THE SKILLS THAT AN EFFECTIVE ADMINISTRATOR SHOULD HAVE

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“A leader is one who knows the way, goes the way, and shows the way,”
– John C. Maxwell

Leadership can be explained as the skill of motivating a group of people in order to achieve a common goal. He is the director of the action and a source of inspiration. He should have an effective leadership and instructional skill to motivate his people and raise their confidence to achieve the organizational objectives.

Today, improving school leadership ranks high on the list of priorities for school reform. In a detailed 2010 survey, school and district administrators, policymakers and others declared principal leadership among the most pressing matters on a list of issues in public school education. Teacher quality stood above everything else, but principal leadership came next, outstripping matters including dropout rates and school achievements. (Wallace Foundation)

For school heads, it is more than a requirement to master the curriculum, formulate good evaluation tools and research for them to provide the necessary assistance and control mechanism to teachers and students in all aspects of school development.

• Curriculum Development Skills. Today, the Department of Education’s curriculum is firmly focused on the learner. It is very important for school administrators as well as for teachers to master every detail of the curriculum in order to formulate plans and provide activities that are essential in developing their full potential and be able to produce lifelong learners.

• Evaluation Skills. Evaluation is a key managerial skill of school administrators. In utilizing appropriate and proper evaluation scheme, the head will be able to assess the performance of different components in the school. It is a technical skill that every school head should learn to know - knowing to collect information in the form of general observation of pupils, seeking views through discussion, peer evaluation and interviews. Analysis of the actual condition and performance of the school would likely help him solve existing shortfalls.

• Research and Evaluation Skills. Broader than any other evaluation schemes, research and evaluation gives a systematic direction to deal with a specific problem. It is being utilized by most educational institutions to find solutions to common problems and further discuss its implications for policy and project implementation.

In a school setting, teachers are encouraged to conduct action researches which can help the institution to solve specific problems affecting the school performance in general, thus it is a must for school heads to acquire at least the basic knowledge of technical research writing in order to provide assistance to teachers.

Reference:
Wallace Foundation (2013) The School Principal as a Leader