DIFFERENT SKILLS THAT SCHOOL HEAD MUST POSSESS

by:

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School head being the one in-charge of managing a department or school must be knowledgeable in different management aspects, that DepEd continuously conduct school head development program to equip them with knowledge and skills necessary for effective leadership and management. Here are some important tips that a school head can adopt to be an efficient school head.

1. DELIGATION SKILLS – He must know how to properly delegate responsibilities to his teachers and staff so that every school personnel should function effectively even he is not around at the same time he can utilize their talents and skills needed in order to accomplish school projects and programs.

2. GUIDANCE SKILLS – School head may encounter problems with regards to school personnel in the performance of their duties and responsibilities effectively. These people need to be guided accordingly so that they will be comfortable in their working environment. School head should let them feel that they are love and properly cared of. Restrictions could be imposed but in a nice manner that they will not feel that they are being harassed or being unfair to them. School head in whatever decisions he/she will make must always asked their suggestions and involved them in decision making that could affect them.

3. SKILLS IN COMMUNICATION- A school head must know how to write good correspondence necessary in sending information to school stakeholders and also in accomplishing some important school reports. He must also know how to deliver good messages or speeches in some important school occasions and programs. As school head dealing with different person he must know how to entertain school guests with his good communication skills. He can develop communication skills by reading a book or surfing the Google to get ideas on how to make good and simple correspondence and how to make speeches. There are patterns and format that he can follow as guide in order to make a good correspondence and speeches.
4. SKILLS IN DIRECTING – A school head is like a conductor of an orchestra where every musicians must perform well for the perfect rendition of a musical piece. In school setting a school head must give directions and instructions clearly so that everybody will do their assigned task correctly. Misleading instructions and orders may create confusion that will result to accomplishing the work incorrectly or inefficiently.

5. SKILLS IN HUMAN RELATION – The key to effective leadership depends on the quality of relationship with the people around him. People don’t care about the knowledge that the leaders possess until they know and understand how much they cared for them. To develop a good relationship the principal must know how to get along, talk to them to know their problems and must learn how to bend to their levels to easily understand them. Knowing the subordinates intimately will be easy for them to understand and be considerate in their short comings. He must always remember that “nobody is perfect”, mistakes can be corrected but the insult and bad words that a leader has said can be forgiven but difficult to forget in the heart and mind of a person who was been hurt and insulted.

6. SKILLS IN MOTIVATION – School head needs to motivate subordinates to do his duties efficiently, aspire to be promoted and to continuously develop himself as a teacher and professional. He/She can do it by explaining to his/her the benefits of getting outstanding performance in the IPCRF, the additional salary increase for the new position, the dignity and pride for being promoted. He/She can give advices on how the subordinates can achieve his/her target goals to be promoted.

7. SUPERVISION SKILLS – He needs to supervise every projects and programs of the school to make sure of a good results or outcome. He can do it by close monitoring if everybody in charged are doing their duties to accomplish the target goal. He can do instructional supervision by doing class observation to know the kind of assistance that he/she should give to improve the quality of teaching. He could involve subordinates in the formulation of school policies that can be implemented in the school. He can also do coaching and mentoring to guide and advised teachers to improve his/her teaching skills.
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