
Educational Management Tasks North West University

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NATHALIA KAYLYN

[A Practical Guide for New School Leaders](#) Corwin Press

This book provides a comprehensive account how school leaders conceptualize the notion of school improvement and school effectiveness in a South African school context. The various authors have critically examined crucial themes, accentuating school improvement and school effectiveness and encapsulating the pertinent perspectives of curriculum leadership, resource management, professional development, school administration, school development planning, inclusion and equity, student management and the role of school management teams. This book is targeted at aspiring and practicing school leaders, school administrators, policy-makers and scholars of school leadership and management across different levels who intend positively changing the education landscape of not only South Africa, but

also other developing and underdeveloped countries.

Teachers Mentoring Teachers Corwin Press

The Role of the School Office in Communication -- Communicating with Others -- Bad Communication as the Cornerstone of Bad Management -- CHAPTER 9 DEVELOPING TEACHERS AND SCHOOLS -- Appraising for Development -- Staff Development -- Team Membership -- Developing the school as an organisation. -- CONCLUSION -- BIBLIOGRAPHY -- INDEX -- AUTHOR INDEX
[Teacher Leadership in International Contexts](#) Corwin Press
Product information not available.

School Leadership for Democratic Education in South Africa Routledge

`This edition is more focussed on the leadership demands of managers both within the school and its community. This book can be used as a source of reference for anyone on a school manager position, written by people who practice management on educational organizations themselves, it deals with the fundamentals of what management is the many roles of the

manager' - Headteacher Update `The book is clearly structured, with an informative table to contents. Each chapter ends with practical tasks which could be used either by an individual at home or by groups in a training session. The book is worth adding to any staffroom library for the section of "time-management techniques" alone. If only I has acquired the habit of "starting each day by writing list of all the things that should be done that day and starring them to indicate importance" in recognition that "the critical distinction is between what is urgent and what is important!" - Education Review `This book provides a thoroughly comprehensive guide to managing staff, meetings, motivating people, managing conflict, health and safety and much more' - Nursery Equipment This popular book has been thoroughly updated for its Fourth Edition. Targeting the contents directly to the needs of today's school manager. The book is now even more directed towards the leadership demands on managers, both within the school and in its community setting. New sections have been written to deal with emerging pressures on heads: - the increasing complexity of employment legislation - the management of risk - performance management - flexibility in the curriculum - the inclusion agenda - team development and leadership - the effect of the government's new approach to early years education. Recent research and developments have been incorporated and the content has been extensively updated. The authors' fresh and readable style, coupled with their use of proven interactive exercises, makes the book a first choice for busy heads and senior staff in all schools.

Utilizing Technology, Knowledge, and Smart Systems in Educational Administration and Leadership Corwin Press

Establish your goals as an assistant principal! Beginning the Assistant Principalship provides excellent tools to navigate your way as a new administrator. Full of ideas, this valuable resource helps you ask yourself the important questions, find answers, and develop strong plans of action. Some significant topics to help you in your new job include: Building a platform Developing leadership skills Carrying out management skills Maintaining balance and perspective Knowing your job Using effective disagreement to your advantage Building your profile as a leader Listening, listening, then listening some more
Improve Learning by Building Community Routledge
 This text provides educational administrators with a working knowledge of the problem-solving techniques of PERT (planning, evaluation, and review technique), Linear Programming, Queueing Theory, and Simulation. The text includes an introduction to decision-making and operations research, four chapters consisting of indepth explanations of each technique, and instructions on the use of computer programs. PERT is used for planning and analyzing stages or activities in project development. The chapter includes step-by-step instruction in its use--with illustrated charts and examples--and an explanation of the GCPATH program for a PERT computer analysis. The third chapter centers on the use of Linear Programming, a mathematical technique designed to solve mathematically stated problems. It contains examples of the computer program LPRG and illustrates its use in several different situations. Queueing Theory, the subject of the fourth chapter, is a method for analyzing waiting line problems. Presented are the basic elements of the theory, discussion of its use, and an outline of

solutions to waiting problems with the QUEUE computer program. The final chapter introduces Simulation Technique, where a variety of simulated solutions to problems are used instead of real life situations. Practical examples illustrate the application of the technique and the use of the computer programs ENROLL, SUBST, and BUSRTE. (MD)

Effective School Management BoD - Books on Demand

Aimed specifically at those teachers who either aspire to, or have recently been promoted to, management positions, this book provides information on team leadership, effective time-management skills, and an increased awareness of educational management.

