

School Management Introduction

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Concept of Organization

- ▶ Organization is an organized group of people with a particular purpose, such as a business or government department.
- ▶ Organizations are social entities that are goal-oriented; are designed as deliberately structured and coordinated activity systems, and are linked to the external environment.
- ▶ An **organization** or **organisation** is an entity, such as a company, an institution, or an association, comprising one or more people and having a particular purpose.

Organization Defined

- ▶ A social unit of people that is structured and managed to meet a need or to pursue collective goals. All organizations have a management structure that determines relationships between the different activities and the members, and subdivides and assigns roles, responsibilities, and authority to carry out different tasks. Organizations are open systems--they affect and are affected by their environment.

School organization

- ▶ **School organization** refers to how schools arrange the resources of time, space, and personnel for maximum effect on student learning.
- ▶ The school's organizational plan addresses those issues that affect the school as a whole, such as the **master schedule, the location of staff in different rooms, and the assignment of aides to teachers or teams.**

Concept of Management

- ▶ **Management** is the process of planning, organizing, leading and controlling all the activities of organization in pursuit of predefined objectives. Stephen P. Robbins
- ▶ **Management** involves coordinating and overseeing the work activities of others so that their activities are completed efficiently and effectively.
- ▶ **Management** is the process of designing and maintaining an environment in which individuals, working together in group efficiently accomplish selected aims.

The Definition of Management Needs To Be Expanded

- ▶ As managers people carry out the managerial functions of planning, organizing, staffing, motivating (leading) and controlling.
- ▶ Management applies to any kind of organization.
- ▶ It applies to managers at all organizational levels.
- ▶ The aim of managers is the same to create surplus.
- ▶ Managing is concerned with productivity, which implies effectiveness and efficiency.

Concept of Administration

- ▶ The word administration is composed of two words “ad” means to and “ministraire” means to serve, so as one word it gives meaning to serve. In French, ‘minister’ is the one who takes the responsibility. In Urdu, Persian and Arabic administration means a sequence, order, concentration and attention for the utilization of resources. Robbins is of the opinion that administration is getting the things from others.
- ▶ **Administration** is defined as getting work done by other people effectively and efficiently. Luther Gulick
- ▶ The definition of administration also refers to the group of individuals (administrators) who are in charge of creating and enforcing rules and regulations, or those in leadership positions who complete important tasks.

The Functions/Elements of Management

- ▶ **Planning:** Selecting missions and objectives as well as the actions to achieve them,, which requires decision making.
- ▶ **Organizing:** Establishing and intentional structure of roles for people to fill in an organization..
- ▶ **Motivating (Leading):**Influence people, so that they will contribute to organizational and group goals.
- ▶ **Controlling:** Measuring and correcting individual and organizational performance to ensure that events conform to plans.

Managerial Functions at Different Organizational Levels

- ▶ **Top Level:** are planning, organizing and controlling.
- ▶ **Middle Level:** they are equally sharing all functions.
- ▶ **First Line Supervisors:** are only leading.

Educational Management

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- ▶ “Theory and practice of the organisation and administration of existing educational establishments and systems.” —G. Terry page and J.B. Thomas

School Management

- ▶ the branch of pedagogy that studies the means and methods of administering schools
- ▶ is regarded as the process of integrating the appropriate human and material resources that are made available and made effective for achieving the purposes of a programme of an educational institution.

School Resources

- ▶ **1. Human Resources:** Human Resources of an educational institution comprise the entire staff, both the teaching and non-teaching – teachers, clerks, researchers and other elements such as students, parents, members of the community, members of the managing or governing body and departmental officials. Management of human resources is of vital importance at present and calls for selection, recruitment, appointment, hire, retention, development and motivation of the personnel to achieve the educational objectives.

School Resources

- ▶ **2. Physical and Material Resources:** For every organisation or institution, basic infrastructure in concrete terms is essential. Buildings, playgrounds, equipment's, furniture's, machineries and stationeries are required for various practical purposes. Libraries, laboratories, auditorium and so on are part and parcel of an educational institution for organizing different curricular and co-curricular programmes
- ▶ The modern age of science and technology has made it possible to equip the educational institution with various media and materials, electronic gadgets including radio, television computers, projectors of many kinds and traditional aids like illustrations, models, charts, maps etc. at reasonable prices..

School Resources

▶ 3. Ideational Resources:

- ▶ The resources which are mostly based on ideas and ideals, heritage, image are the curriculum, methods of teaching, innovations and experiments. Like the individual, every organization has its own personality with integrity, its own culture and its own values which are unique and influential for the smooth functioning and effective management of the institutions for creating motivation and self-pride among individuals.

Aims of School Management

- ▶ 1. The basic aim is that schools are the betterment of societies.
- ▶ 2. To provide efficient life of the school children and prepare them for the art of learning together.
- ▶ 3. To bring school and community close to each- other.
- ▶ 4. To prepare the students according to the interest and ability of the students
- ▶ 5. To help the students to unfold their personality (mental development) inner part.
- ▶ 6. To enable the students to have the right type of psychology of life.
- ▶ 7. To conserve all the group practical values, heredity and culture of our society.

