HOW TO PLAN YOUR SCHOOL ADMINISTRATION PROCESS

by:

Rodelio Q. Mariano
Master Teacher I, Bataan School Of Fisheries

Proper network of education and administration is an integral cog that keeps the mechanism of a school moving. Knowing the importance of this can help schools to survive in the educational industry. Obviously, systematic and good planning is desirable for institutional success. Hence, a comprehensive plan is needed to guide the institution in functioning with less dependency.

Establishment of an automated and well-designed administrative system can help in the school’s decision making. After that, the administration needs to shove off all the extra working hands since most of them won’t be able needed after innovative technology has entered the system. Then, admins should make sure that all departments are digitally inclined.

Any person with basic knowledge on computers can be able to run the educational management software therefore; the administrator needs to assign just one or two workers to handle the technology-driven administration system.

In a neutral standpoint, moreover, teachers in any educational institutions should not be forced into desk-works if not needed since their primary focus should be in teaching. Hence, at the very least, a digitally-operated administrative system can help minimizing the desk-works a teacher needs to do.

After all, there is no hurt in automation. After setting up a digital administrative system, the whole administrative work can be easily optimized and managed by the admins. Reports, records, minutes of meetings and other documents can be easily
accessed and shared. This can in turn help any educational institution—be it small or big—prosper in the educational industry.

References:
