

School Management and Administration

Unit – IV Lesson 4 SCHOOL ADMINISTRATION

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Unit IV - SCHOOL ADMINISTRATION

Unit - IV

School administration: Meaning, nature, aims, objectives and principles – Institutional planning – School complex – Democratic administration in education – School plan – Time table – Role of Headmaster/ Headmistress and Teachers in school administration.

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Meaning and definition of school

Meaning of School

- ❖ The meaning of the term 'school'
- ❖ The term "school"—and its equivalent in all European languages—has its origin in a Greek word meaning '**leisure**' or '**recreation**'. In pre-industrial societies, schooling was available only to a handful of people who had the time and money to pursue it.

Definition of School

- ❖ According to John Dewey, the school is a special environment where a certain quality of life and certain types of activities are provided with the object of securing a child's development along desirable lines.
- ❖ According to Ryburn, "the school" is a co-operative society, a place where giving or taking of cooperation is experienced by all.

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Meaning and definition of Organization

Meaning of organization

"Organization" means to bring into existence. Organization is directly connected with planning and efforts made by the people. It is a medium through which goals and the objectives envisaged by the administration are achieved.

Definition of organization

According to W.H. Ryburn, Organization simply means the practical measures which we take to ensure that the system of work we use will be of the greatest possible assistance in carrying out our aims and of the greatest benefit to our children."

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Meaning and definition of school administration

Etymology

The word originates from the Latin "administrare," meaning to care for, look after people, or manage affairs.

Core Definition

Administration is a collective effort involving cooperation and coordination to achieve specific organizational goals. It is the systematic arrangement of both human and material resources.

Application to Education

When this process of resource management is applied specifically to a school environment, it is termed "educational administration" or "school administration."

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Definition of school administration & Educational Community

Definition of school administration

According to W.W. Ryburn, "School administration means the practical measures that are adopted to ensure that the system of work that we use will be of the maximum assistance in carrying out our aims of education and for the benefit of children."

Educational community

Educational community refers to "those persons or groups of persons as such or associated with institutions involved in organised teaching and learning systems.'

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Nature of school administration

School administration is a multifaceted process that combines leadership, management, and organizational theory to create an environment conducive to learning. Its nature can be summarized through the following characteristic:

1. Goal-Oriented and Purposeful

- ❖ To achieve specific educational objectives.
- ❖ Every administrative action—from budgeting to scheduling—is ultimately directed toward the academic and personal growth of students.

2. Human-Centric

- ❖ Unlike industrial administration, school administration deals primarily with human beings (students, teachers, parents, and the community).
- ❖ It requires high levels of emotional intelligence, interpersonal skills, and a focus on nurturing relationships.

3. Service-Oriented

- ❖ Administration is not an end in itself but a service to the teaching-learning process.
- ❖ It exists to provide the necessary facilities, materials, and support systems so that teachers can teach effectively and students can learn.

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Nature of school administration

4. Systematic Coordination

It involves the harmonious integration of human resources (staff and students) and material resources (buildings, finances, and equipment). This coordination ensures that the school functions as a unified "social organism."

5. Dynamic and Adaptive

The nature of school administration is not static; it must constantly evolve to meet changing societal needs, technological advancements, and new educational policies or curriculum reforms.

6. Collaborative and Participatory

Modern school administration relies on "group activity." It involves democratic participation, where stakeholders work together through committees and meetings to make informed decisions for the institution's welfare.

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Aims of School Administration

The primary goal of school administration is to provide a functional framework that supports the educational journey. Its core aims can be categorized into institutional, human, and social objectives:

1. Facilitating the Teaching-Learning Process

The central aim is to ensure that effective learning takes place. This involves:

- Providing a conducive environment for both students and teachers.
- Ensuring the curriculum is implemented effectively.
- Acquiring and maintaining modern instructional materials and technology.

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Aims of School Administration

2. Holistic Development of Students

- Administration aims to look beyond just academic scores to ensure the "total growth" of the learner.
- Supporting physical, mental, emotional, and social development.
- Organizing co-curricular activities, sports, and cultural events.

