



SCHOOL MANAGEMENT

ERASMUS+ KA1 COURSE

6-10 MARCH, 2023

IZMIR/TURKEY

TRAINER: BENGISU BINGUL



İZMİR TURKEY

A BRIEF DESCRIPTION OF THE CITY



The Places to Visit

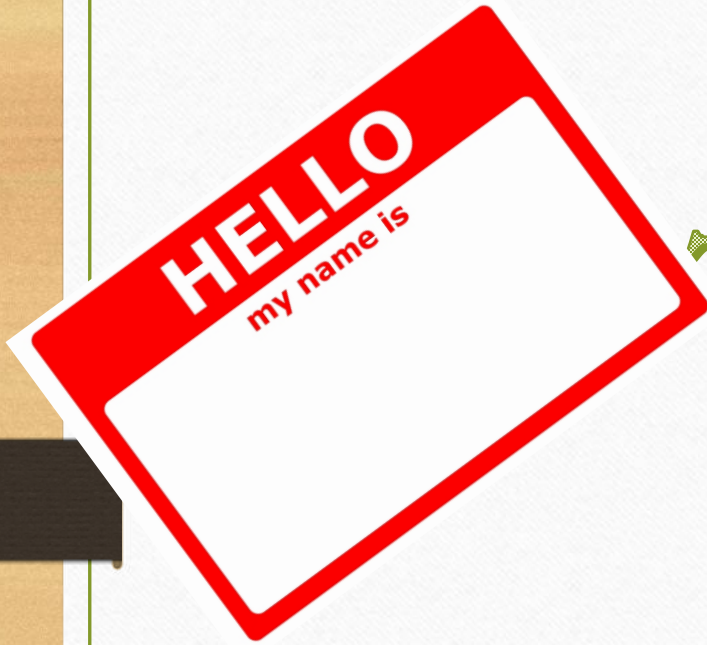
A Brief Description of The Course

School Management

- Running the school smoothly and effectively.
- Learning the use of power, authority, functions, and responsibilities of the different positions in the school.
- Providing good professional leadership and dynamic supervision.
- Maintaining better working conditions and human relationship.
- Functioning the school with social responsibility.
- Learning to provide efficient social life to the students and prepare them to the life.
- Being able to bring school and community closer to each other.



Let's Introduce Ourselves



TIME TO PLAY



MY N.A.M.E.



What is the meaning of management?

- Process of dealing with or controlling things or people.
- *(Dictionary meaning)*

Go to padlet and write your description.



Management Definitions by Managers



George R Terry

(1877 - 1955)

- «A'Management is a distinct process consisting of planning, organising, actuating and controlling; utilising in each both science and art, and followed in order to accomplish pre-determined objectives.»

Örnek Alt Bilgi Metni



Harold Koontz

(1909-1984)

- "Management is the art of getting things done through others and with formally organised groups."



Peter Ferdinand Drucker (1909-2005)

- «"Management may be defined as the process by means of which the purpose and objectives of a particular human group are determined, clarified and effectuated.»

Management Definitions by Manager



**Frederick Winslow
Taylor (1856-1915)**

- *«Management is the art of knowing what you want to do and then seeing that they do it in the best and the cheapest way.»*



**Mary Parker Follett
(1868-1933)**

- *«Management is the "art of getting things done through people.»*



What is school management?



The General Meaning

- It is the process of planning, organizing and directing activities in a school, effectively utilizing human and material resources, in order to accomplish the school's objectives. It is not a field limited to school principals.

