

# Preface

It is generally accepted that in educational management the role of the school head is crucially significant. The significance of the role is attributed to the position of the educational hierarchy and the functions of its position. Theoretically, the position of the school head is at the managerial bottom of the national organizational structure for education. However, this position is linked directly to the communicative role of the school head between the upper educational managers and their subordinates. Each programme of educational policy is created centrally, at the top of the administrative pyramid, and is then filtered through to all schools via school management. It is “coloured” by the psychological attitudes and abilities of the school head in order to be realistic. Ultimately, the degree of success of an educational change (and more generally the achievement of a school’s aims) depends on the selection and appointment of effective educational managers in school units. Indeed, in an appropriately organized educational system, the school head has the main role in managing human resources. Furthermore, no matter how rationally a communication and organization system is designed, it cannot fulfil the desired outcome without appointing the role of school head to appropriate people. In order for educational leaders to be successful in their work, they have to be appropriately trained. In other words, educational leaders at all hierarchical levels of educational management have to be equipped with the necessary administrative skills to a degree that will lead them to comprehensively examine a problem that has to be solved.

This book is useful for university students, educational practitioners and educational leaders since it addresses a wide range of issues and proposes a simple method for learning modern management techniques. The book includes case studies and solving techniques of different managerial problems to help members of the educational community improve their abilities in matters such as taking effective decisions, time management, conflict management and oral communication. More broadly, this book could also be a valuable tool for the employee of any organization, whether private or public.

This book is divided into chapters that cover basic issues of educational management:

- Chapter 1 examines the meaning and the functions of school management. It also refers to the field of school leadership.
- Chapter 2 analyses the meaning and content of the management's role in planning/programming with a special report on strategic planning. It then addresses time management techniques.
- Chapter 3 investigates the meaning and content of the decision-making process. It also analyses the term "problem" and presents various ways of solving a problem.
- Chapter 4 addresses the nature of managerial work with emphasis on the basic dimensions of exercising school leadership.
- Chapter 5 presents and analyses the meaning of communication with emphasis on oral communication and the development of good relations in the school working environment.
- Chapter 6 examines the phenomenon of conflicts and complaints in the school working environment and presents conflict management techniques.
- Chapter 7 focuses on issues regarding collective management (e.g. rules governing the functions of the teaching council, informal groups at schools, etc.) in school units.
- Chapter 8 discusses the leadership dimensions of school leadership with an emphasis on the motivation and monitoring of teaching staff.
- Chapter 9 presents and analyses the function of control in the field of education. Furthermore, it comprehensively examines the appraisal of educational work.
- Chapter 10 addresses crisis management in school units and presents a plan for confronting unpleasant situations in specific units.

Athens, Greece

Christos Saitis  
Anna Saiti

Initiation of Educators into Educational Management  
Secrets

Saitis, C.; Saiti, A.

2018, XVII, 219 p. 7 illus., 3 illus. in color., Hardcover

ISBN: 978-3-319-47276-8