

# Education Administration English Jargon Quick Reference

Field-specific terms, contrast pairs, and high-pressure sentence frames

**Audience: school administrators, curriculum coordinators, student-services staff, program directors, admissions teams, registrars, and education operations leaders**

Focus: An education administration English curriculum for enrollment, student support, curriculum planning, parent communication, faculty coordination, compliance, accreditation, and institutional decision-making.

Designed for advanced ESL learners who already use professional English and need industry-specific terminology, realistic meetings, role-play pressure, careful pushback, and polished workplace outputs.

Teaching stance: this is language and workplace-communication training, not legal, medical, financial, safety, or regulatory advice. Instructors should connect every scenario to the learner's current company policies, local rules, and approved procedures.

## Nomenclature and Jargon

These are classroom working definitions. Learners should adapt wording to their organization's policies, systems, and local regulatory environment.

### Enrollment, Admissions, and Placement

Term	Working meaning
admissions criteria	Working education administration term used in enrollment, admissions, and placement; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
placement	Working education administration term used in enrollment, admissions, and placement; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
capacity	Available people, assets, time, space, or system throughput for a given workload.
equity	Working education administration term used in enrollment, admissions, and placement; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.

### Curriculum Planning and Learning Outcomes

Term	Working meaning
learning outcome	Working education administration term used in curriculum planning and learning outcomes; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
curriculum map	Working education administration term used in curriculum planning and learning outcomes; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
assessment	Working education administration term used in curriculum planning and learning outcomes; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
standard	Working education administration term used in curriculum planning and learning outcomes; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.

### Student Support and Intervention

Term	Working meaning
intervention	Working education administration term used in student support and intervention; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
accommodation	Working education administration term used in student support and intervention; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
attendance	Working education administration term used in student support and intervention; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
student support	Working education administration term used in student support and intervention; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.

### Parent and Guardian Communication

Term	Working meaning
guardian communication	Working education administration term used in parent and guardian communication; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
discipline	Working education administration term used in parent and guardian communication; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.

Term	Working meaning
appeal	Working education administration term used in parent and guardian communication; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
confidentiality	Working education administration term used in parent and guardian communication; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.

## Faculty Coordination and Evaluation

Term	Working meaning
rubric	Working education administration term used in faculty coordination and evaluation; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
grading policy	Working education administration term used in faculty coordination and evaluation; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
observation	Working education administration term used in faculty coordination and evaluation; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
professional development	Working education administration term used in faculty coordination and evaluation; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.

## Compliance, Records, and Privacy

Term	Working meaning
FERPA	Working education administration term used in compliance, records, and privacy; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
student record	Working education administration term used in compliance, records, and privacy; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
need to know	Working education administration term used in compliance, records, and privacy; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
secure handling	Working education administration term used in compliance, records, and privacy; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.

## Accreditation and Program Review

Term	Working meaning
accreditation	External recognition that an organization meets defined quality, safety, or professional standards.
program review	Working education administration term used in accreditation and program review; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
evidence	Working education administration term used in accreditation and program review; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
action plan	Working education administration term used in accreditation and program review; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.

## Budget, Staffing, and Institutional Priorities

Term	Working meaning
budget	Working education administration term used in budget, staffing, and institutional priorities; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
staffing model	Working education administration term used in budget, staffing, and institutional priorities; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.

Term	Working meaning
workload	Working education administration term used in budget, staffing, and institutional priorities; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.
sustainability	Working education administration term used in budget, staffing, and institutional priorities; define the owner, evidence source, governing document, risk, and decision impact before using it in a meeting.

## Industry-Specific Meeting Moves

Situation	Useful language
Enrollment, Admissions, and Placement	Before we commit, I want to confirm admissions criteria, placement, the owner, and the evidence behind the decision. If admission criteria, placement evidence, capacity, and equity need transparent handling., I recommend we document the risk and agree on the next step.
Curriculum Planning and Learning Outcomes	Before we commit, I want to confirm learning outcome, curriculum map, the owner, and the evidence behind the decision. If standards, outcomes, sequence, assessment, and workload must align., I recommend we document the risk and agree on the next step.
Student Support and Intervention	Before we commit, I want to confirm intervention, accommodation, the owner, and the evidence behind the decision. If attendance, assessment data, accommodations, behavior, and support plans need review., I recommend we document the risk and agree on the next step.
Parent and Guardian Communication	Before we commit, I want to confirm guardian communication, discipline, the owner, and the evidence behind the decision. If facts, policy, student privacy, appeal options, and empathy must be balanced., I recommend we document the risk and agree on the next step.
Faculty Coordination and Evaluation	Before we commit, I want to confirm rubric, grading policy, the owner, and the evidence behind the decision. If rubrics, grading policy, classroom evidence, and professional support are needed., I recommend we document the risk and agree on the next step.
Compliance, Records, and Privacy	Before we commit, I want to confirm FERPA, student record, the owner, and the evidence behind the decision. If need-to-know access, secure handling, and privacy policy must be confirmed., I recommend we document the risk and agree on the next step.
Accreditation and Program Review	Before we commit, I want to confirm accreditation, program review, the owner, and the evidence behind the decision. If evidence, assessment cycle, action plan, and ownership must be documented., I recommend we document the risk and agree on the next step.
Budget, Staffing, and Institutional Priorities	Before we commit, I want to confirm budget, staffing model, the owner, and the evidence behind the decision. If workload, student impact, compliance, and sustainability need evaluation., I recommend we document the risk and agree on the next step.

### High-pressure pushback frames

- I understand the urgency. The risk is that we move faster than the evidence or process supports.
- I am not blocking the goal. I am naming the condition we need before the decision is safe and credible.
- If we accept this risk, we should name the owner, document the assumption, and define the trigger for escalation.
- That may be possible, but not under the current scope, timeline, or approval path.
- Let's separate what we know, what we assume, and what still needs confirmation.

### Contrast Pairs

Do not confuse	Useful distinction
admissions criteria vs equity	In enrollment, admissions, and placement, define whether the discussion is about the current fact pattern, the controlling process, the stakeholder pressure, or the final decision.

Do not confuse	Useful distinction
learning outcome vs standard	In curriculum planning and learning outcomes, define whether the discussion is about the current fact pattern, the controlling process, the stakeholder pressure, or the final decision.
intervention vs student support	In student support and intervention, define whether the discussion is about the current fact pattern, the controlling process, the stakeholder pressure, or the final decision.
guardian communication vs confidentiality	In parent and guardian communication, define whether the discussion is about the current fact pattern, the controlling process, the stakeholder pressure, or the final decision.
rubric vs professional development	In faculty coordination and evaluation, define whether the discussion is about the current fact pattern, the controlling process, the stakeholder pressure, or the final decision.
FERPA vs secure handling	In compliance, records, and privacy, define whether the discussion is about the current fact pattern, the controlling process, the stakeholder pressure, or the final decision.
accreditation vs action plan	In accreditation and program review, define whether the discussion is about the current fact pattern, the controlling process, the stakeholder pressure, or the final decision.
budget vs sustainability	In budget, staffing, and institutional priorities, define whether the discussion is about the current fact pattern, the controlling process, the stakeholder pressure, or the final decision.