Ornek Alt Bilgi Methi

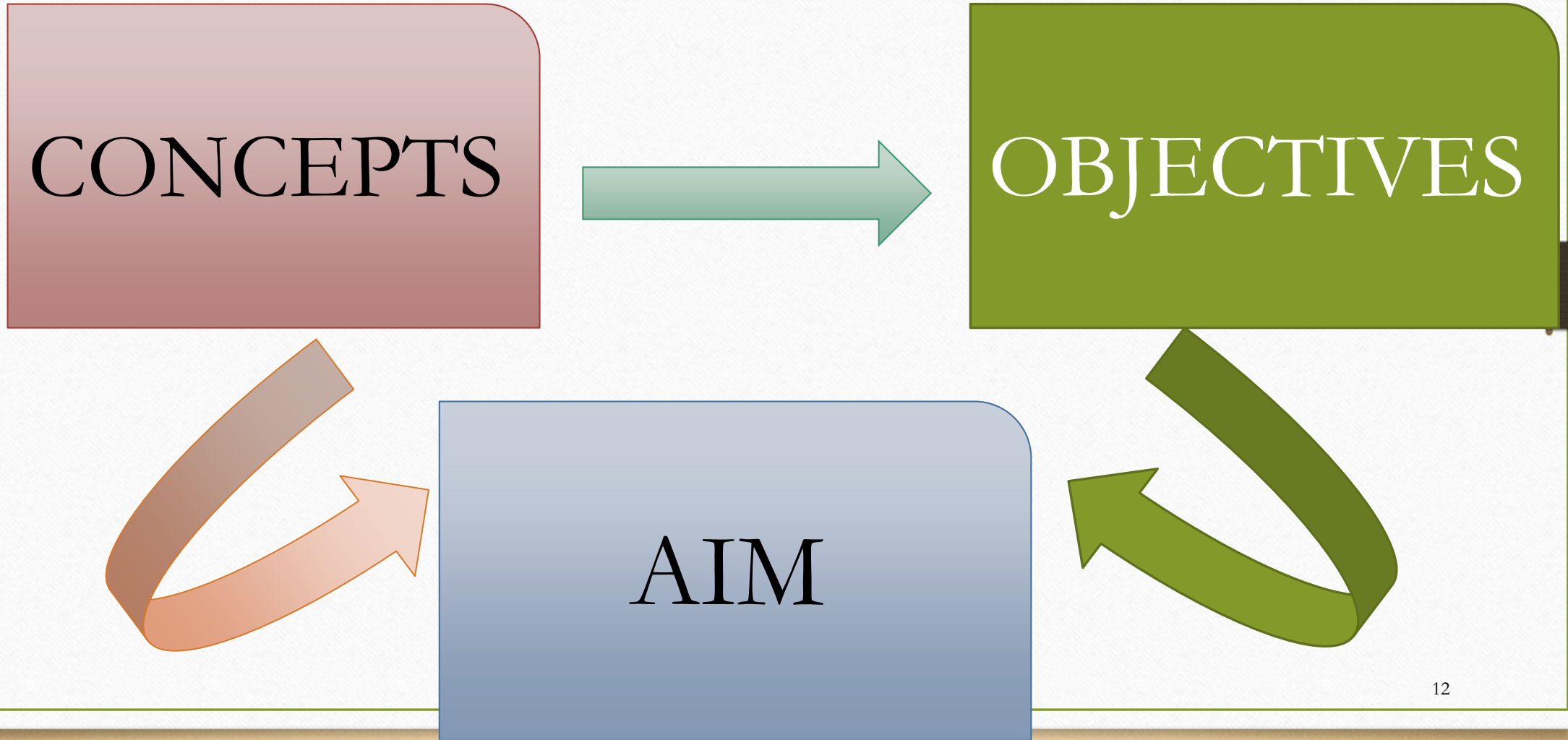


Time to Express your opinion!

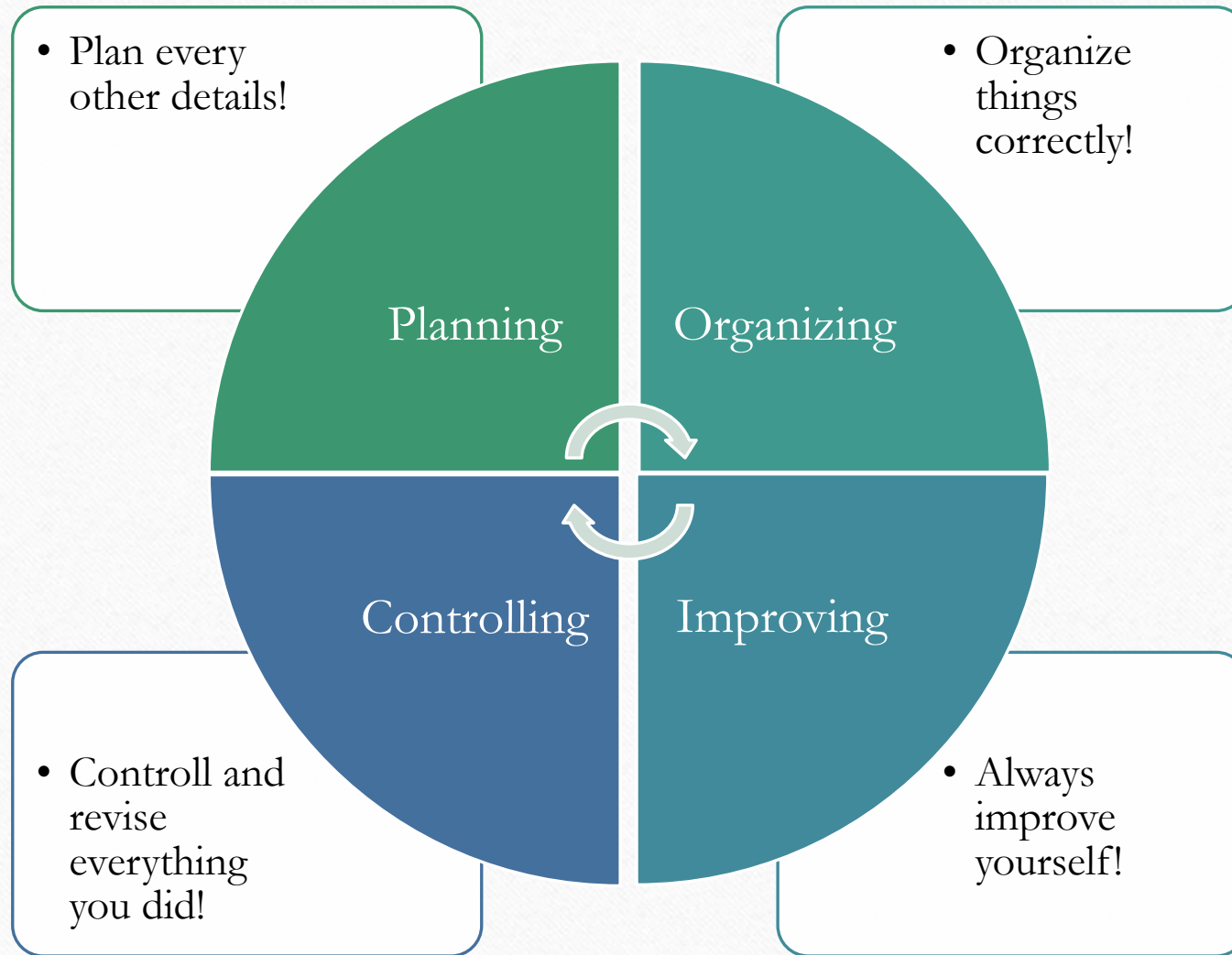
- Go to padlet to describe what is school management for you.



3 Components of School Management



CONCEPTS



AIM AND OBJECTIVES

- › To reflect and conserve basic values.
- › To carry out educational futures.
- › To manage social change.
- › To profit by experience.
- › To carry out modernisation.
- › To propagate science.
- › To adopt technology.
- › To realise National Integration.
- › To form character and values.

Örnek Alt Bilgi Metni



OBJECTIVES

- 1.To reflect and conserve basic values.
- 2.To carry out educational futures.
- 3.To manage social change.
- 4.To profit by experience.
- 5.To carry out modernization.
- 6.To propagate science.
- 7.To adopt the technology.
- 8.To realize National Integration.
- 9.To form character and values.



