

EDUCATIONAL MANAGEMENT
CODE : BEDN 2232

UNIT – I INTRODUCTION TO EDUCATIONAL ADMINISTRATION AND MANAGEMENT

Nature and scope of educational administration, definitions, differences between management, organization, administration:

1. Educational administration doesn't refer to any single process rather different processes or aspects constitute administration. These are planning, organizing, directing, Coordinating and evaluation.
2. Educational administration is a non-profit making task.
3. Educational administration is primarily a social enterprise as it is more concerned with human resources than with material resources.
4. Educational administration is more an art than a science. The reason is that human relationship prevailed here can't be maintained by any set of formulae.
5. Educational administration is similar to general administration in many ways, but it is also dissimilar to general administration in many more ways.
6. Educational administration is a complex affair.

Scope of Educational Administration:

1. The educational administration encompasses all the levels of education in its jurisdiction.
2. It covers all forms of education such as:
 - a. Formal Education
 - b. Non-formal Education and Adult Education
 - c. General Education
 - d. Vocational Education
3. Educational administration covers the following aspects relating to management in its jurisdiction:
 - a. Planning
4. Educational Administration takes place at various levels such as:
 - a. Central level
 - b. State level
 - c. District level

Define of Educational management

Educational Management is a field which is concerned with the operation of educational organizations . It is the process of planning, organizing and directing activities in a school, effectively utilizing human and material resources, in order to accomplish the school's objectives.

Differences between management, organization, administration.

BASIS FOR COMPARISON	MANAGEMENT	ADMINISTRATION
Meaning	An organized way of managing people and things of a business organization is called the Management.	The process of administering an organization by a group of people is known as the Administration.
Authority	Middle and Lower Level	Top level
Role	Executive	Decisive
Concerned with	Policy Implementation	Policy Formulation
Area of operation	It works under administration.	It has full control over the activities of the organization.
Applicable to	Profit making organizations, i.e. business organizations.	Government offices, military, clubs, business enterprises, hospitals, religious and educational organizations.
Decides	Who will do the work? And How will it be done?	What should be done? And When is should be done?
Work	Putting plans and policies into actions.	Formulation of plans, framing policies and setting objectives
Focus on	Managing work	Making best possible allocation of limited resources.
Key person	Manager	Administrator
Represents	Employees, who work for remuneration	Owners, who get a return on the capital invested by them.
Function	Executive and Governing	Legislative and Determinative

Components of the administrative process, management of things, human relations:

The components are: (1) Educational Planning, (2) Educational Administration, (3) Educational Organization, (4) Educational Direction, (5) Educational Co-ordination, (6) Educational Supervision, (7) Educational Controlling, and (8) Educational Evaluation.

Human Relations management theory is a premise of organizational psychology from the early twentieth century, which suggests that employee productivity and motivation can be increased through positive social bonds in the workplace and acknowledgment of the worker as a unique individual

The study and development of Internet of Things (IoT) applications, web and mobile, is on the increase. Applications, working with data obtained from different areas such as transportation, smart homes, health care, public services, industry and many others. Previous studies have focused on managing the obtained data. However, managing the heterogeneous resources that get that data is an area that demands more attention. This work addresses the management of resources in the Internet of Things. This is achieved by proposing a virtual-resource edge layer, which enables access and configuration to constrained physical resources. The architecture presented focuses on the use of virtual resources as a management concept and identifies different approaches in the performance evaluation on edge computing devices. Using the IoT protocol CoAP, virtual resources are exposed in the edge network. An evaluation of a Go CoAP virtual resource is presented.

Bureaucratic Management Theory

Max Weber (1864-1920) took a more sociological approach when creating his bureaucratic management theory. Weber's ideas revolve around the importance of structuring your business in a hierarchical manner with clear rules and roles.

According to Weber, the ideal business structure (or bureaucratic system) is based on:

Clear division of labor

Separation of the owner's personal and organizational assets

Hierarchical chain of command

Accurate record keeping

Hiring and promotion based on qualifications and performance, not personal relationships

Consistent regulations

Many today see Bureaucratic Management as an impersonal style that can become overwhelmed by rules and formalities. That said, it can be very useful for new businesses that are in need of standards, procedures, and structure.

Classical Management

Classical Management Theory is predicated on the idea that employees only have physical needs. Because employees can satisfy these physical needs with money, Classical Management Theory focuses solely on the economics of organizing workers.