School-Based Management and School Effectiveness
Routledge

This is the core textbook for the Leicester MBA in Education Management. It provides the theoretical framework for the course. It offers students of education a clear and up-to-date overview of the concepts of management. It is also suitable for heads and deputies in primary and secondary schools.

Open and Equal Access for Learning in School Management
McGraw-Hill Education (UK)

This lively book is based on case studies written by heads from a variety of settings, each of them facing different problems and concerns. The issues raised are examined in-depth, including: * improving the quality of pupils' learning experience * effective staff organisation and development * development of policy and the management of resources * establishing good relationships between the head, the school and the community

Educational Management Greenwood

This book encapsulates four sections about open and equal access for learning in school management. The first section is related to school management and leadership. Second section of the book gives insight on school culture. Third section of the book underlines the importance of open learning. Latest section of the book covers the importance of equal access and learning in curriculum, environment, gender, youth. I have a firm belief that authors can find great insights on open and equal access for learning from different reflections and researches of chapters.

Primary School Management: Learning from Experience Corwin Press

School Leadership for Democratic Education in South Africa explores the democratization and modernization of education in South Africa, analyzing the state of school leadership in South African schools from the time of the new democratic education dispensation in 1994 to the present day. The book maps out what the future of education in South Africa could look like and explores the most conducive educational environments for change in South African schools. It adopts a critical approach to analyzing leadership and management in the context of school governance, school effectiveness, teacher development, multiculturalism and equity in education. Contributions explore the democratization and modernization of education in South Africa through examining different perspectives, achievements and challenges, and also consider issues around access to technology, language policy and the curriculum along with new literature on selected aspects of leadership. This book will be of great interest for researchers, scholars, and students in the fields of educational leadership, sociology of education, and teacher

education.

Challenges in Educational Management McGraw-Hill Education (UK)

The book is now even more directed towards the leadership demands on managers, both within the school and in its community setting. New sections have been written to deal with emerging pressures on heads.

The School Administrator Internship Handbook Routledge

This book provides an overview of the internship as a central ingredient of effective preservice programs. Intended for those who are involved in the preparation of school administrators, the text emphasizes that preservice programs must ensure that interns will learn the skills that will make them effective leaders. The book is designed to address the issues and practice of internships so as to provide a meaningful model for prospective educational leaders. The text is divided into 10 chapters. Chapters 1, 2, and 3 relate to organizing and designing a learning encounter that focuses on a realistic set of goals. They provide information that will help the university, internship site (local school system), and intern to form a bond, thus enabling the partners to function as a minicohort. Chapters 4 and 5 discuss the specific traits that interns need to extend and enhance during their internship experience so that they may increase the quality of life in the organizations they will eventually lead. Chapters 6, 7, and 8 describe the specific roles that the university mentor, field mentor, and intern must enact during the internship, whereas the last two chapters provide examples of how to evaluate and assess the internship and the university experience. (Contains 10 references and an index.) (RJM)

Systems Analysis Approach for Complex Global Challenges

Corwin Press

Originally published in 1986. Those involved in management in schools are being urged to develop their management skills and many courses are developed for this purpose. At the same time many new issues have arisen which require attention from managers in schools. These include: staff appraisal, curriculum evaluation and action research. This book examines major topics of present concern in the management of secondary schools. It presents much new thinking on these major problems and reports on particular initiatives. The aim is to help improve practice, both by helping trainers focus their courses correctly and by encouraging those involved in school management to approach their work more purposefully. School management is treated from the perspective of the industrial trainer, the Local Education Authority, higher education and the school practitioner.