Features Of Modern School Management System

- › Attendance
- › Teacher & Student
- › Employee Management
- › Fees Management
- › Parent Portal
- › Transport
- › Exam Management
- › Time Table Management

Örnek Alt Bilgi Metni



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How Can Be Done A Good School Management?

A Good Learner

- Leader in their own learning.
- Question everything.
- Think for themselves.
- Push through challenges.
- Determined to succeed.
- Have inner motivation and self discipline.

A Good Manager

- Adopts Smart School Administration.
- Promotes a Stress-Free Student Environment.
- Adopts an Effective Classroom Management.
- Manages Your Staff/Teachers.
- Schedules School Holidays

A Good Teacher

- Patient and approachable.
- Strong communication skills.
- Strong knowledge and a solid education.
- Disciplined and professional.
- Enthusiastic.



Responsibilities of a School Principal

Leading the teachers,
students, and staff members



Handling student discipline



Developing and implementing
school programs



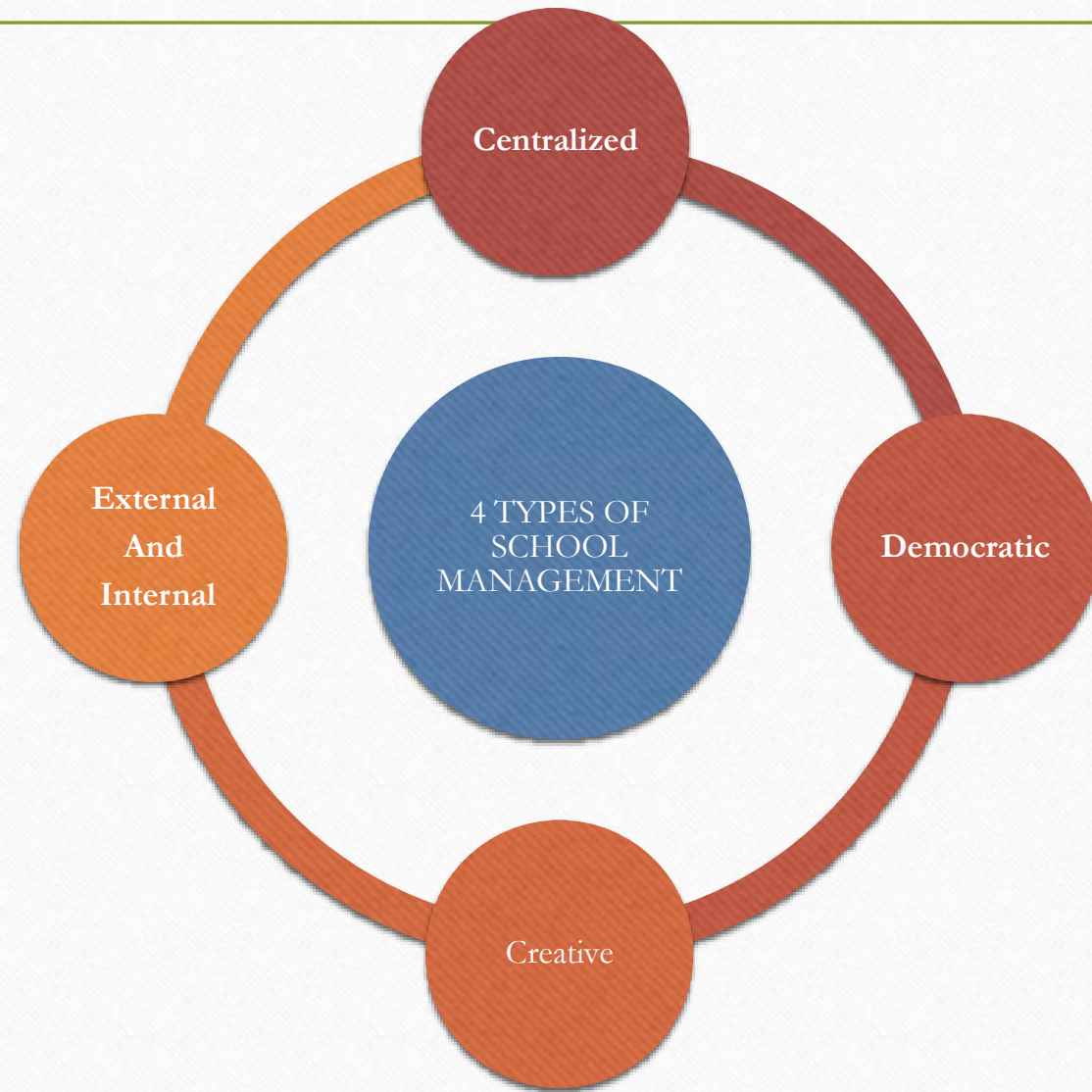
Hiring and evaluating teachers



Good management is the art of making problems so interesting and their solutions so constructive that everyone wants to get to work and deal with them!



What Are The Different Types of School Management?



“

The most important thing is that you develop your own principles and ideally write them down, especially if you are working with others.