Due to this narrow view of the workforce; Classical Management Theory ignores the personal and social needs that influence employees' job satisfaction. As a result, Classical Management Theory advocates seven key principles:

1. Profit maximization
2. Labour specialization
3. Centralized leadership
4. Streamlined operations
5. Emphasis on productivity
6. Single-person or select-few decision making
7. Priority to the bottom line

When these seven principles are put into practice, they create an "ideal" workplace based on a hierarchical structure, employee specialization, and financial rewards.

Control of the business is held by a select few who exercise exclusive control over the decisions and direction the company takes. Underneath those select few, middle managers govern the day-to-day activities of the employees who are at the bottom of the pecking order.

And all of this revolves around the idea that employees will work harder and be more productive if they are rewarded in larger and larger increments (via wages or benefits).

While this may not sound like an "ideal" management theory by today's standards, it worked well for many years prior to the early 20th century. And even though the system isn't applied lock-stock-and-barrel as it once was, there are several strong points that managers can use in the 21st century. They include:

Clear managerial structure

Division of labour

Clear definition of employee roles

These three principles, combined with other management theories on this list, can improve the way your employees — and your business — works in this modern age

Unit 2

LEADERSHIP BEHAVIOUR, SUPERVISION & CLASSROOM MANAGEMENT

Three basic leadership styles: Authoritarian (Autocratic), Participative (Democratic) and Delegative (Laissez-Faire) .

Importance of Leadership

Leadership is an important function of management which helps to maximize efficiency and to achieve organizational goals. The following points justify the importance of leadership in a concern.

1. Initiates action- Leader is a person who starts the work by communicating the policies and plans to the subordinates from where the work actually starts.
2. Motivation- A leader proves to be playing an incentive role in the concern's working. He motivates the employees with economic and non-economic rewards and thereby gets the work from the subordinates.
3. Providing guidance- A leader has to not only supervise but also play a guiding role for the subordinates. Guidance here means instructing the subordinates the way they have to perform their work effectively and efficiently.
4. Creating confidence- Confidence is an important factor which can be achieved through expressing the work efforts to the subordinates, explaining them clearly their role and giving them guidelines to achieve the goals effectively. It is also important to hear the employees with regards to their complaints and problems.
5. Building morale- Morale denotes willing co-operation of the employees towards their work and getting them into confidence and winning their trust. A leader can be a morale booster by achieving full co-operation so that they perform with best of their abilities as they work to achieve goals.
6. Builds work environment- Management is getting things done from people. An efficient work environment helps in sound and stable growth. Therefore, human relations should be kept into mind by a leader. He should have personal contacts with employees and should listen to their problems and solve them. He should treat employees on humanitarian terms.
7. Co-ordination- Co-ordination can be achieved through reconciling personal interests with organizational goals. This synchronization can be achieved through proper and effective co-ordination which should be primary motive of a leader

Leadership Behaviour:

Vision. ...

Inspiration. ...

Strategic & Critical Thinking. ...

Interpersonal Communication. ...

Authenticity & Self-Awareness. ...

Open-Mindedness & Creativity. ...

Flexibility. ...

Responsibility & Dependability.

Scope of Educational Supervision

“Education is now conceived as a powerful social force for the development of personality and the values of the democratic social order.

Democracy requires supervision should be made more and more participatory and co-operative.

Hence supervision should be a cooperative enterprise in which everyone has the right to contribute. Democratic supervision provides full opportunity to discussion, free expression of views and opinions, enlists participation of all persons and welcomes and utilizes their contribution for the improvement of the teaching-learning situation and process.

So supervision is planned cooperatively by all educational workers. Its programmes are flexible and related to the situation, and include analysis and improvement of the situation, of the final product of education and of its own effectiveness.

Supervision employs various techniques such as observation, demonstration, visitation, workshops, seminars, conferences, teacher's guides, handbooks of suggestions, professional journals and in-service education.

Supervision continuously makes its best effort to evaluate and improve the work environment of the pupils and teachers with their help and community's assistance and cooperation. It also continuously maintains an atmosphere of mutual trust, integrity, loyalty, freedom, goodwill, responsibility and self-direction.

Types of Educational Supervision

(A) Autocratic Supervision:

In this type, the authority is centralised in the key person or head, who has been legally appointed to look after the organisation. The policies and techniques of the school programme are directed by him. Here, the authority and power may be delegated to the supervisors who are directly responsible to the head.

