HOW CAN A PRINCIPAL BE AN EFFECTIVE SCHOOL BASED MANAGER?

by:
Edgardo E. Ordiales
Head Teacher III, Limay National High School

According to HERMAN 1991, “School based management is a structure and processes that allows greater building level decision making related to some or all the areas of instruction, personnel, budget, policy, and others.”

A school based manager is a person responsible in handling and controlling money, resources, and people, within an organization or institution. In the school the principal is the manager and leader administering school affairs with regards to planning, directing, supervising, implementing, and other related works. She/he needs to manage the school effectively, but what should a principal can do in order to be an effective school based manager?

1. Good Financial handler - The three simple principles of budget are allocation, distribution and control. Principal must know how to prioritize important projects where the budget should be spent and it must be in the list of projects in the Annual Improvement Plan. He must see to it that school budget has been allocated for the important needs and wisely distributed depends upon the expenses required in the priority projects. Budget should also be spent following the approved work and financial plan not to underspend or overspend in the time frame of spending the budget.

2. Good PLANNER - Planning is one important aspect of management because it will serve as guide on what should be done with regards to physical, staff, student, curriculum and physical development. In planning she needs to analyse what program and projects that should be given priority from all the needs of the school and must coincides with the budget allotment of the school. Planning must be done ahead of time before conducting programs and projects to ensure effectiveness and accuracy in the implementation.

3. Good DECISION MAKER - Problems always arises, problem with regards to teachers and personnel, problems with regards to students,
insufficient budget and resources and many more. Principal must be good in decision making to solve every problem that she may encounters. Problem will still remain a problem if not given immediate solution, a leader must quickly respond to any problem so it may not end in a worst situation that could have ill effects or caused the organization to collapse or destroy its image as an organized and established organization.

4. Leadership and Governance – School leader must be the one to lead the organization in achieving its goals. He is like a captain of the ship moving in the right direction to reach its destination. For the organization to embark on maintaining its success and stability good governance is very important. Governance are different means, processes, or strategies that a leader could adapt or apply in order to manage the organization effectively. In governing a leader must view different aspects that may contribute to the success and failure of the organization.

5. Good instructor and supervisor– manager always give instructions on what to do to subordinates as regards to projects, programs and activities of the school. Giving clear instructions is important and he has to make sure that it reach the right person to whom the instruction is to be directed. There are many ways of giving or sending instructions, directly address it to the person whom you want to execute the work, by calling or texting or through email or a written memo for everybody. A principal must always supervise by monitoring, checking, coaching, advising and must do it on a regular or routinely basis to make sure that everything is running smoothly.

Reference:

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