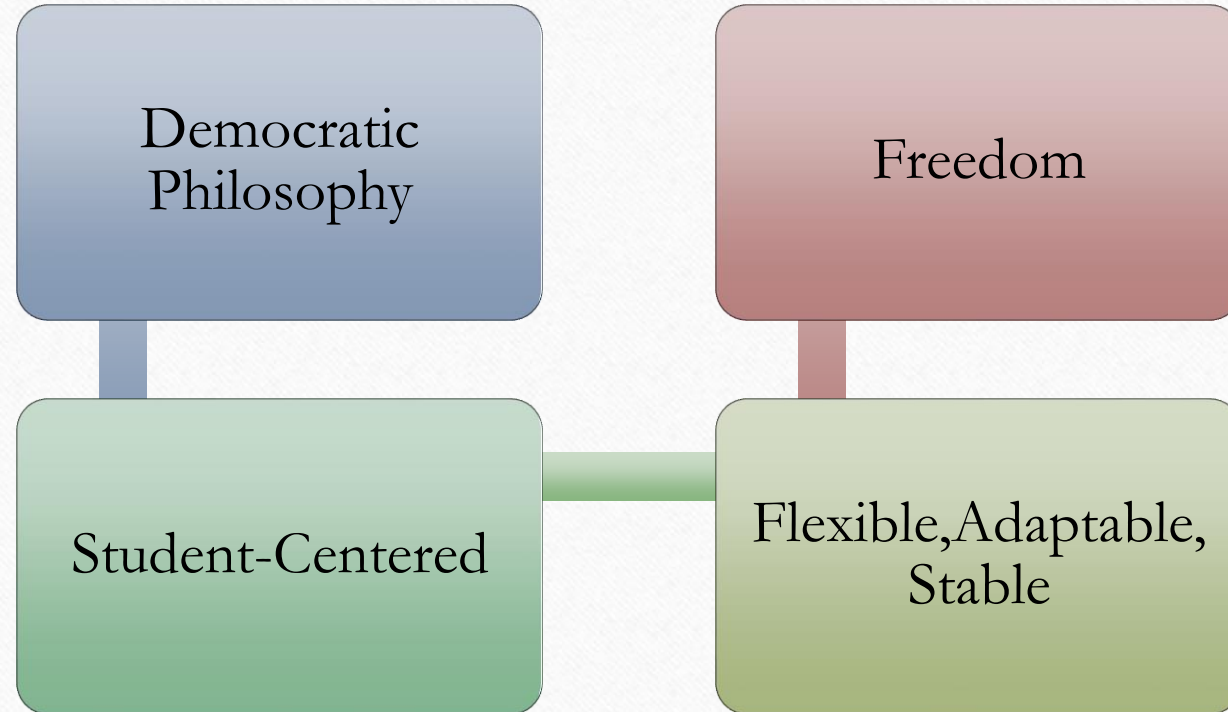
RAY DALIO

GRACIOUSQUOTES.COM

PRINCIPLES OF SCHOOL MANAGEMENT

Engages students in living democratically by promoting values such as inclusion, voice, representation, and participation.

A manager uses this strategy that are developmentally appropriate for their students and motivates their students to want to behave in the classroom.



Respect the student's right to learn something freely, for teachers being free of autonomy in the sense of "giving oneself one's own laws", and having rights .

It allows for more efficient data collection, organizing teachers and allowing lessons to have a much looser structure.

Go to padlet and describe your favourite with a memory.

Elements of School Administration

Democratic Philosophy

- The success of the **school administrators** in a sense depends on the implementation of **democratic** principles in **management**.
- Expressing democratic attitude towards workers.
-



Sharing Responsibility

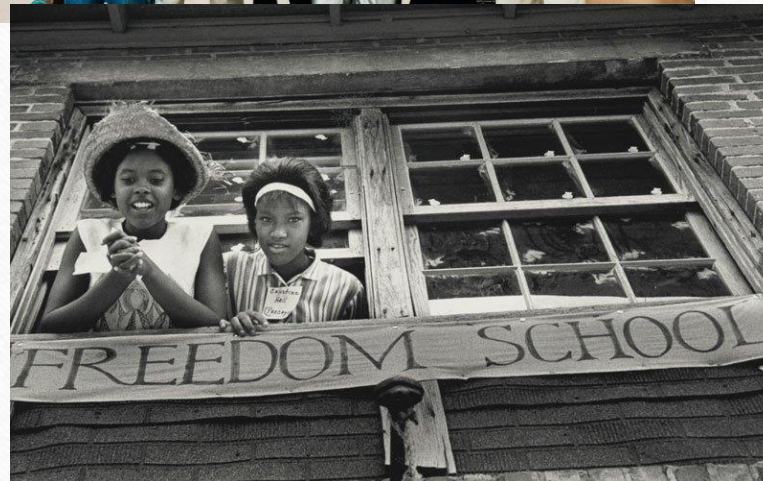
- **Devising ways to work together and support the outcome of children's learning and of quality care.**
- Sharing thoughts with educators as a manager.

Elements of School Administration

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Equality

- **All students can access the resources and support they need to achieve their learning goals**—no matter what their language, economic status, gender, race, learning capabilities, or disabilities may be.



Freedom

- **Allowing children to make their own choices not only promotes them to be eager to learn, but it also helps their cognitive development, moral development, and their “self” development.**

Hand-out Activity

What Can Be Done To Improve The Quality Of Education As School Administrators?

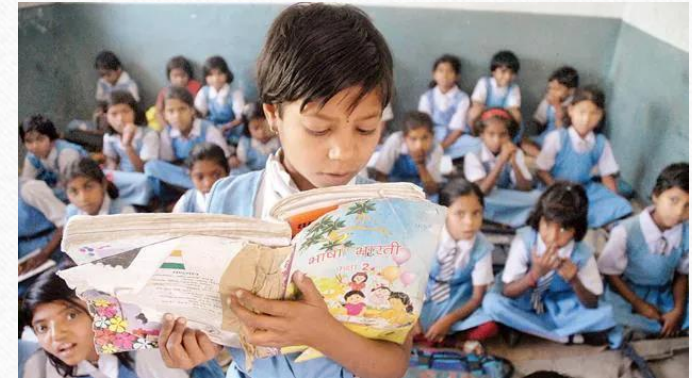


Supply of Materials

- Do not decline the teacher's offers about supplying material.
- Allow staff to use technology for integrated lessons.

Financial Resources

- Manage expenses properly.
- Be aware of the financial resources and organize expenses.
- Do not decline offers of staff because they are expensive.



Academic Needs

- Do not underestimate academic needs of students even if they are kindergarten students.
- Supply necessary materials based on academic needs.

