

KEY FOCUS AREAS OF ADMINISTRATION AND MANAGEMENT OF EDUCATIONAL INSTITUTIONS

by:

HAREN BRONIA VALENCIA

Master Teacher I, Hermosa National High School

An educational institution is a location or an abode of provides educational undertakings in preschool, elementary, high school, trade school, and even college and graduate studies. These provide opportunities for students for them to acquire knowledge and wisdom. These educational institutions are established under its provisions which will serve as the framework of accreditation of competency to operate and to be approved by national education authorities, in the scenario of the Philippines, the Department of Education, the Higher Education Commission, and the Technical Education and Skills Development Authority. These institutions are trailed by a specific educational system that is generally multi-faceted and comprises a set of multi-connected components.

In line with the same idea, management and administration of educational institutions require individual massive training and seminars as well as knowledge and skill for the achievement of the goals of the organization and strive for excellence. This requires philosophical management which is conceptual frameworks and pedagogies for the study of quality assurance in an institution. The foundation of each school of thought management is built on slightly different data regarding employees and the companies they work for. Furthermore, the educational government is preoccupied with elements such as the environment of education, review, feedback, and innovation objectives. In line with these processes, there lies the interconnectedness of the institution to the outside world of the school setting. This outside world is the contribution of the stakeholders of the organization for the smooth flow and administration.

In line with the achievement of the main goals of an organization, there are categories to be considered in the administration and management of educational institutions. These categories are the key areas of concentration to be monitored in running an educational institution. These key areas include Governance; Resource Management; Quality Assurance; and Stakeholder Management.

Governance. Good governance is considered the soul of an educational institution for it braces the top manager in running the institution. It mirrors the skills of the top manager in running the institution. It collaborates with the top manager in running the institution. Therefore, governance has a big and necessary impact on the capacity of the manager in his/her work as an administrator. Governance in an educational institution is the adherence to policy decision-making at its general level. This means that governance is a multi-level principle of educational management, including a variety of different bodies and processes with different choice-making processes.

Generally, the administration and management of educational institutions require good governance as a structure of the institution's objectives concerning its mission and vision as well as its core values. Good governance of educational institutions, on the other hand, entails a good and well-skilled top manager to target the achievement of the institution's goals and aspirations.

Resource Management. Resources in an educational institution include financial resources; inventory; human skills; production resources; and natural resources. These resources should be used effectively and efficiently for the development of the institution as the need arises. Among these resources, humans are the most vital. All other resources will never be utilized without human resources, the institution's asset. The role of human resource management in education involves the servicing of staff, staff relations, staff development, staff procurement, and reward for job performance.

All other resources subject to management will be in good condition with the manipulation and utilization of the human resource which is why it is considered as the lone asset of an institution.

Quality Assurance. Guarantee of quality outcomes in academic institutions encompasses all policies and reforms, measures, and interventions, planned processes and actions through which the quality of education services is preserved and developed. Quality in providing excellent education can be characterized as the degree and extent to which education meets the needs and demands of the client, the needs of students, and the needs of society. Moreover, the systematic implementation of quality assurance in education forces educational establishments to define their targets very evidently and to involve the outside world in the assessment of their performance. In this respect, quality assurance will lead to the distinction of the education sectors, each of which has a recognized identity.

Therefore, quality assurance is one of the key educational tests. It is also important for accountability and responsibility on the part of the top manager of an educational institution, as well as to support its continued development of schools and professional development as well as the teaching and learning process.

Stakeholder Management. In managing the stakeholders in an educational institution, there comprise the principles for consideration in achieving the goals of the organization. These principles are the ways of managing the cooperation of the outside interested parties. (a) **Sharing Responsibility** is the belief of John Dewey in the decentralization of power that enables the top manager, followers, and stakeholders to have a good administrative and managerial relationship with each other. (b) **Equality and Freedom** go hand in hand in considering social beings in an inseparable unity of the same social structures and letting them work according to their will. (c) **Co-operation and Justice** run the institution inside and outside the premises by combining many hands and heads and achieving the goals with justice and fairness. (d) Nevertheless, it remains that

all citizens are not able to do equal work with the same productivity which pushes the institution and the stakeholders to accommodate others in the greater interest of the institution and society.

Keeping positive relationships with those who have the biggest influence on your job is the goal of stakeholder management. Maintaining their support in accomplishing the institution's main goals can be greatly aided by effective communication. So, the principles of stakeholder management should be considered. Thus, being in touch with the principles will help the top manager ahead of and in control of the organization's plans and goals.

References:

Altbach, P. G., Reisberg, L., & Rumbley, L. E. (2010). Trends in global higher education: Tracking an academic revolution. UNESCO.

[<https://unesdoc.unesco.org/ark:/48223/pf0000188039>]

Bensimon, E. M., Dowd, A. C., & Witham, K. (2018). Engaging the Race Question: Accountability and Equity in U.S. Higher Education. Johns Hopkins University Press.

[Provide the URL if available]

Mintzberg, H. (2011). Managing. Berrett-Koehler Publishers. [Provide the URL if available]

Trowler, P. (2010). Student engagement literature review. The Higher Education Academy. [<https://www.advance-he.ac.uk/knowledge-hub/student-engagement-literature-review>]

United Nations Educational, Scientific and Cultural Organization. (2017). Education for Sustainable Development Goals: Learning Objectives. UNESCO.

[<https://unesdoc.unesco.org/ark:/48223/pf0000247444>]