

SCHOOL ADMINISTRATOR'S OFFICE: WHAT IS THE JOB DESCRIPTION?

by:

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The composition of the school is very much complex. Teachers, utility, staff, school admin, and many more are expected to be viewed in every educational institution. This is to ensure that the school is in its best suit and uplift the welfare of the students. In the Philippines, aside from the teachers that play a vital role in supplying learners' knowledge, members of the office also play a viable role in every student's life – they make their learning journey more convenient yet meaningful.

The office of school administrators is often composed of the principal and the assistant principal. It may also have staff to give a helping hand to the administrators. They are tasked with major decisions in the school that may improve or downgrade its performance; hence, every decision must be thoroughly studied, all options must be considered, and every step should be done carefully, but surely. (Your Article Library, 2012) According to a paper released by Your Article Library, their function includes planning, organizing, directing, and controlling.

Planning

Every organization calls for an empowering management style that can be carried out by a compelling and goal-directed leader. In educational management, school administrators are the ones being depended upon when it comes to visualizing and planning each step that the school should make. According to Henri Fayol, the Father of Modern Management, in his theory of management, planning is the most crucial part of developing a course of action because this urges active participation of all of the members

(Fayol, 1916). By applying this to the school setting, the administrators must facilitate cooperative planning with both teaching and non-teaching staff, and a clear vision that the school must attain.

Organizing

Being a leader, one must be organized and must know how to organize his or her subordinates. This function bats for school administrators to strengthen their organizing skills because this involves the designation of equal tasks that is fit to the competency of each member of the school community. Under this function, school administrators must also ensure that harmonious communication flows smoothly between each subordinate. By allocating their responsibilities, leaders must also be transparent by averring the purpose and aim of the given tasks.

Directing

It is known that principals own the autonomy inside the school. They have the highest power and hold numerous entitlements. Hereby, giving directions to his or her subordinates is the principal's responsibility. By disseminating orders, they can reach their goal; but this also calls for a hands-on intervention and supervision of the school administrators. The school leaders must also learn to direct their subordinates in a manner that the latter will follow due to respect and not of fear. School administrators must master the art of leadership because they will be the one that will act as the head of the organization.

Controlling

As per the last function, which also appeared in the Management theory of Fayol, controlling is the act of handling the whole organization. Do keep in mind that the school administrators should know how to properly control all the members with different beliefs, behaviors, and ways of thinking. Under this, assessment of the performance of

their subordinates is also on the shoulders of the administrators. Every task that may improve or reach the vision of the school is considered.

For the school to effectively operate, the school administrators are needed; thus, even though they are always inside their office, they are just as important as the school community members that display direct contact with the students. Indeed, school members can be compared to chess pieces, they are placed there because they have varied functions to perform, but everyone is vital for a school to completely operate.

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