10 ways to improve the QUALITY of a learning environment

- ✓ Add new materials and rotate them periodically
- ✓ Teach children new ways to use materials
- ✓ Increase choices in activities (e.g., “Do you want to work on coloring or sorting?”)
- ✓ Embed instruction within motivating activities
- ✓ Listen to the child’s voice and preferences
- ✓ Increase your rate of reinforcement and descriptive praise
- ✓ Teach children to give their peers compliments
- ✓ Always end instructional sessions on a success
- ✓ Be flexible, willing to shorten a session before challenging behavior occurs
- ✓ Alternate difficult tasks with easy tasks and active tasks with passive tasks

Problems with our School System

Please watch the video!

- <https://www.youtube.com/watch?v=okpg-IVWLbE>



Tell me your ideas about solving these problems!

Go to Padlet to describe what can be other problems of schools in your country?

The Best School System in the World

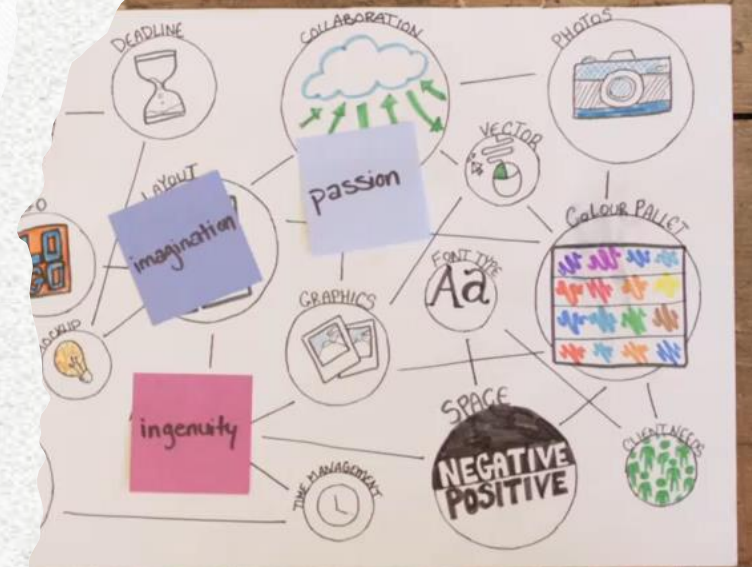
Why Finland's schools outperform most others across the developed world ?

- <https://www.youtube.com/watch?v=7xCe2m0kiSg>



Why do schools need school management software?

- The school management system is necessary because **it is an efficient way of managing colleges, schools, and other educational institutions, allowing schools to reduce the weight of their processes.** School administration software makes it simple and effective to keep track of everything.



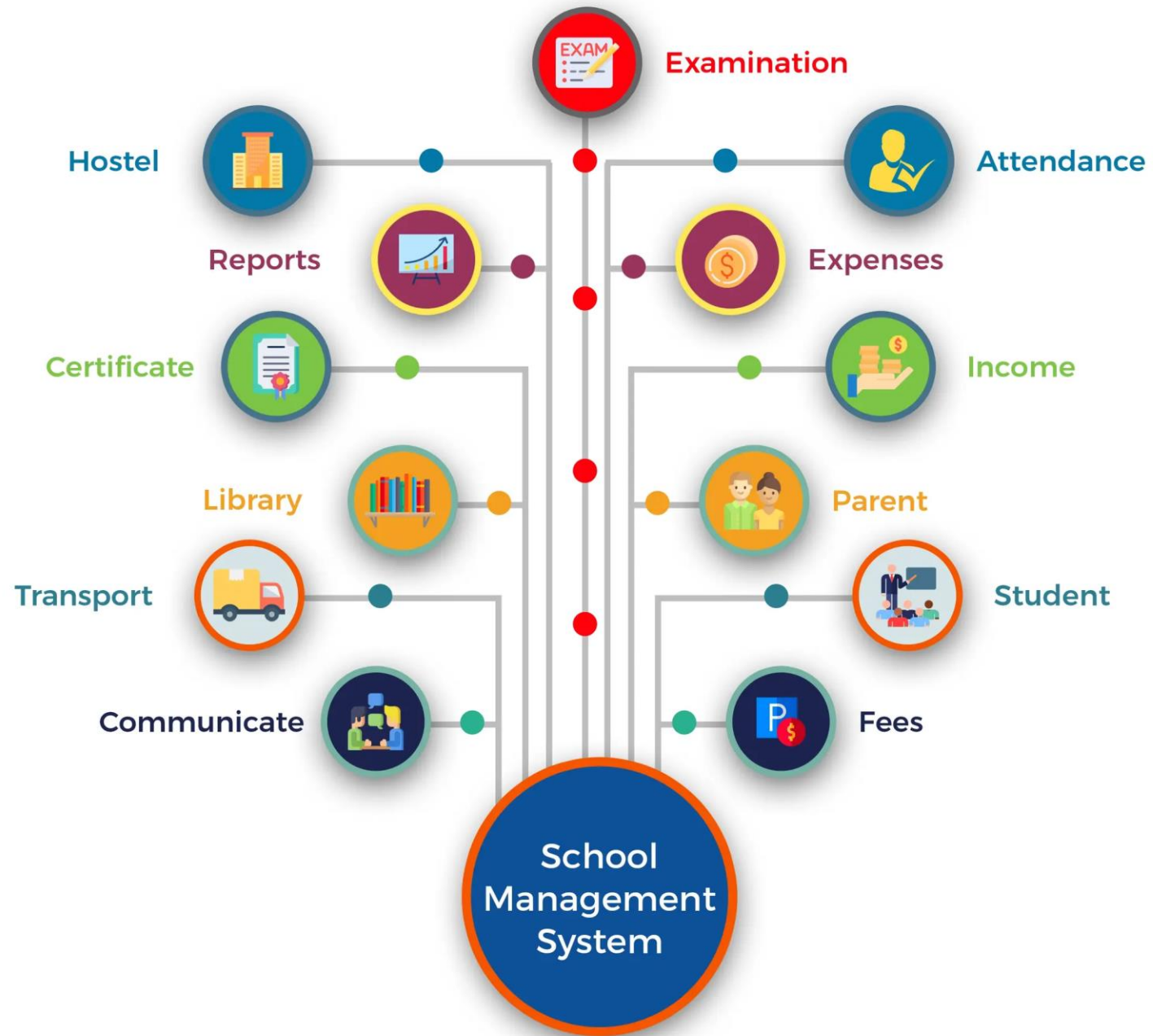
5 Reason Why Should You Get A School Management System

