Principals, being the top guy in the school, must have a strong heart and a clear mind in managing the daily hustle and bustle of the school operations. Experience may be a great teacher in showing how things must be done and decided upon, but for sure this is something a neophyte in the field would be lacking. For sure all seasoned principals will agree that every day is a challenge for a school head in dealing with the teachers, students and parents. How can a newbie be able to survive the administrative world if he/she has not yet had the proper know-how on the intricacies of the school operations?

One very good list that can be consulted upon by a new guy in the school office is published by Golberg and Gergen 2000 as mentioned by Elias 2016. Mark Golberg and David Gergen both served the White House (the Malacanan of the U.S.A.) under several turn overs of the countries prime leaders – the presidents. In the continuous change of administration, they were able to come up with general key features that leaders do so as to sustain a good hold on the order of things. The same features can be applied to school leadership as well. Being a new principal, these tips can be very helpful in managing school processes and bringing change to the school in the hopes of providing better quality education.

**Believe and envision.** School leaders must have a clear vision of the future so as to anticipate what is upcoming, may it be a problem or a challenge to the school. Having this he/she must be able to muster a strong heart that believes in the capacity of not only of himself/herself but also of everyone involved in the school. He/she must be able to have faith in the competencies of his/her subordinates. If there is something lacking in their skills, then be prepared to complete what is missing. Nothing is solved in blaming for the shortcomings of others.
Start strong and simple. It has been a general notion that the first one must be a bang. So as to set the impression of excellence. But then again, this is too risky. If the huge goal proves to be a failure, then the reputation also shares the same fate. Instead, start simple. Upon solving simple matters at first, the principal is able to gain the trust and confidence of the subordinates. This will give them a sense that you as a leader is capable of providing proper leadership. Simple matters when reflected upon can contribute to the achievement of bigger goals. So start simple and move along to more complicated ones once you know you are ready.

Persuade and inspire. Having the idea from the previous key concept, if the principal is able to meet objectives then he/she coincidentally becomes an inspiration to all. His/her efforts will become something to admire to thus he/she is able to persuade the rest to plan ahead, reach goals and achieve success as well. This can be further developed if the principal can communicate clear cut plans and organize activities that are beneficial to all. Furthermore, being a model in the execution of tasks and providing a person to look up to would be a great plus in gaining the confidence of the school staff.

Have high moral standards. School leaders must have high moral standards and be able to live up to it. It is very common that people fall in to the temptation be it in money or people matters, but principals must be able to portray a picture of morality that is worthy of emulation. They should be able to set their moral compass to a high every time and avoid circumstances that will lead them to jeopardy. This involve fair treatment and judgement to all. Always follow what is right though it might be difficult, not what accepted by all. DepEd Orders and Memos will be your true friend during trivial times.

Have courage. There will come a time that situations will call you to be stronger and think better, clearer. Be able to keep a sound judgement of things and back your decisions. Of course not all will be able to understand let alone accept your decisions but as long as these decisions are in compliance to the rules of conduct
under the department of education you can never go wrong. There will be risk to take but make sure that these are calculated risks which will eventually lead to better yields and better results.

**Bring out the best in you.** In any situation make sure that you put your best foot forward. Always strive for the best and not just what is mediocre. The culture of mediocrity has been very common, to all. Principals must be able to stand out and out shine others if the quality of education is at stake. Any situation that the school will face be sure that you see the positive in them, there will be negative ones but be able to use them a fuel to make your passion for education burn brighter.

If all of these key aspects are well taken, then for sure the first few years of administration will become successful. Then the principal is now ready to take a step further and face much more complicated matters.

**Reference:**