3. Efficient Resource Management

A major aim is the systematic coordination of available resources to prevent waste.

Human Resources: Proper recruitment, work allocation, and professional development for staff.

Physical Resources: Maintenance of school buildings, libraries, laboratories, and playgrounds.

Financial Resources: Managing budgets and ensuring transparency in school accounts.

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Aims of School Administration

4. Establishing Harmony and Discipline

- Promoting healthy relationships between the principal, teachers, and students.
- Resolving conflicts through participatory management and clear communication.

5. Strengthening School-Community Links

Schools do not exist in isolation Administration aims to:

- Build a bridge between the school and the parents (through PTAs).
- Engage with the local community to make the school a center for social and cultural life.

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Aims of School Administration

6. Implementation of Educational Policies

- Executing new curriculum models or evaluation systems (like Continuous and Comprehensive Evaluation).
- Ensuring compliance with safety regulations and legal requirements.

7. Continuous Institutional Growth

The final aim is the long-term improvement of the school.

- Conducting regular research and "Review Meetings" to assess progress.
- Identifying weaknesses and planning future expansion or upgrades to maintain high standards of excellence.

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Objectives of School Administration

Objectives of school administration translate broad educational aims into daily actions. Here is a simplified breakdown:

1. Total Student Development

Focuses on balancing academic rigor with physical, moral, and social growth to develop a well-rounded personality.

2. Personnel Management

Ensures the school runs efficiently by defining clear roles for all staff and providing professional growth opportunities for both veterans and student teachers.

3. Resource Optimization

Involves the strategic use and maintenance of physical assets, such as laboratories and libraries, to create a safe and professional learning environment.

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Objectives of School Administration

4. Systematic Record-Keeping

Maintains accurate documentation of student progress (attendance and grades) and institutional records (committee minutes and reports).

5. Curricular & Co-curricular Balance

Integrates classroom learning with practical experiences, ensuring the syllabus is covered while organizing cultural and sporting events to build team spirit.

6. Democratic Leadership

Fosters a participatory climate where decisions are made through consultation, ensuring staff and students feel a sense of belonging and high morale.

7. Continuous Evaluation

Uses regular feedback—ranging from student assessments to annual institutional reviews—to identify weaknesses and improve school standards.

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Principles of School Administration

Serve as the foundational rules that guide administrators in making effective decisions and maintaining institutional integrity.

1. Principle of Shared Responsibility (Democracy)

Administration should not be a "one-man show." It involves delegating authority and involving staff, students, and parents in the decision-making process to ensure everyone feels ownership of the school's success.

2. Principle of Flexibility

Rules and schedules should not be so rigid that they hinder progress. The administration must be able to adapt to new educational trends, technological shifts, and unforeseen circumstances without collapsing.

3. Principle of Efficiency and Economy

This focuses on achieving maximum results with minimum waste. It involves the optimal use of time, money, and human effort to ensure the school's objectives are met cost-effectively.

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Principles of School Administration

4. Principle of Cooperation

Success depends on the harmonious relationship between all stakeholders. A spirit of "we-feeling" among the principal, teachers, and non-teaching staff is essential for a smooth-running institution.

5. Principle of Professional Ethics

Administrators must act with integrity, transparency, and fairness. This includes following established policies and ensuring that rewards and discipline are handled strictly according to merit and compliance.

6. Principle of Evaluation

A school must constantly look in the mirror. Regular self-assessment and feedback loops help the administration identify what is working and what needs to be changed to maintain high standards.

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Principles of School Administration

7. Principle of Child-Centeredness

The ultimate focus of every administrative decision—whether it's a budget cut or a new building project—must be the welfare and growth of the students. The student is the "center of the gravity" in the school system.

8. Principle of Planning

Effective administration is proactive, not reactive. Every academic year, event, or project (like a Cultural Fest or Research Committee cycle) should be meticulously planned in advance with clear timelines.