There is quick communication between the authority and supervisors so that they can be easily contacted and ordered to carry out definite directions. All suggestions and prescriptions of duties and activities come from one person and may be passed down, the line and performance is checked in the same manner upward. Supervisors are appointed in establishments as the inspectors.

Generally the inspectors visit individual teachers classes, meet them individually to solve their problems. Students are also assisted individually. The authoritarian leader remains in the focus of the groups attention. He emphasizes their obedience

Demerits:

In autocratic supervision conflict, friction and antagonism soon develop. There is repression of individual personalities and no attempt is made to utilize the intelligent and talent of the supervisors. There is great wastage of both talent and energy.

(B) Democratic Supervision:

Here authority is based on superiority of knowledge, skill and capacity and not on legal sanctions. There is decentralization of power. Every supervisor is required to contribute his best to group purposes and group welfare.

The talents of all workers are utilized fully. There is maximum possible participation of all workless in determining policies, procedures and final evaluation. Each individual personality is respected and considered of supreme value. Equality is practiced in all matters; emphasis is placed on mutual relationship and respect for one another.

Classroom management

Classroom management refers to the wide variety of skills and techniques that teachers use to keep students organized, orderly, focused, attentive, on task, and academically productive during a class. Classroom management is important because it directly affects your students' ability to learn and your ability to teach. It impacts a teacher's ability to be effective and actually ENJOY teaching. Most importantly, a well managed classroom highly impacts students' academic success. Set guidelines and stick to them. Every teacher has rules for their class, but teachers who stick to the rules they set are the most effective in managing their classrooms. ...

Engage a class in as many ways as possible. ...

Get parents involved from the start.

Time Management Definition

“Time management” is the process of organizing and planning how to divide your time between specific activities . Good time management enables you to work smarter - not harder - so that you get more done in less time, even when time is tight and pressures are high.

Violation of rights of children and legal consequences

Both girls and boys in India face early marriage, domestic abuse, sexual violence, violence at home and in school, trafficking, online violence, child labour and bullying. All forms of violence, abuse and exploitation have long-lasting consequences on children's lives.

1. Child marriage · 2. Child labour · 3. Lack of access to education · 4. Child Soldiers · 5. Lack of access to clean water · 6. Female Genital Mutilation · 7. Lack of access to healthcare.

UNIT – III SCHOOL ADMINISTRATION & MANAGEMENT

School administration:

It shall supervise the activities of the school for its smooth functioning. The school management system reduces the functions of Administrators, teachers, staff, and others by providing a platform for them to monitor activities, generate reports, upload documents and much more. The school management system aims to help teachers save this attendance time by recording children's attendance status for the whole term. Not only does it record the presence and absence of students, but notify the parents of the children who are absent. This way, it keeps track of all students. Teachers, parents, alumni and community members can serve as managers in the management committee and participate in decision-making of the school. The functions of a school manager are to manage the school and formulate policies that best suit the needs of the school as well as the overall interests of the students.

School discipline:

Positive approaches to discipline teach and reinforce positive behaviours, are clear and equitably applied to all students; employ culturally competent practices, safeguard the well-being of all students and staff, keep students in school and out of the juvenile justice system, and incorporate family involvement.

Office management

Office management involves the planning, design, implementation of work in an organization and its offices. This includes creating a focused work environment, and guiding and coordinating the activities of office personnel to achieve business goals. Originally identified by Henri Fayol as five elements, there are now four commonly accepted functions of management that encompass these necessary skills: planning, organizing, leading, and controlling. Office managers are responsible for keeping an office running smoothly and overseeing administrative support. The job can range widely in duties and responsibilities, from reception, copy editing and support, to handling a specific type of paperwork or filing for a specific department.

co-curricular activities

Co-curricular activities refer to all the activities performed by students to enhance their life skills. Wherein curricular activities comprise academic and scholastic activities.

Co-curricular activities can be performed individually or in groups, inside or outside the classroom, depending on the activity's nature.

Importance of co-curricular activities

“The Extracurricular activity in which I was most engaged -debating-helped shape my interest in public policy,” enunciated by Joseph Stiglitz, American Economist, and Policymaker. Let us go through the following points to understand the importance of co-curricular activities.

Improves Communication Skills

Communication skills are essential in today's competitive world.

Moreover, kids need time to understand how to express themselves; active participation in the debate or extempore speech can help them relinquish their barriers.

Develops Methodical Time- Management Skills

One needs to learn time allocation and management in their school life itself.

Balancing scholastic activities with co-curriculum activities will help your kid understand the important principles of work-life balance.

