Why We Wrote This Book

If you have picked up this book, the thought of moving into administration has probably crossed your mind. Since many administrators start their careers as instructors and enter administration without coursework or a degree in educational administration, we wanted to provide a how-to manual to assist you in this transition.

You see, we assumed administrative duties early in conjunction with our teaching careers, and within two to three years we were in official administrative positions. Certainly we saw in ourselves the capacity to lead, and our supervisors saw in us the attributes needed to effectively administer what has become one of the largest intensive English as a Second Language (ESL) programs in the United States.

We were fortunate to have had attentive mentors, and we have been successful as a result of their guidance, our personal attributes, and most important, our passion for the field of ESL and foreign languages. Our institution did not provide any formal administrative training, and we believe that a book to
guide us along the journey would have been helpful. Hence, we have written this manual for you, our colleagues, as you explore the pathway to educational administration.

Although our experience has been in administering language programs in an institution of higher learning, this manual will be useful to any instructor who is contemplating moving into administration. This text is participatory; every chapter ends with an End-of-Chapter Reflection section. By completing the reflections, you will be better able to judge your desire and ability to move into an administrative position. Your responses to the reflections will also effectively prepare you to construct a winning resume and prepare you for a successful interview.

Enjoy the journey as we lead you from the classroom to the boardroom.

Jerry and Mary
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