

TIPS ON MANAGING THE SCHOOL EFFECTIVELY FOR NEW LEADERS

by:

KRISTINE C. TENTIA

School Head Teacher III PEAS ELEMENTARY SCHOOL

In operational management of schools, administrators consider various things before they can move on. They need to understand the faculty and staff's capabilities; it is for the administrator to easily designate the tasks and duties to perform. Also, they need to have an open communication and feedback in any event, activity, or decisions they made. Adjustments are not as easy as we see it. It takes time as you start doing your roles and responsibilities. Managing an organization with various staff with unique personalities is an additional challenge to it.

In line to this, according to Matthew X. Joseph (2020), for administrators to move beyond operational management to true leadership, they need to understand the capacity of their staff, promote open communication, and provide useful feedback.

In addition to it, here are some recommendations to all school leaders who are new in management; who are still adjusting to their duties. These came from school leaders who are already in management for a long time.

[1] Establish clear goals. As a school leader, in anything you do, identify first the goals and objectives of what you are doing. It is important that everyone in school knows the purpose of the said activity. Everyone has the same target to achieve and has the same energy to give.

[2] Listen to the inputs coming from your staff. It is true that two heads are always better than one. The more the mind who plans on what to do, the better the outcome of your

goals. The school leader needs to have an open ears to everyone in their organization. Avoid assuming that your solution is the only solution.

[3] Lead the institution by your example. A good leader must be a good follower of the orders, guidelines, memorandum, and others to be obeyed. He must also be seen as the first person following his orders as he must be a good example to each and everyone in school.

[4] Delegate the tasks. Before you can delegate some responsibilities, it is important to establish a relationship of trust with your staff. It is to free up your time and do your other priorities.

[5] Provide constructive and regular feedback. Make sure to give your assessments as soon after an encounter as possible, and provide examples. Feedback doesn't have to be negative. Also, use the time to give evaluation to staff as a way for boosting confidence and offering praise.

[6] Make meetings matter. Joseph (2020), "Meeting only for the sake of having the regular meetings of school, especially if there is nothing included on the agenda; it frustrates the people." The meetings that are not serving your team by identifying the goals and objectives for each meeting can be eliminated and at this time, there are more time-efficient ways where the information can be disseminated.

Each leader has their own ways of managing and leading the school. Leaders have their own strategies to apply depending on the staff in the organization. The recommendations mentioned above came from various school leaders that have experienced different leaderships and organizations.

References:

Laura Lee. (February 6, 2020). 7 Tips for Effective School Leadership.
<https://www.edutopia.org/article/7-tips-effective-school-leadership>