

INSTITUTE OF SPECIAL EDUCATION
University of the Punjab, Lahore

BS Special Education

Administration and Management of Special Education

Course Code: SEBS-427

Eighth Semester
(3 Credit Hours)

Learning Outcomes

The learning outcomes of this course are to:

1. Inform the students about administrative functions of special schools
2. Describe the theories and models of administration and management with reference to special schools
3. Enable the students to deal with the administrative problems of special schools
4. Help the students to understand the budgetary system of an educational organization.

Contents

Unit-1: Introduction

- 1.1 Definitions of Administration, Management, Leadership and Supervision
- 1.2 Islamic Concept of Administration
- 1.3 Importance of Educational Administration

Unit-2: Administrative Processes in a Special School

- 2.1 Administrative Process
- 2.2 Communication
- 2.3 Leadership
- 2.4 Motivation
- 2.5 Decision Making
- 2.6 Policy Making

Unit-3: Models and Theories of Leadership and Management

- 3.1 Classical Organization Theory
- 3.2 Human Relations Approach
- 3.3 Behavioral Science Approach
- 3.4 Bureaucratic Model

3.5 Democratic Model

3.6 System Model

Unit-4: Personnel Administration

4.1 The Personnel Management Process

4.2 Human Resource Planning

4.3 Recruitment

4.4 Selection

4.5 Training and Development

4.6 Performance Appraisal

Unit-5: Role of Special Education Consultants

5.1 Model of Consultancy

5.1.1 Collaborative

5.1.2 Behavioral

5.1.3 Problem Solving

5.2 Consultancy Network

5.3 Focus of Consultancy

5.3.1 Instruction

5.3.2 Assessment

5.3.3 Programming

Unit-6: The Management

6.1 Purpose and Functions of Management

6.2 Total Quality Management

6.3 Management of Resources

6.4 Classroom Management Functions

6.5 Principles of the Effective School Organization

Unit-7: School Supervision

7.1 Educational Supervision

7.2 Supervision for Improvement of Instruction

7.3 Facets of Supervision

Unit-8: Financial Aspect of School Management

8.1 Financial Management Importance of Financial Management

8.1.1 Forecasting and Planning

8.1.2 Application and Control

8.1.3 Duties of The Financial Manger

- 8.1.4 Misappropriation of Funds
- 8.1.5 Salaries
- 8.2 Budgetary System and Reports/Record/and Audit
- 8.3 Principles of Preparing a Budget of a Financial Year

Teaching-learning Strategies

Lecture Method, Project Method, Question Answer Method.

Assignment- Types and Number with calendar

Class Presentations, Written Assignment, Case Study, any Existing Administrative Model.

01 assignment before mid-term exam and 02 assignment after mid-term exam

Assessment and Examination

Sr. No.	Elements	Weightage	Details
1.	Midterm Assessment	35%	It takes place at the mid-point of the semester. 9 th Week
2.	Formative Assessment	25%	It is continuous assessment. It includes: classroom participation, attendance, assignment and presentations, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	It takes place at the end of the semester. It will be a written test.

Suggested Readings

Baird, L. S., & Post, J. E. (1990). *Management*. New York: Harper & Row.

Batman, T. S., & Snell, S. A. (1996). *Management: Building competitive advantage*. Chicago: RWIN.

Best, W. (1998). *Research in education management and policy*. London: The Palmer Press.

Fish, J. (1995). *Managing special education*. Bucking Ham: Open Uni. Press.

Lunenrurge, C. F., & Ornstein, C. A. (1992). *Educational administration: Concepts and practices*. USA: California. Wadsworth publishing company

M, P. C. (1990). *Administration of schools for young children*. (3rd ed.). New York: Delmar Pub.