QUALITIES OF A GOOD ADMINISTRATOR

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Administrators have difficult jobs. As they face and head the school. As the backbone of the institution, they are responsible for the academic environment that each student under their care receives. They set the tone of the school. They decide on staffing decisions. There are many effective administrators at the helm of schools. Sadly, there are also many who do not exhibit the leadership qualities necessary to inspire and lead the staff and students. So what qualities should a good principal exhibit? Besides the obvious professional requirements needed to become an administrator, there are several traits that good administrators must possess to do their job effectively. Each of these characteristics manifest themselves in the daily duties of an administrator. The best administrators possess each of these qualities.

1. An administrator must exhibit leadership. He is the instructional leader of their institution.
2. Must be adept with people. You have to be able to connect with each person that you deal with on a daily basis.
3. Must balance tough love with earned praise. You must offer praise when it is appropriate.
4. Must be organized and prepared. You deal with so many variables as the head that lack of those will lead to effectiveness. No day is predictable.
5. Must be a visionary. This will always be an on-going process.
6. Must be fair and consistent. You have to think about how you have handled other similar situations and continue on that same track.
7. Must be an excellent listener. An upset teacher is going to walk into your office. Be prepared to deal with those situations and that starts with being an exceptional listener.

8. Provide support. Good teachers need to feel supported.

9. Must be highly visible. Their presence must be such that students know who they are and also feel comfortable approaching and interacting with them.

10. Problem solver. Problem solving is the core of the administrator’s job. They need to hone their problem solving skills by learning to prioritize and provide concrete steps to solve the issues at hand.

11. Must empower others. Administrators need to be open and responsive to teacher suggestions for school empowerment.

12. Must be discrete. They deal with sensitive issues each day, like health issues of students and staff.

13. Must be dedicated. To the school and the belief that all decisions must be in terms of the best interests of the students.

14. Being a school administrator is balances between being rewarding and being challenging. It is a difficult task and like any other job there are people that are just not cut out to handle it.

Reference

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