EDUCATIONAL LEADERSHIP AND MANAGEMENT

Course Code: EDU005   **Credit Hours: 3**

Course Description

The course is designed for aspiring educational leaders and those interested in understanding more about management and leadership within educational contexts. The focus is on improving knowledge and understanding by relating theory and best practice to participants own contexts and situations, thus enabling development of the skills and competencies necessary to refine and improve practice. Students will use the knowledge and skills gained to improve their own practice, in leadership and management roles, across the whole range of educational institutions and related organizations.

Learning Outcomes

At the end of this course, the student will be able to:

1. Explain the concept of school organization, management and discipline and factors affecting school discipline
2. Organized school activities (curricular and co-curricular) affectively and manage available resources (material, human and time) efficiently.
3. Different sheet between the concept of leadership and management utilizing the major indicator of effective leadership management.
4. Maintain school record and activities according to the school mandate.
5. Explain the functions of basic rules of leave pay and allowances E & D, codes of ethics

Contents

1. **Introduction to Management**
   1.1 Definitions of Management and Leadership.
   1.2 Difference between leadership and management
   1.3 Difference between general and educational management and Leadership.

2 **Process of Management**
   2.1 Planning
   2.2 Organizing
   2.3 Staffing
   2.4 Communicating
   2.5 Controlling
   2.6 Budgeting

3 **Resource Management**
   3.1 Human resources
   3.2 Physical resources
   3.3 Financial resources
   3.4 Information and learning resources (Library, AV Aids and instructional material)

4 **Rules and Regulations**
   4.1 Rules regarding appointment, leaves, pay and allowances.
   4.2 Efficiency & Discipline rules
   4.3 Terms of Suggested Readings of various personals in the school
   4.4 Code of ethics

5 Records in Educational Institutions
- 5.1 Attendance register
- 5.2 Leave register
- 5.3 Stock register
- 5.4 Cash register (fee, different kind of funds)
- 5.5 Personal files of teachers and other staff
- 5.6 Other academic record (students result, staff meetings etc.)

6 Theories of Leadership
- 6.1 Trait Theories
- 6.2 Contingencies Theories

7 Leadership Style
- 7.1 Democratic
- 7.2 Autocratic
- 7.3 Lauzis-faire
- 7.4 Leadership style and Headship

Teaching-learning Strategies

The instructional strategies will focus on constructionist learning approach. These strategies will be diverse in line with the course contents. Therefore, these strategies will include but not limited to demonstration, cooperative learning, collaborative learning, teacher and student-led discussion, individual and group presentations, reflective practices and classroom activities.

Assessment and Examinations

The students will be assessed according to the following criteria.

Examination	Marks Distribution
Sessional work	25 %
Mid Semester	35%
Final Semester	40%

Suggested Readings

Bovee, C.L. et al. (1995). *Management*. International Edition. New York: McGraw Hill, Inc.

Burden, R.P. (1995).*Classroom management and discipline: Methods to facilitate cooperation instruction*. New York: Longman.

Bush, T. B. et al. (1999). *Educational management:* Re-defining theory, policy and practice. London: Longman.

Bush, T., & Bush, T. (2003). *Theories of educational leadership and management*. London: Sage Publications.

Bush, T., Bell, L., &Middlewood, D. (2010). *The principles of educational leadership and management*. Los Angeles: SAGE.

Gamage, D., & Pang, N. (2003). *Leadership and management in education*. Hong Kong: Chinese University Press.

Razik, T. & Swanson, A. (2001). *Fundamental concepts of educational leadership*. Upper Saddle River, N.J: Merrill/Prentice Hall.