Inculcates Moral Values and Decision-making ability

Our sense of justice and moral values stem from early childhood. Even though various factors like family background and individual traits play a key role, participation in co-curricular activities helps kids gather their thoughts.

Teaches Self-motivation

When a kid struggles to learn a new skill in early childhood, they experience failure and feel rejected at times.

However, they keep trying and learn to motivate themselves. Identification and rectification may sound complicated for kids in junior grades, but a few kids astonishingly pick up their grades after performing poorly in an examination.

Analytical Ability

Participating in the Mathematics Club or Mathematics exhibition is an engaging recreational activity for kids.

These activities include games and mathematical modeling alike, which can be fun and challenging at the same time. These activities help children analyze situations on their own.

Kids can also solve puzzles and simulations on Cuemath to build analytical abilities.

Develops Patience

Children can be very restless at times, and this might create problems during examination.

Kids tend to overlook important details associated with questions.

Comprehension can also be cumbersome for some kids. Mental Math or Math Puzzles help kids comprehend better. In the process of light-hearted learning, kids tend to develop patience and interest.

Co-curricular activities add balance to student life and facilitate Physical, Emotional, and Cognitive development in kids. Behavioural or concentration problems are common among kids.

Allow them to participate in school activities, and they will learn social behaviour. Stress is awful for kids and hampers their overall development. Various activities conducted by schools will help you in parenting your child better.

School library

A school library (or a school library media centre) is a library within a school where students, staff, and often, parents of a public or private school have access to a variety of resources. A school library serves as the centre and coordinating agency for all material used in the school.

A library is an important source of knowledge to young minds in schools. It develops the important habit of reading among the students. Every school should have a library. The school library plays a great role in the life of students by serving as the store house of knowledge.

UNIT – IV ADMINISTRATION AT DIFFERENT LEVELS, SCHOOL AND COMMUNITY

Administration is a process of systematically arranging and co-ordinating, the human and material resources available to any organization for the. The main purpose of achieving

stipulated goals of that organization. When applied to the school system, the process is referred to as.

Institutional planning: Institutional planning is a program of development and improvement prepared by an educational institution on the basis of its felt needs and the resources available or likely to be available, with a view to improving the school program and school practices. The main purpose of Institutional Planning is to improve the school program and school practices. It is based on the principle of optimum utilization of the resources available in the school and community. To provide equal opportunities to all the pupils to get education. The institutional planning should be based on certain predetermined objectives. All activities planned should help directly or indirectly to achieve these ends. One depending upon the circumstances and needs of the school, the objectives may be short term and long –term. Each institutional plan has two distinct focal points: (a) improvement which is based on human efforts and (b) development necessitating support and assistance of the management, community and the government. What are the benefits of Institutional Planning? It informs development partners on the priorities, set at institutional level, to address the human resource development needs of the economy.

Extension Service Department

An educational opportunity provided by colleges and universities to people who are not enrolled as regular students.

1. Extension uses democratic method.
2. Extension Helps in adoption of innovations.
3. Extension helps in studying and solving the various problems.
4. Extension increases educators and improve their standard.
5. Extension makes good communities better and progressive.
6. Extension contributes to national development programmes

UNIT – V MANAGEMENT AND EVALUATION OF HUMAN RESOURCE

Total quality management is a business management strategy aimed at inculcating quality awareness in all organizational processes. TQM is widely used in manufacturing, education, hospitals, call centres, government and service sectors as well as space and science programs. A primary focus of TQM and most Quality Management Systems is to improve customer satisfaction by having a customer focus and consistently meeting customer expectations. ... It emphasizes the need for your business to clearly communicate to the customers exactly what you will deliver to avoid misunderstandings. Reduced costs and better cost management, higher profitability, improved customer focus and satisfaction.

Stress management: To control a person's level of stress, especially chronic stress, usually for the purpose of and for the motive of improving everyday functioning.

Disaster Management:

Disaster management aims to reduce, or avoid the potential losses from hazards, assure prompt and appropriate assistance to victims of disaster, and achieve rapid and effective recovery. The organization and management of resources and responsibilities for dealing with all humanitarian aspects of emergencies , in particular, preparedness, response and recovery in order to lessen the impact of disasters.

Decision making: The process of making choices by identifying a decision, gathering information, and assessing alternative resolutions.

You'll make better decisions. ...

You'll save time and make better use of resources. ...

All employees will be able to contribute more effectively. ...

Professional development is enhanced. ...

