



B.Ed(4 Years) Elementary Education

Code	Subject Title	Cr. Hrs	Semester
EDE- 323	School Organization and Management	3	7
Year	Discipline		
4	Elementary Education		

Aims

This course acts as a foundation for the following semesters. The course aims to help the students increase their proficiency in School Organization by enhancing their knowledge in the subject.

Objectives

Upon the successful completion of this course the students will be able to:

- Understand and explain the foundations of School Organization and Management
- Apply their knowledge in different situations
- Develop a sense of understanding the trends and issues of School Organization and Management

Syllabus

Unit: 1: The School as an Open System

- 1.1 System Thinking
- 1.2 Prospective Teacher's Roles in Existing Practice.
- 1.3 School as a System (Input, Output, Process)
- 1.4 School as Organizational System
- 1.5 School as Social System
- 1.6 School as Open System

Unit: 2: School Leadership And Management

- 2.1 Organization, Administration, Management, Supervision and Leadership,
- 2.2 Functions of Management (Planning, Organizing, Leading and Controlling) and Teachers Role in it.
Levels of Management
- 2.3 Teacher as Leader
 - As an instructional Leader(Strategic Planning, Vision And Mission)
 - As an Agent of Change/Transformational Leader
 - Human Relationship: the Base for Educational Leadership

Unit:3: Core Management Skills for Teacher

- 3.1 Communicative Skills
 - Communication Process
 - Directions of Communication
 - Barriers To Communication
 - Overcoming Barriers To Communication
 - interpersonal Skills
 - Managing Conflict With the School Community
- 3.2 School Records Management (Concepts and Principles)

- General Record(About School, Staff, Students)
- Financial Record
- Educational Records
- Equipment Record
- Correspondence Record
- Accounts

Unit: 4: School as Learning Organization and Teamwork at Workplace

- 4.1 Conceptualizing School as a Learning Organization
- 4.2 Establishment and Smooth Running of School Councils
- 4.3 Shared Leadership
- 4.4 Shared Decision Making: Empowering Teachers
- 4.5 Managing Cooperation within the School
- 4.6 Relationship of School with the Society
- 4.7 Team Work
- 4.8 Considering School as Organization and Communities
- 4.9 Leading Purposeful Change in School: People, Power and Culture

Unit: 5: School Plant Management

- 5.1 Building Size, Shape, Design, Construction And Maintenance
- 5.2 Managing School Library, Laboratories, Playground
- 5.3 School Environment (Common Principles)
- 5.4 Scheduling and Managing Day To Day Activities Considering the Available Resources.
- 5.5 Planning and Managing Co-Curricular Activities

Text Books

- Sidhu, K. S. (1996). *School Organisation & Administration*. New Delhi: Sterling Publishers Pvt. Ltd.
- Shami, P. A. & Waqar, A. (2007). *School Management and Supervision*. Islamabad: Academy of Educational Planning and Management.

Reference Material

- Busher, H. (2006). *Understanding Educational Leadership: People, Power And Culture: People, Power and Culture*. UK: McGraw-Hill Education.
- Bush, T., Bell, L., Bolam, R., Glatler, R., & Ribbins, P. M. (1999). *Educational management: Redefining theory, policy and practice*. London: SAGE Publications.
- Khan, D. S. (2009). *Educational management*. Lahore: Majeed Book Dept.