- Highly Improved Result
- Anytime & Anywhere Access
- Streamlines The Whole Process
- Reviewing Student Performances
- Better Communications



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Software Programs For School Management

- -Gradelink
- -MyClassCampus
- -PowerSchool SIS



GRADELINK

Add New
All Active ▾

Main
Academics
Counseling
Medical
Prospects
View / Export
Admin

Name	Grade	ID #
Aguirre, Leslie	1-A	1005
Althausen, John	7-A	1009
Anthony, Susan	6-A	1057
Brown, Dan	PS	1353
Bunyan, Paul	6-N	1106
Chancey, Terry	3-B	1344
Earhart, Amelia	6-A	7
Earhart, Julie	6-A	1349
Gomez, Alexis	7-A	1093
Harris, Alberta	7-B	1346
Harris, Anthony	8-B	1348
Hope, Bobby	6-B	1095
Huerta, Isaiah	4-B	1111
Lewis, CS	7-B	1345
Lincoln, Abraham	6-A	1123
Lisa, Mona	6-A	1020
Lupercio, Viani	5-A	1135
M, Bill	2-B	1350
Mendoza, Steven	1-B	1156
Morales, Yesenia	5-A	1167
Negrini, Sofia	5-A	1173
Paredes, Andrew	5-B	1180
Perea, Jocelyn	5-A	1187

Demographics
Contacts
Addresses
Documents
Notes
Reports
Files

First	Middle	Last	Grade / Division	Status	Family ID	Student ID
Amelia		Earhart	6 A	Reenrollm	2	7

Date of Birth: 01/18/2006 Gender: Female Entered: 09/06/2008 Tags: Student Campus: Lower Cam

Nationality/Citzn:

Withdrawal:

Not Hispanic/Latino Ethnicity:

American Indian or Alaska Native:

Graduation:

Family 1 Add a family... Living Situation

Name	Phone	Email
Jack Earhart	(514) 541-5153	jack@example.com
Jill Earhart	(145) 415-0345	Jill@example.com


Student: (555) 555-5555 (home) / (t)

Siblings & Contacts

Relationship / Name	Phone Numbers
<i>Sibling:</i> Julie Earhart (Grade 6)	
<i>Aunt:</i> Melissa Brown Emergency contact OK to pick up (EnrollMe Contact 2)	(489) 486-4615 - (545) 315-3454 -
<i>Aunt:</i>	Authorized for pick-up (489) 486-4615 -

Student Notes **NCEA Census**

Likes to talk with Bobby Hope in class.



Add Oct 2013 Del

Last Login: Aug 3 2015 8:19AM

Quarter 1 2015-2016

Class Title	Grade
Attendance 6	
Attendance 6 (Chapel)	
English 6	D (65.4)
Mathematics 6	D (67.2)
Music 6	G+
Reading/Literature 6	A (97.6)
Social Studies 6	B (86.8)

Today's Attendance:
No Attendance Entered

Attendance Totals:

GRADELINK

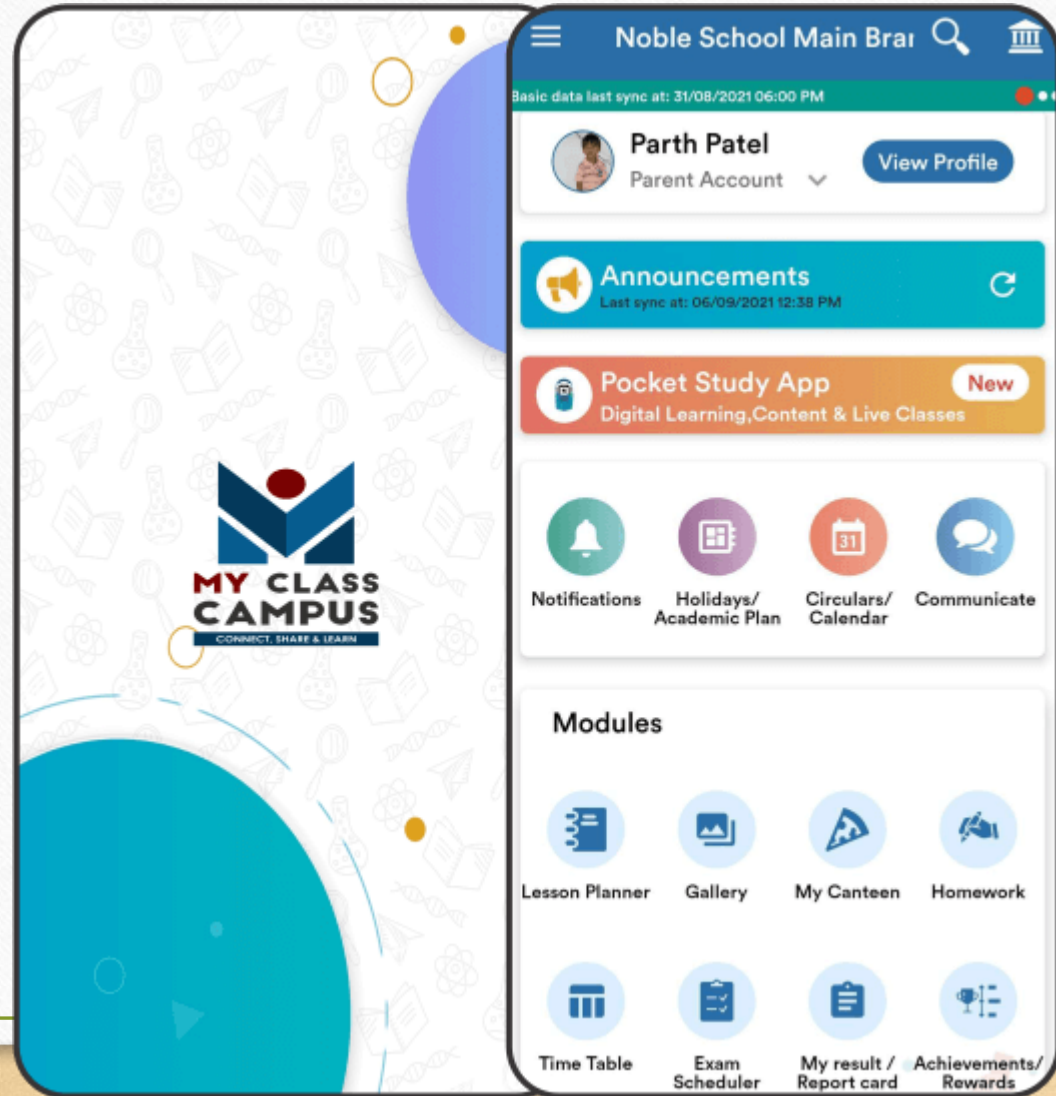
Gradelink Mark Jefferson
Photo 1 (2):S:7 Current