Objectives of School Management

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- ▶ **1. To provide proper education to students:** This objective seeks to mention the fact that good education doesn't mean education at a very high cost as is practiced in modern public schools. Rather it means the right type of education from the right type of teachers within reasonable cost. This objective also implies quantitative expansion and qualitative improvement of education.
- ▶ **2. To Ensure Adequate Utilization Of All Resources:** For adequate realization of the various purposes of educational programme, there is the need of ensuring adequate utilization of all available resources-human, material and financial.

Objectives of School Management

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- ▶ **3. To Ensure Professional Ethics And Professional Development Among Teachers:** As teachers are the senior and mature human elements to accelerate the programme in time, their role is highly felt in this regard. They are to be encouraged and given the facility to devise and try out innovative ideas on instruction and to participate in service education programmes. In this context, it can be visualized that educational administration should aim at developing a desire for hard work, dedication and commitment for their job among teachers.
- ▶ **4. To organize educational programmes for acquainting students with the art of democratic living and giving them excellent training in democratic citizenship.**

Objectives of School Management

- ▶ **5. To mobilize the community:**
- ▶ Like general administration, educational administration seeks to maintain and improve the relations with the community. For this it should seek community support and co-operation for quantitative expansion, qualitative improvements, smooth and fair examination in the educational system.
- ▶ **6. To organize co-curricular activities effectively for developing talents of students and work efficiency of educational teachers.**

Objectives of School Management

- ▶ **7. To get the work done:** The most important objective of administration is to get the work done effectively, efficiently and with satisfaction to the individuals and benefits to the society.
- ▶ **8. To prepare students for taking their places in various vocations and avenues of life.**
- ▶ **9. To train the students in developing scientific attitude and objective outlook among them towards all aspects and activities of life.**
- ▶ **10. To ensure qualitative improvement of education:** Good education can be provided to students by bringing qualitative improvement in instruction. Regular supervision of teaching and guidance of teachers help to ensure quality teaching in schools.

Need/ Importance and impact of effective School Management

- ▶ to manage constant Process of change in school
- ▶ to develop Goals of school
- ▶ to ensure smooth functioning of a school.
- ▶ to avoid under and over utilization of the resources of a school there by ensuring optimum and judicious use of the resources.
- ▶ to make best use of the capabilities of the school personnel because if they are allotted the work depending upon their area of expertise, interest, experience they are likely to deliver work at the best of their abilities.

Need/ Importance and impact of effective School Management

- ▶ to save time, increase clarity and efficiency of work as there is clarity of duties to be performed and responsibilities to be held on the part of the school personnel.
- ▶ to achieve the aims and objectives of a school smoothly.
- ▶ to lay stress on building relationships among the school personnel thereby helps in increasing mutual trust, interdependency which is necessary to build team spirit among the school personnel.

Principles of School Management

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- 1. Principle of objectivity:** this principle demands that the activities are focused on the predetermined objectives of the school programmes etc.
- 2. Principle of Comprehensiveness:** this principle demands that a wide variety of activities are offered to the students.
 - ▶ These activities should fulfill the individual as well as group needs.
 - ▶ Activities should also provide for the balanced development of the students personalities.
 - ▶ Right and duties should also be made known to the students through the activities.
 - ▶ Training and working in collaboration should be made a regular feature for the students.

3. Principle of economy: the principle focuses on the facts that:

- ❑ The work force be utilized according to the capacity, potential and liking.
- ❑ The material sources should also be used to the optimum.
- ❑ The responsibilities need be entrusted according to the caliber and taste.

4. Principle of co-operation and co-ordination

- ▶ School should be a place where the atmosphere of mutual consultation should prevail.
- ▶ The responsibilities should be discharged with zeal vigor and drive for the betterment of the institution.
- ▶ Student should be provided with a chance to share some of the responsibilities with their teachers.

5. Principle of simplicity: The administrative procedure are made simple, practicable and understandable.

- ▶ The responsibility and authority should work together.
- ▶ The teachers must be exposed to novel situations to polish their leadership qualities.
- ▶ School should have a close relation with the society and parents.

6. Principle of modification: The duties and responsibilities of the staff must be changed after intervals.

- ▶ The latest innovations and trends be incorporated at the proper time.

7. Protection of Social Values: The first principal of School Organization is to protect social values. Being a component of the society , It must be preventive of general and specific aims of the society .

8. Principle of Flexibility : The organization must be flexible It should be flexible and balanced because the society always tends to changes and the need of the human being also changes with time.

9. Principle of Adaptability: The organization must be flexible It should be flexible and balanced because the society always tends to changes and the need of the human being also changes with time.

10. Principle of Accountability: Analysis of the activities of the staff give a positive result to organization. The principal should encourage hard worker and a sign of alertness for the rest.

11. Professional Growth: Teacher and other worker should be given a proper training facilitation for better performance

12. Principle of Utility: Utilization of all the possible resources help in achieving the goals

Issues of School Management

- ▶ Time Management issues
- ▶ Finding proper resources
- ▶ Adapting class activities
- ▶ Ease communication with parents
- ▶ Problems with Technological Advancement
- ▶ Problems With Funding

Issues of School Management

- ▶ Psychological issues
- ▶ Leadership Problems
- ▶ Interference of government
- ▶ Lack of devotion among teachers
- ▶ Lack of cooperation among parents
- ▶ Lack of initiative by the school administrators