

SCHOOL ADMINISTRATION MANAGEMENT



School Administration provides a broad range of services to schools and in particular school administrators. The School Administration department is directly responsible to the Director of School Administration. The functions of the School Administration department include staffing and administrative appointments, day-to-day operational issues of schools, the evaluation, identification, recruitment and professional development of current and aspiring school administrators, community-based educational supports, international students, and safe schools.

■ Course Objective

Upon the completion of this two-day training, participants are expected to:

- ✓ Understand general function of Administration
- ✓ Develop and implement administrative procedures
- ✓ Manage filing proper way and filing standard
- ✓ Control inventory and logistics effectively
- ✓ Arrange meeting effectively
- ✓ Write a business letter and budget plan
- ✓ Develop appropriate office management strategy

■ Course Structure

The certificate course in School Administration Management spent approximately 16 hours, OR is offered a 2-day period. The course is based on a participatory, active learning approach, group discussions. An Action Guide for Managing Compensations and Benefits, by Mr. Te Lay. Participants will receive a Certificate of Participation upon successful completion of the course. The maximum number of participants is 20.

■ Course Outline

- Module 1: Basics School Administration
- Module 2: The Head Master and the Teacher
- Module 3: Student Discipline and Safety
- Module 4: Co-Curricular Activities
- Module 5: School Social Work
- Module 6: School Community Partnership
- Module 7: School Records
- Module 8: School Development Plan
- Module 9: Annual School Plan & Budget Plan
- Module 10: Safe Keeping of School Asset and other Valuables
- Module 11: Personnel Management
- Module 12: Security and Safety Management

■ Who Should Attend?

This essential training is specially designed for Project-Program Manager, Assistant Manager, Administration Officer/Manager and all staff working within a challenging environment.