GradeSheet

View: Percentage Show Nongraded

	Chapter 2 - In Class Reading Wed. 02/20 50% (Clas)	Class Grade	Projected Year Grade
Amber, Rachel	Grade 2		100%
Caulfield, Maxine			66.7%
Chase, Victoria			103.3%
Graham, Warren			83.3%
Marsh, Kate			103.3%
Prescott, Nathan			83.3%
Price, Chloe			60%
Average Grade			85.7%

MY CLASS CAMPUS



MY CLASS CAMPUS

ALL IN ONE CAMPUS MANAGEMENT SOFTWARE

The screenshot displays the 'My Dashboard' interface for 'Pandit Deendayal School'. The top navigation bar includes a search bar, a notification bell, and dropdown menus for the academic year (2019-2020) and grade level (Primary C). A left sidebar contains navigation options: Home, Recent Updates, Management Dashboard, Chat Support, and Support Tickets. The main content area is divided into two primary sections: 'System Setup + Communication' and 'All in One Erp Modules'. The 'System Setup + Communication' section contains 16 modules: Institute Management, Calendar & Analysis, Exam Planner & Scheduler, Analysis & Reports, Material Upload, Settings, Material Management, System Logs, Birthday, Certificate Generation, Sms Log, Test Ans. Paper, Student Attendance, Academic Planner, Dynamic Reports, and Timetable Management. The 'All in One Erp Modules' section contains 16 modules: Library, Hr Management, Transportation, Fee Management, Inquiry/Admission, Attendance Machine, Hostel, Website Builder, Target Management, Result Module, Inventory Management, Wallet, Complaint/Grievance, Canteen Management, Gate Pass, Expense Management, Finance Management, Gallery, and Voice Call. A footer at the bottom of the dashboard reads: 'Welcome To System Admin Portal. This is one step dashboard to set up and manage your entire Institute. In today's digital Watch : How This System Works [Click Here](#)'.

1/2/20XX

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POWER SCHOOL SIS

PowerSchool SIS Redwood High School 21-22 Semester 1

Record Meeting Attendance: Algebra II Adv - 4B(A)

Single Day Multi-Day Seating Chart Seating Chart Design

Attendance Code: VA (Virtually Absent) Date: Wed 8/4 [Today] Classes: Show Multiple Sections Group By Track: On Submit

Students	Alerts	Attendance: Wednesday, August 04, 2021
No Track Assigned		Fill Code
Sperling, Jessica Q		<input type="text"/>
Track A		Fill Code
Ajayi, Elizabeth S		<input type="text"/>
Foy, Yussef N		<input type="text"/>
Guzman, Alexi P		<input type="text"/>
Izcano, Ariel Q		<input type="text"/>
Wong, Sebastian U		<input type="text"/>

POWER SCHOOL SIS

PowerSchool Welcome, John Adair | Help | Sign Out

Brandon Download | Alerts | Print

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Schedule**
- School Information
- Account Preferences