People will accomplish more faster. ...

Commitment will be stronger. ...

Employee satisfaction and engagement will improve.

SWOT analysis:

SWOT (strengths, weaknesses, opportunities, and threats) analysis is a method for identifying and analyzing internal strengths and weaknesses and external opportunities and threats that shape current and future operations and help develop strategic goals.

Strengths

Strengths describe what an organization excels at and what separates it from the competition: a strong brand, loyal customer base, a strong balance sheet, unique technology, and so on. For example, a hedge fund may have developed a proprietary trading strategy that returns market-beating results. It must then decide how to use those results to attract new investors.

Weaknesses

Weaknesses stop an organization from performing at its optimum level. They are areas where the business needs to improve to remain competitive: a weak brand, higher-than-average turnover, high levels of debt, an inadequate supply chain, or lack of capital.

Opportunities

Opportunities refer to favorable external factors that could give an organization a competitive advantage. For example, if a country cuts tariffs, a car manufacturer can export its cars into a new market, increasing sales and market share.

Threats

Threats refer to factors that have the potential to harm an organization. For example, a drought is a threat to a wheat-producing company, as it may destroy or reduce the crop yield. Other common threats include things like rising costs for materials, increasing competition, tight labor supply, and so on.

Educational Management, Leadership and Action Research

Leadership in Education Educational Management: Definition and General Concepts The concept of management overlaps with other similar terms, leadership and administration. Management is famous and used for instance in Great Britain, Europe as well as Africa, on the other hand, the term administration is preferred in the United States, Canada, and Australia. The concept of leadership is of tremendous interest in most countries in the developed World at the present times. Management refers to the set of actions and tasks in relevance to application of the highest order of organization and effectiveness to use resources within to achieve the objectives of the organization. Educational management may

even be considered a (logy) by itself when it comes to the management of educational organizations. In essence, educational management is all about factual application of management principles in education fields. In the words of Mr. Gerald Ngugi Kimani it is plain as observe that educational administration and management are two applied fields of study. Educational management is an applied field of management. One can therefore deduce that educational management refers to the application of theory and practice of management to the field of education or educational Institutions. Educational administration is a process of acquiring and allocating resources for the achievement of predetermined educational goals.

Functions of Educational Management The process of educational management consists of five basic functions; a manager uses these functions to achieve educational organization goals and objectives. Most of the authors evaluation controlling coordination directing organization Planning agreed on the following five functions of the educational management: Human resource, through the student, the educational personnel, and the Educational management has three major field study area, they are Learning resource, such as tools through the planning which will be used as a stakeholder and community as an education service user. Facility and finance resource, as supporting factors which make the education held well. media or curriculum.

Evaluation and its consequences. Professional development Solving the problems Administration Planning and implementing the programmes Development related goals The scope of educational management is related to The job of educational administrators 1. Critical administrative responsibility areas Goal attainment Maintaining the school's cultural 2. Critical administrative processes Organizing Planning 3. Critical administrative skills Technical

There are seven factors which can be conceptualized in the synthesis of knowledge in educational administration. Functions Skills Ethics Structure operational areas context issues Table-1: Comparison between Management & Administration Basis For Comparison Management Administration Meaning An organized way of managing people and things of a business organization is called the Management. The process of administering an organization by a group of people is known as the Administration. Authority Middle and Lower Level Top level Role Executive Decisive Area of operation It works under administration. It has full control over the activities of the organization. Applicable to Profit making organizations, i.e. business organizations. Government offices, military, clubs, business enterprises, hospitals, religious and educational organizations. Decides Who will do the work. And How will it be done. What should be done. And When is should be done. Work Putting plans and policies into actions. Formulation of plans, framing policies and setting objectives Focus on Managing work Making best possible allocation of limited resources. Key person Manager Administrator Represents Employees, who work for remuneration Owners, who get a return on the capital invested by them.

