

**If you could go back in time to last October: What would you tell yourself about the role of Administrator in Adult Education?**

- 1 keep an open mind
- 2 Be ready to wear a lot of hats and make sure to ask precise questions.  
Explore all the financial sources, read carefully the Enrolment Register Instructions for Continuing Education Programs to discover all the program in continuous education, step back and observe how the school works, what's working, what you can improve and what you can let go.
- 3 It's complex role but there is a lot of supports that you can tap into like CESBA's new administrator PD.
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- 5 Understand how the different registers work to be able to take full advantage of the funding.
- 6 Leader, Financial Accumen  
It is very different than working as a secondary school VP. The role is more business oriented. Decision screens are different in Continuing Education. It also allows you to experience a different part of society.
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- 8 Everyone is right...Adult Education is VERY different!!  
Expect nothing; Be prepared for Anything. The amount of information with respect to funding, programming, registers and legislation is pretty overwhelming. It is such a different world from mainstream schools.  
Although I am not an administrator, as head of guidance at a large adult education school, I would tell myself to be prepared for the unexpected. The variety and complexity of issues in adult education is incredible. Be prepared to learn new things everyday.  
That it you will be supporting students who are looking to get their grad 12 and they motivated to complete their course work!
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- 12 The answers are out there. Use your support system!
- 13 I know nothing. I can use help in all areas.
- 14 Best job ever!! No two days are ever the same!  
It's an octopus ... you will discover many facets as you move along! It is a blessing to have a mentor ... and really all experienced admin at CESBA will help you. It is always valuable to hear how other people handle programs, issues, etc. in their board.
- 15 Familiarize yourself with the PLAR process for mature students. Keep the CESBA website as a favourite.
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