District Code
RGMS

Download on the App Store

GET IT ON Google play

My Schedule: Adair, Brandon

Week View **Matrix View**

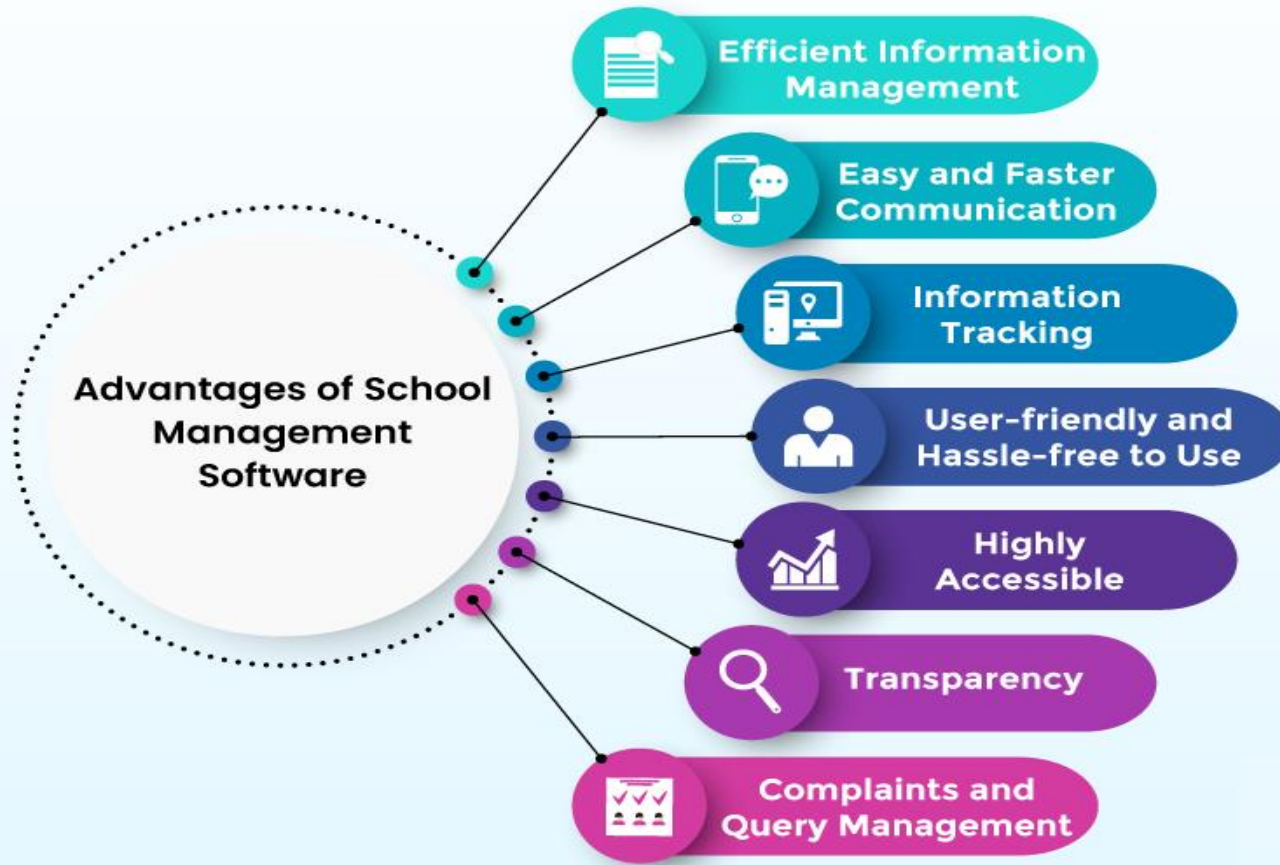
Enrollments for Apple Grove High School only

	Monday 09/05/2016	Tuesday 09/06/2016	Wednesday 09/07/2016	Thursday 09/08/2016	Friday 09/09/2016
09:00 AM	Speech Lura, Colleen R 115 08:30 AM - 10:00 AM	Current Affairs Manston, Greg T 123 08:30 AM - 10:00 AM	Speech Lura, Colleen R 115 08:30 AM - 10:00 AM	Current Affairs Manston, Greg T 123 08:30 AM - 10:00 AM	Speech Lura, Colleen R 115 08:30 AM - 10:00 AM
10:00 AM	Open Media Accatino, Steve 141 10:05 AM - 11:35 AM	Chamber Singers Berndt, Gordie E 315 10:05 AM - 11:35 AM	Open Media Accatino, Steve 141 10:05 AM - 11:35 AM	Chamber Singers Berndt, Gordie E 315 10:05 AM - 11:35 AM	Open Media Accatino, Steve 141 10:05 AM - 11:35 AM
11:00 AM					
12:00 PM					
01:00 PM	Phys Ed 12 Maxedon, Johnathon LH23 12:15 PM - 01:45 PM	Journalism Hastings, Jacquelyn V 217 12:15 PM - 01:45 PM	Phys Ed 12 Maxedon, Johnathon LH23 12:15 PM - 01:45 PM	Journalism Hastings, Jacquelyn V 217 12:15 PM - 01:45 PM	Phys Ed 12 Maxedon, Johnathon LH23 12:15 PM - 01:45 PM

What are the disadvantages and advantages of school management systems?



ADVANTAGES



DISADVANTAGES

Most 10 common problems in School Management System

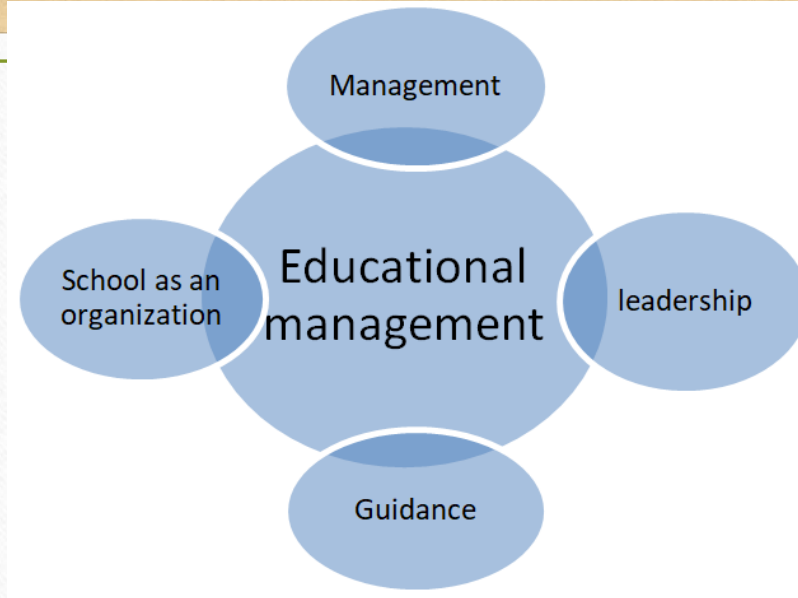
1. Paper-based processes
2. Online Registration
3. Admission & Enrollment
4. Course Management
5. Teacher Evaluation
6. Communication & Collaboration
7. Classroom Management Strategy
8. Student Monitoring
9. Revenue Management
10. Forecasting the academic achievement



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Educational Management

- Educational management refers to the administration of the education system in which a group combines human and material resources to supervise, plan, strategise, and implement structures to execute an education system.



School Leadership

- Shaping a vision of academic success for all students.
- Creating a climate hospitable to education.
- Cultivating leadership in others.
- Improving instruction.
- Managing people, data and processes.





Let's watch the video
and discuss!

<https://www.youtube.com/watch?v=Rvhb9aoyeZs>

Overview of the Course Program

- What have you learned?



- Does this information help you to have a better management in school?

- What will change in your school from now on?

Evaluation of the Course Program

Did you like the course subject?



Was it beneficial for you?



Would you like to attend another course in the future?

