EDUCATIONAL ADMINISTRATION AND SUPERVISION: UMBRELLAS ENCOMPASSING PROCESSES FOR THE SCHOOL'S EXCELLENCE

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For the school to achieve its goals and objectives toward educational success, several processes must be done in order to plan, organize, direct and evaluate different school operations. A well-established educational administration and supervision can create a great impact to the progress of the school because administrative and supervisory roles bring about the practice of current philosophies, assessment, reporting, community collaboration, and proactive leadership. Integrating human and material resources is also one of their roles in order to achieve goals of the school.

Diksha Kashyap said that in order to achieve these purposes or goals, the head of the educational organisation plans carefully various programmes and activities. These programmes and activities should be lined with the goals and objectives of the school to assure that these could provide learnings to students in able to reach their full potentials and discover more skills and capabilities. Schools have a great responsibility to the society because they are the ones which are liable to educate students in able for them to become empowered individuals who will soon to contribute to the progress of the society.

Since school heads integrate human and material resources, they should be the ones to empower the faculty members by providing excellent trainings regarding classroom
management, teaching practices and other trends in education. They are also responsible in developing the curriculum to assure that their schools are able to provide the necessary skills and knowledge for the students that will equip them with potentials for different competencies in education. Establishing rules and regulations in schools is also their role because they also must focus in the discipline and not just only in flourishing education.

Further, material resources are important such as facilities and instructional materials. Facilities such as libraries, learning resource center and e-classrooms are essential facilities. Schools may not have all of these but at least they should provide some of these facilities in able to expand students' learning beyond classroom because students need the educational resources that are available in those facilities. Also, school heads should assure that the teachers are providing instructional materials that are applicable for the 21st century learners because these instructional materials could aid their teaching and for the students to be more engaged in the discussion.

According to Winnie P. Canlas (2017), supervision is the heart of educational institution and its main function is to improve the learning situation of children and teachers’ effectiveness. The purpose of this field is to make sure teachers and other faculty members are doing what they’re supposed to be doing and that students are receiving the best education possible. School heads also observe different functions and operations in schools and provide feedback on what are needed to be improved and upon providing feedback and evaluating, they get involve in the betterment of the school.

Further, supervision contains elements of providing knowledge, helping to organize tasks, enhance motivation, and monitoring activity and results. Even though they have
higher positions than other school staff, they should not act as bosses but rather as leaders who do not just give orders but also take part in making changes. They are involved in any operations because they should see problems and setbacks in order to be immediately addressed before things get worse. Being involved in any school operations just means that they are hands on in managing and supervising schools.

When it comes to educational administration and supervision, people behind these should be selfless in providing service because there would be times that they have to sacrifice their own leisure just to serve for the educational institution. Resilience and strong determination are needed because these two attributes are their weapons to reach their goals because there would be times that they will be bombarded with problems and workloads. Their only motivation to remain standing despite the struggles are the students, teachers and parents who rely and believe on them that they could transform learners into productive individuals that will soon payback their service to our society.

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