TIPS ON HOW TO BE AN EFFECTIVE SCHOOL HEAD

by:
Leonard S. Malang
Head Teacher III Bangkal E/S

1. Put God first in all the decisions that you will make. Start your decision with prayers. Ask God to guide and protect all the people that surrounds you.

2. Be always on time. Come to school early. Make sure you submit all the reports on time. Provide a time frame or time table in all your schedule. Do not accomplish any reports on a rush instead prepare a head of time to complete all the needed requirements for the compliance of your report.

3. Be courteous. Show respect to your subordinates, colleagues and co-workers. Take considerate to others. Be a model to everyone.

4. Treat your teachers as a member of your family. Let your teachers to confess her shortcomings. Give some advice to your teachers that she can felt comfortable.

5. Be transparent. Be open and honest to all. Report all your projects and liquidation to your teachers and to all supportive stakeholders. If you can be transparent at all times, you can build harmonious relationships to them.

6. Be updated. Check the website of Department of Education to open all the incoming reports to be submitted. Ask your co-school heads in your respective district if there’s a report to be accomplish.

7. Provide a staff meeting weekly if necessary. Ask them for open suggestion specially for their needs. Give enough time to discuss their issues and concerns.
8. Keep on studying. Enroll to the Graduate School as part of your professional growth. It is good that you are always updated with today’s current education trends.

9. Be innovative. Create a research or innovation that can help your teachers. Innovative teachers can produce a 21st Century Learners.

10. Invite Other Stakeholders. Always invite the NGO’s or Non-Government Organization to adopt our school as the recipient of their project.

References:

https://www.betterleadersbetterschools.com/200-tips-effective-school-leaders/