Educational management and Educational leadership Leadership is a process of influence leading to the fulfillment the preset targets. It involves motivating and supporting others towards a whole vision for the school, the foundations of which are built on clear personal

and professional values. Management is the realization of the policies of the school and the efficient and effective maintenance of the school's current activities. Some say, "Managers manage tasks, but leaders lead people," and "Management is doing things right, but leadership is doing the right things." Educational Leadership Educational Leadership means 'the ability of an accomplished person to influence others to achieve an objective.' Leadership in its core is about paving a path for person/people to take part for something extraordinary to be realized. The term effective leadership refers "to the ability of successfully integrating and expanding the available resources within the internal and external environment to reach organizational or societal goals." Leadership is a process of influence leading to the achievement of desired purposes. Successful leaders develop a vision for their schools based on personal and professional values. They articulate this vision at every opportunity and influence their staff and other stakeholders to share the vision. The philosophy, structures and activities of the school are geared towards the achievement of this shared vision. Leadership needs at least two central factors which related inside. They are power and authority, plus the interaction of people in groups. The leader must have a vision and strong character to influence his followers. Educational leadership is defined as occurring when someone takes the initiative to facilitate the following conditions for implementing change in teaching and learning. They must be making opportunities to allow participants to develop personal understandings and to form social groups to allow for mutual support during the change process. They also must have encouragement to reflect on practice.

Table: Comparison between Leadership & Management Basis for Comparison Leadership Management Definition Leadership means "the ability of an individual to influence, motivate, and enable others to contribute toward the effectiveness and success of the organizations of which they are members." Management comprises directing and controlling a group of one or more people or entities for the purpose of coordinating and harmonizing that group towards accomplishing a goal. Personality Styles Are often called brilliant and mercurial, with great charisma. Yet, they are also often seen as loners and private people. They are comfortable taking risks, sometimes seemingly wild and crazy risks. Almost all leaders have high levels of imagination. Tend to be rational, under control problem solvers. They often focus on goals, structures, personnel, and availability of resource toward persistence, strong will, analysis, and intelligence. Orientation People-oriented Task-oriented Focus Leading people Managing work Outcomes Achievements Results Approach to tasks Simply look at problems and devise new, creative solutions. Using their charisma and commitment, they excite, motivate, and focus others to solve problems and excel. Create strategies, policies, and methods to create teams and ideas that combine to operate smoothly. They empower people by soliciting their views, values, and principles. They believe that this combination reduces inherent risk and generates success. Approach to risk Risk-taking Risk-averse Role in decision- making Facilitative Involved Styles Transformational, Consultative & Participative Dictatorial, Authoritative, Transactional, Autocratic, Consultative and Democratic Power through Charisma & Influence Formal authority & Position Organization Leaders have followers Manager have subordinates To train the prospective Teacher/Mentor/Instructor to practice Goals of educational leadership strategic leadership that To provide the prospective Teacher/Mentor/Instructor with the knowledge of best instructional promotes a vision,

mission, values, beliefs and goals for 21st century Institutes/ schools and Institute/school practices that result in an environment of accountability and high standards To provide a program of study that enhances the prospective Teacher/Mentor/ Instructor's for all students understanding of the role culture contributes to Institutes performance, student learning, and To develop the prospective Teacher/Mentor/Instructor's skills to create an Institute the achievement of collective goals To develop the prospective Teacher/Mentor/Instructor's managerial leadership skills in professional learning community which empowers teachers with distributive leadership. budgeting, staffing, problem solving, and communicating in order to meet the 21st century needs of every classroom To facilitate the development of the prospective Teacher/Mentor/Instructor's external development leadership skills that will enhance parent/community/business engagement, To develop the prospective Teacher/Mentor/Instructor's micro political leadership skills to support and ownership in the Institute facilitate social cohesion and shared decision making among staff.

Education Team Building A climate of trust and cooperation is essential for effective student learning. Too many schools Disconnection. Students and teachers can often feel disconnected. They can lack Despondency. Lack of a common purpose. these days, however, report problems of: a common bond with each other and the school as a whole. Cooperation and collaboration Hostility Group Dynamics. Individuals and groups can feel like outsiders in their own school. between teachers and students is the key to high performing school systems. & Intolerance. School communities can suffer from lack of tolerance and understanding, Aggression. Unresolved conflicts can lead to fear, bullying, and worse. Low Morale. Teachers that don't feel support or listened to, often suffer from low morale because of poor communication. and job satisfaction. Similarly, students that don't feel listened to are more likely to misbehave. Professional Team Building in Schools Schools are turning to professional team building services as a way to build a positive culture of success and collaboration. In school different programs provide a sense of connection and improved communication skills that can improve job satisfaction and morale. Effective team building leads directly to better communication. As a team, students, teachers and administrators start pulling in the same direction. The result is better learning, higher morale and increased performance. Team Building for Teachers School Administration. Administrators can learn to improve their interactions with Subject Departments. Department heads and their faculty team can learn to trust each students and teachers, build trust and improve efficiency. ClassLevel Teams. Those on the firing line with youngsters can improve their conflict other and work toward a common goal. resolution skills, learn to trust themselves and others, and increase their problem-solving skills and improve conflict resolution. Team Building for Students Students' bodies and brains are continuing to develop at pace much faster than any of us. This is the perfect time to demonstrate problem-solving and communication skills that will stand Sports Teams: Team building exercises show them that the results they want flow them in good stead in and out of the classroom. Students have different type of teams such as: Student Groups: School groups of all types learn how to trust and work toward a common naturally from better cooperation and communication. Extracurricular Activities: Students learn that listening, talking and trusting help in every goal, while having fun. area of life. Education Leadership Training Educational systems need effective leadership in both school

