

## FIVE (5) ELEMENTS IN EDUCATIONAL ADMINISTRATION: THEIR SIGNIFICANT ROLES IN RELATION TO EFFECTIVE EDUCATION

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According to Henry Fayol there are five management functions which can be relevant in running an organization effectively and these are planning, organizing, commanding, coordinating, and controlling. These five functions can also be applied by educational administrator as these functions have significant roles to play in managing educational institution.

To Fayol, planning is deciding the best alternative to perform different managerial operations for achieving pre-determined goals. Thus, in planning, providing alternative solutions is needed to anticipate uncertainties of the future. An educational administrator needs to be visionary in improving future performance of the educational institution. Therefore, planning implies decision-making and that is needed in educational administration to determine as to what it is to be done in an educational system (educational goals), how it is to be done (processes involved), when it is to be done and by whom it is to be done (delegation of tasks).

The significant role of planning in an educational administration is that it seeks direction in achieving the end goal. Running an organization without a plan is like running a boat without a steering wheel and it is like travelling without direction and purpose because a plan serves as a compass which gives direction in the attainment of educational goals. With this, educational planning consists of formulating educational objectives, policies, programs, actions, and strategies and deciding on what strategies to apply in achieving educational goals and selecting the best actions to achieve these goals.

Hence, every plan should contribute positively toward the accomplishment of educational objectives. And, the attainment of educational goals should be at minimum cost but with same outcome. Here, educational administrator can prevent wasteful time, money, and efforts in achieving educational goals such as maximizing available resources. However, nowadays, educational plan should be flexible and adaptive if ever there will be unexpected circumstances like health crisis, natural calamities, and other adversities.

That is why, in the Department of Education (DepEd), the Annual Improvement Plan (AIP) is a core part of school business every year. It documents a narrow focus on school improvement priorities and provides clarity and purpose for all members of the school community as they work towards the goals set out in the school strategic plan.

Next to planning is organization. Fayol argued that management must ensure all the necessary resources (raw materials, personnel, etc.) come together at the appropriate time of production. Thus, organizing involves bringing together the manpower and material resources for the achievement of objectives laid down by the institution.

This is where plan puts into action by establishing a system of authority or hierarchy in the context of organizational structure. However, educational administrator needs to determine first the tasks that needs to be completed to achieve the goals before assigning them to the educational staff. Here, the significant role of organizing function to educational administration is the determination of what tasks are to be done, how tasks are to be assigned to school personnel, and who is more responsible to do these tasks.

In a school setting, it may mean putting together teachers, non-teaching staff, building, teaching, and learning materials to ensure pupils learn effectively. In order to achieve maximum success, activities need to be well organized because the function of organizing is to increase the efficiency of the institution. Likewise, an organization

structure is effective if every part of it make possible accomplishment of individuals in contributing toward the attainment of educational objectives.

In terms of commanding, Fayol's management theory states that management must encourage and direct personnel activity. After the organizing the school structure, it needs people with the right skills, knowledge, and abilities to fill in that structure. The significant role of commanding is that the quality of educational personnel can be ensured through proper definition of the job and its appraisal in terms of human requirements, evaluation of applicants and even school personnel, and providing appropriate training.

Coordination as one of the management functions by Henry Fayol is defined by Ward (2021), coordination requires ensuring that all personnel understand their responsibilities and resources and activities across the organization work in harmony in order to achieve the desired goal. It involves that educational administrator should orient the subordinates how they must perform jobs assigned to them. In order to coordinate with the subordinate, educational administrator must guide them by instruction. People generally need direction if their actions are to be observed and effective. It is imperative to ensure that everyone involved knows the overall organizational objectives, what are expected of them, and what standards in the organization must be maintained.

Moreover, the significant role of coordinating in the educational administrative process is that knowing the reasons for doing something enables people to work more efficiently. It is better that they can understand the purpose of their actions because merely ordering people to do something does not get the required results. Leading the people in the right way and in the right direction, communicate effectively, and above all, motivate them to perform well will enable the organization to attain their organizational goals.

Finally, according to Fayol controlling function is where the manager evaluates and ensure that personnel follow management's commands. It is concerned with

monitoring whether the activities have been or being performed in accordance with the plans. It also involves checking progress against management plans and taking remedial action to deal with under performance.

The control function in school involves the process of monitoring school activities in order to determine the extent to which the school objectives have been accomplished and to offer corrections where discrepancies occur. It is the duty of the school administrator to check the activities of his subordinates, directing, and leading them towards the achievement of the target objectives.

The significant role of controlling is that it provides the means to ensure that school personnel perform their duties appropriately according to directives and plan and that activities are completed on schedule. Effective control is necessary in school administration for the achievement of the institutional objectives. Delegation of responsibilities to subordinates without good control measures does not necessarily lead to the attainment of the desired standard. An effective and efficient school administrator should be able to utilize various control measures such as internal audit, supervision of school activities, and evaluation of performance as needs arise for achievement of the desired standards.

Finally, planning, organizing, commanding, coordinating, and controlling are relevant as they play significant role in any educational administrative process.

#### *References:*

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