KEY FOCUS AREAS OF ADMINISTRATION AND MANAGEMENT OF EDUCATIONAL INSTITUTIONS

by:
Hershey D. Ronario
Teacher II, Casupanan Elementary School

An educational institution is a location or an abode of providing educational undertakings on preschool, elementary, high school, trade school, and even college and graduate studies. These provides opportunities to students for them to acquire knowledge and wisdom. These educational institutions are established under its provisions which will serve as the framework of accreditation of competency to operate and to be approved by national education authorities, in the scenario of the Philippines, the Department of Education, the Higher Education Commission, and the Technical Education and Skills Development Authority. These institutions are trailed by a specific educational system that is generally multi-faceted and is comprising of a set of multi-connected components. The curriculum is a fundamental pillar of any educational sector, but its development and implementation depend on other modules of the broader scheme – such as teacher training, the resources made available, and teacher guidance.

In line with the same idea, management and administration of educational institutions require individual massive training and seminars as well as knowledge and skill for the achievement of the goals of the organization and strive for excellence. This requires philosophical management which is conceptual frameworks and pedagogies for the study of quality assurance in an institution. Each line of thought management is based on somewhat different parameters about individuals and the organizations for which they work. Furthermore, the educational government is preoccupied with elements such as the environment of education, review, feedback and innovation objectives. In line with these processes, there lies the interconnectedness of the institution to the outside world.
of the school setting. This outside world is the contribution of the stakeholders of the organization for the smooth flow and administration.

In line with the achievement of the main goals of an organization, there are categories to be considered in the administration and management of educational institutions. These categories are the key areas of concentration to be monitored in running an educational institution. These key areas include Governance; Resource Management; Quality Assurance; and Stakeholder Management.

Governance. Good governance is considered as the soul of an educational institution for it braces the top manager in running the institution. It mirrors the skills of the top manager in running the institution. It collaborates with the top manager in running the institution. Therefore, the governance has a big and necessary impact as to the capacity of the manager in his/her work as an administrator. Governance in an educational institution is the adherence to policy decision making at its general level. This means that governance is a multi-level principle of educational management, including a variety of different bodies and processes with different choice-making processes. Moreover, governance indicators in educational institutions, such as accountability, political stability, government effectiveness, regulatory quality, rule of law and control of corruption, act as a strong contributor for increasing educational effects, which barely stimulates the strong foundation of the institution. These indicators enhance educational outcomes, which ultimately benefit the majority beneficiaries of the institutions.

Generally, administration and management of educational institutions require good governance as a structure of the institution’s objectives concerning its mission and vision as well as its core values. Good governance of educational institutions, on the other hand, entails a good and well-skilled top manager for targeting the achievement of the institution’s goals and aspirations.
Resource Management. Resources in an educational institution include financial resources; inventory; human skills; production resources; and natural resources. These resources should be used effectively and efficiently for the development of the institution as the need arises. Among these resources, the human is the most vital. All other resources will never be utilized without human resources, the institution’s asset. The role of human resource management in education involves the servicing of staff, staff relations, staff development, staff procurement and reward for job performance. These things in human resource management will not be possible without the challenges because these challenges will become the opportunities of the institution for the betterment of its organization. The challenges of human resource management include terrible working conditions, staffing problems, funding, and other related factors. These problems will not be closed for the solution without the good leadership and control of the top manager of the education institution.

All other resources subject for management will be at good condition with the manipulation and utilization of the human resource that is why it is considered as the lone asset of an institution.

Quality Assurance. Guarantee of quality outcomes in academic institutions encompasses all policies and reforms, measures and interventions, planned processes and actions through which the quality of education services is preserved and developed. Quality in providing excellent education can be characterized as the degree and extent to which education meets the needs and demands of the client, the needs of students and the needs of society. Moreover, the systematic implementation of quality assurance in education forces educational establishments to define their targets very evidently and to involve the outside world in the assessment of their performance. Throughout this respect, quality assurance will lead to the distinction of the education sectors, each of which has recognized identity. This identity will make the educational institution a center of excellence in their main concentration to provide total quality student facilities and
community services for education. In a deeper sense, quality assurance and control tools should be established with the involvement of wider teams. It is an important point, perhaps, that the tools need to be conveyed in the context of the standards of a quality set, otherwise their intention may be misunderstood.

Therefore, quality assurance is one of the key educational tests. It is also important for accountability and responsibility on the part of the top manager of an educational institution, as well as to support its continued development of schools and professional development as well as the teaching and learning process.

Stakeholder Management. In managing the stakeholders in an educational institution, there comprise the principles for consideration in achieving the goals of the organization. These principles are the ways of how to manage the cooperation of the outside interested parties. (a) Sharing Responsibility is the belief of John Dewey on the decentralization of power that enables the top manager, followers, and stakeholders to have a good administrative and managerial relationship with each other. (b) Equality and Freedom go hand in hand in considering social beings in an inseparable unity of the same social structures and let them work according to their will. (c) Co-operation and Justice run the institution inside and outside the premises by combing many hands and heads and achieving the goals with justice and fairness. (d) Nevertheless, it remains that all citizens are not able to do equal work with the same productivity that pushes the institution and the stakeholders to accommodate others in the greater interest of the institution and society.

Stakeholder management is maintaining good relationships with the people who have the most impact on your work. Communicating with each one in the right way can play a vital part in keeping them on board of achieving the primary objectives of the institution. So, the principles of stakeholder management should be considered. Thus, having in touch with the principles will help the top manager ahead of and in control of the organization’s plans and goals.
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