

## IMPORTANCE OF ADMINISTRATIVE OFFICER IN SCHOOL

*by:*  
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There are important non-teaching duties that must be completed for the school to function, in addition to finding the best way to teach and learn. Specific workers are hired for these unique jobs. A group of subordinates that perform administrative support duties for an organization will be managed, coordinated, and supervised by workers in this class. Administrative Officer is one such example.

In instance, personnel administration and property custodianship in the school are two areas where the administrative officer is charged with implementing an effective and efficient administrative support system.

They also oversee and assist in the direction of a significant department, develop operating procedures with a senior official, consult with him on issues pertaining to personnel, policy, and other administrative issues, make difficult operational decisions, and manage a number of subordinate employees. They are also responsible for helping the principal or the supervisor with administrative and financial issues, classroom activities, and school procedures.

It is crucial that they carry out their assigned duties given the vast range of jobs they have, including assisting in the budget creation process, managing budget revenues and expenditures, and suggesting space and equipment requirements. In addition to direct supervision, which includes performance reviews, the incumbent will be required to advise senior management on administrative issues, carry out special assignments for senior employees, identify issue areas, choose solutions, and put those solutions into practice. At this level, independent judgment, interpretation, and implementation of numerous laws, rules, and policies are needed. As part of the administrative

management/supervisory function, the employee's knowledge and skills will also include creating new work techniques and procedures and updating current ones to account for a constantly changing environment.

Indeed, everyone has an essential role to play in advancing the school's vision and mission, regardless of status, whether they are teaching or not.

*References:*

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