Making Time to Lead Springer Nature

Within educational organizations, administration and leadership are relied upon for the allocation of resources as well as the optimization of processes that can include data storage, knowledge management, and decision making. To support these expectations, technologies, knowledge, and smart systems must be put into place that allow administrators and leaders to accomplish these tasks as efficiently as possible. Utilizing Technology, Knowledge, and Smart Systems in Educational Administration and Leadership is an academic research book that examines knowledge regarding the scholarly exploration of the technologies, information/knowledge, and smart systems in educational administration and leadership. It provides a holistic,

systematic, and comprehensive paradigm. Featuring a wide range of topics such as technology leadership in schools, technology integration in educational administration, and professional development, this book is ideal for school administrators, educational leaders, principals, IT consultants, educational software developers, academicians, researchers, professionals, educational policymakers, educators, and students.

Beginning the Assistant Principals Springer

The quality of education is pivotal for the production of human capital and this cannot be compromised by failing to refocus on the quality of education offered in schools. The inputs in the system such as trained and motivated teachers, buildings and classrooms including sanitation, clean water, instructional material such as textbooks, as well as strong leadership with vision to steer the winds of change are important in providing the desired outcomes. The chapters in this volume are broadly divided into three subsections as follows: learner related issues, (farm and rural schools, poverty and schooling, school violence, and students rights); teacher related issues, (teacher morale and motivation, teachers for all schools, management needs of school principals); and administrative/policy related issues (inclusive education, and school community relations). The social demand for better schools, effective principals, qualified and committed teachers and better opportunities for all place a huge challenge to provinces and the state to protect the rights of all citizens. This volume sets out the challenges facing the education system in South Africa, such as poor school infrastructure, poor learning conditions, and a lack of learning materials and provides recommendations on how some of these can be overcome.

Staff Development in the Secondary School Corwin Press

Come and enter the sexy, seductive, and secretive world of fetish. From agalmatophilia (the desire to have sex with a mannequin) to ophidicium (sexual arousal from snakes), this is the most comprehensive guide to outrageous erotic pleasures. Fetish includes stunning four-color photographs, step-by-step illustrations on acting out role-playing scenarios, and titillating advice on how to get the most out of sex toys, rubber wear, and whips. Whether you are a hard-core fetishist or simply curious, Fetish offers an insightful and colorful glimpse into the fascinating world of alternative sexual practices.

Beginning the Principals Corwin Press

This book is intended to serve as a practical guide to developing, implementing, and appraising mentoring programs for school and district leaders. It describes mentoring and discusses why it is an important issue in professional development. A three-phase model is presented to help lead school districts and individual school personnel through the initial planning of a program, its implementation, and evaluation issues. Other practical topics include identifying program targets (for example, new principals, inexperienced and beginning administrators, or experienced administrators who are new to a district), identifying the purpose of the program, identifying appropriate characteristics of a mentor, preparing mentors, finding good matches, mentor responsibilities and consultation skills, mentoring for beginning leaders, and mentoring for veterans. Evaluation questions are suggested for appraising program effectiveness. The final chapter discusses postprogram actions, the place mentoring has as part of a larger professional development program, review of local

priorities, and consideration of long-range plans for continued mentor-program support. Three appendices include answers to the Mentoring Background Quiz in chapter 1, mentoring scenarios, and a Mentor-Protege Action Planning Form. (Contains list of 17 suggested readings and subject/author index.) (RT)

The Principles of Educational Management Cambridge Scholars Publishing

Make the most of your time—and your leadership Is your school's vision getting buried under paperwork? If you spend more time picking up pieces than putting them together, this is your book. Written by seasoned school principals, this plan of action will get you back to the essence of your job: instructional leadership. By using educational technology to maximize efficiency, you'll improve teaching, student achievement, resource management,

and school culture. This comprehensive guide features: Easy-to-follow, single-topic chapters Standards-based scenarios and questions Time-management self-assessments Easily adaptable experiential exercises Strategies for battling the “silent time thief”

Improve Learning by Building Community Routledge

Based on the authors' research on the behaviour and thinking of school leaders, this volume presents arguments about the nature of expert school leadership. It parallels developments in the field from the early 1980s when the emphasis was on identifying the behaviours of effective principals, to the early 1990s, when the focus shifted to understanding the thinking underlying those behaviours. The ideas contained in this book should be useful in helping practising educationalists develop the skills involved in school leadership.