districts and in school administration. Effective education leadership training, beyond professional team building, Head of the school has find effective ways to connect with teachers, staff and students. can help improve decision making and communication. This helps them make more effective decisions and gives faculty a sense that someone is hearing them.

Mentoring Mentoring entails informal communication, usually face-to-face and during a sustained period of time, between a person who is perceived to have greater relevant knowledge, wisdom, or experience (the mentor) and a person who is perceived to have less. Process social capital, and informal transmission of knowledge, Mentoring is a process for the the psychosocial support perceived by the recipient as relevant to work, career, or professional development; Importance A good mentor can help the mentee become more effective at work, learn new skills, develop greater confidence, and make better decisions for their overall career growth. Mentors report many benefits as well, including satisfaction from seeing others develop; expanded generational and cultural perspectives; strengthening of technical, leadership, and interpersonal skills; and continuing to experience new ideas and insights. **Mentoring Techniques or Models** One-on-One Mentoring: It is the most traditional of all the types of mentoring. Only the mentor and mentee are involved in this type of mentoring, and it is usually a more- experienced individual paired with a less-experienced or much younger mentee. Group Mentoring: In this model, one or several mentors work with a group of mentees. Schools and youth programs often apply this model because there may not be enough time or resources to have one mentor for each participant. Peer Mentoring: Participants in this model are from the same role or department or have shared or similar experiences, whether in their professional or personal lives. These peer's pair up to offer support for each other. This can be a group or a one- on-one mentoring relationship. Distance or E-Mentoring: With such advanced technology, the mentorship relationship no longer has to be face-to-face. Using online software or even email, participants in this type of mentoring can connect virtually without losing the personal touch.

Reverse Mentoring: This mentoring relationship is flipped from the traditional model. Instead of a senior professional mentoring a more junior employee, the junior employee mentors a more senior professional. This relationship is usually for the younger or more junior professional to teach the skills or a new application or technology to the more senior one. **Speed Mentoring:** This type of mentoring is a play on speed dating and usually occurs as part of a corporate event or conference. The mentee has a series of one-on-one conversations with a set of different mentors and usually moves from one mentor to the next after a brief meeting. The mentee should come prepared with questions for advice from the senior level professionals. **Mentoring in Education** Mentoring in education involves a relationship between two people where the mentor plays a supportive and advisory role for the student, the mentee. This relationship promotes "the development and growth of the latter's skills and knowledge through the former's experience." In many secondary and higher secondary schools, mentorship programs are offered confidence building and to support students in program completion, transitioning to further education or the workforce. There are also peer mentoring programs designed specifically to bring under-represented **Resiliency: Resilience**

is "the ability to withstand and rebound from disruptive life populations in different ways challenges" and has been found to be a very useful method when working with students of low socioeconomic backgrounds who often encounter crises or challenges and suffer specific traumas. Education and students' performance and achievement in school are directly affected by these challenges, so certain negative psychological and environmental situations that students from lower socioeconomic backgrounds disproportionately encounter provide a framework for explaining the achievement gap. Resiliency does not provide a solution to the struggles and trauma that these students are experiencing, but instead focuses on giving them the tools to adapt to these situations and respond to them in a way that avoids a negative outcome and enables them to emerge stronger and to learn. Relationship building Data-driven strategies Administrative support Effectiveness Activities Instructional directions Counseling and Guidance Protective factors and risk factors from the experience. Content and pedagogical knowledge

Needs and Importance of School Management

School-based management can be expected to improve student achievement and other outcomes as these local people demand closer monitoring of school personnel, better student evaluations, a closer match between the school's needs and its policies and more efficient use of resources.

To promote quality education, a school should adopt a model of teaching and learning and a management framework that best suits the needs of the students and the community. Through school-based management, the school develops its own characteristics, establishes its culture and identity, seek self-improvement and pursues excellence.

