Communication and Organization skills, Good Conflict Resolution Skills, Computer skills are helpful



## 4. Find a Suitable Workspace

Look for schools who are hiring for administrative/ guidance roles. One that is suitable for your wants and needs



## 5. Anything is Possible!

This Job can range from working at a university as a director, at a high school in a secretarial position, admin positions or as a guidance counsellor. Stay open minded!



## 6. The Job

Once you have experience, obtained an optional degree, have the skills, and found a suitable and open position, you should be ready to be a School Administrator/ Guidance Counsellor!