Local decision making and fiscal decentralization can have positive effects on school outcomes such as test scores or pass rates by holding the schools accountable for the outputs that they produce.

It leads to more realistic budgeting as parents and teachers become more aware of the school's financial status, spending limitations and the cost of its programs.

Locating the decision making power closer to where problems are being experienced will lead to more relevant policies as local staff generally know their own situation better. Involving staff in the decision making process increases their commitment to and accountability for the decisions.

The school staff and administration experience professional growth. They learn to work as members of a team. Teachers are expected to collaborate as they are involved in budget decisions and conflict resolutions.

Involvement in decision-making leads to improved morale, because the staff feels they have more control over their work environments.

Teachers are empowered to improve the quality of education.

Schools are managed more transparently, thus reducing the chances of corruption.

This leads to greater creativity in the design of programs

Scope of Educational Management

Providing Basic Resources

Organizing Proper Time Table

Maintaining Records Properly

Providing Authentic Materials

Basic functions

Management operates through five basic functions: planning, organizing, coordinating, commanding, and controlling.

Planning: Deciding what needs to happen in the future and generating plans for action.

Organizing: Making sure the human and nonhuman resources are put into place

Coordinating: Creating a structure through which an organization's goals can be accomplished. Commanding: Determining what must be done in a situation and getting people to do it. Controlling: Checking progress against plans.

Educational Management focuses on: the study of theories of management science which define and describe the roles and responsibilities of the educational manager and the development of managerial skills. the study of educational planning at macro levels, its goals, principles, approaches and processes and on institutional planning and educational administration at the micro level. decision making, problem solving, communication, information management and effective team building. Planning of curricular and co-curricular activities, curriculum and academic calendar Maintenance of school records, evaluation of students' achievement Effective allocation of financial resources and the planning of the budgets of institutions.

Educational Management aims at: Achieving an institution's objectives Improving the processes of planning, organising and implementing within the institution Creating, enhancing and maintaining a positive public image of the institution. Optimal utilisation of human resources (administrators, non-teaching staff, teaching staff and students) Enhancing the efficiency and effectiveness of infrastructure Enabling job satisfaction Creating and maintaining a congenial and cohesive atmosphere Managing interpersonal conflicts, stress 5 Improving interpersonal communication. Building a relationship with the community.

The functions of Educational Management are largely based on Henry Fayol's 14 Principles of Management, namely,

Division of work Authority Discipline Unity of command Unity of direction Subordination of individual interests Remuneration Centralisation Scalar chain Material and social order Equity Stability Initiative Esprit de corps

Educational Administration further influences:

The preparation of curriculum for different classes according to their diverse abilities and aptitudes. The time table and academic calendar The co-curricular programmes Organisation and distribution of work Establishment and working of infrastructure The organisation and conduct of examinations The organisation and functioning of guidance and counselling cells on the campus The organisation of community reach programmes The

provision of auxiliary services like midday meals, school uniforms, books medical checkups etc

Purpose of Educational Supervision

It is an aspect of educational administration which has to do with providing assistance for the development of better teaching and learning situation. It offers guidance to the teachers so that they can become competent in self-analysis, self-criticisms, and self-improvement and at the end have self-actualization. One of the functions of supervision is to ensure that educational policies and laws are properly enforced in order to improve the students' performance and to develop education for youth. Hence educational supervision is a must towards achieving and maintaining satisfactory academic standard in schools. The purpose of supervision is To help improve the quality of schools and achievements of students; To monitor personnel and school quality and national educational goals; To ensure the essence of establishing schools worthy to produce well-educated citizens who will serve effectively in all the sectors of the economy where their services are needed; To directly influence, the behaviour of teachers and the teaching processes employed to promote pupils learning. To ensure that each individual teacher within the school system has been performing the duties for which he was scheduled to know the direction of the school and to identify some of its most urgent needs. To know the effectiveness of classroom management by the teachers To discover special abilities and qualities posed by teachers/lecturers in the school; To know the effectiveness of classroom management by teachers/lecturers; To assess the tone of school and identify some of its most urgent needs; To provide a guide for staff development; To provide the Department of Education with a full picture as possible of institutions To ensure that public funds on education are wisely spent in the schools; To fulfil the requirement for registering a school for public examination; To examine record keeping in accordance with the relevant educational laws and regulations; and To develop a favourable climate for effective teaching and learning.
