PRINCIPLES OF ADMINISTRATION AND SCHOOL MANAGEMENT

1.   GENERAL

SCHOOL	SCHOOL OF HUMANITIES AND SOCIAL SCIENCES		
DEPARTMENT	PEDAGOGICAL DEPARTMENT OF PRIMARY EDUCATION		
STUDY PROGRAM	POST-GRADUATE		
COURSE CODE	AY4	SEMESTER OF STUDIES	1
COURSE TITLE	PRINCIPLES OF ADMINISTRATION AND SCHOOL MANAGEMENT		
INDEPENDENT TEACHING ACTIVITIES		TEACHING HOURS	ECTS UNITS
Total		3 hours / week	7,5
COURSE TYPE:	Core		
PREREQUISITE COURSES	NONE		
LANGUAGE OF INSTRUCTION and EXAMS	GREEK		
COURSE IS OFFERED TO ERASMUS STUDENTS	NO		
COURSE IS OFFERED TO ERASMUS STUDENTS	https://eclass.uth.gr/		

2.   LEARNING OUTCOMES

Learning outcomes

To acquaint students with the basic principles of the organization and administration of education.

To develop a broader understanding of the educational system as an essential element of the broader social system and to understand the dynamic environment in which an educational institution and the educational system in general operate, as well as its functioning as an open system.

To delve into the organization and administration of the school unit with reference to administrative processes, such as leadership and decision-making.

To understand the position of the scientist/professional within the broader bureaucracy of the educational institution and the educational system.

To acquire extensive knowledge in the cognitive areas of motivation, leadership, communication, organizational climate and the decision-making process in educational organizations.

To become familiar with the case study.

General Skills
Critical and analytical thinking
Case study analysis
Teamwork
Rational decision-making ability

3. COURSE CONTENT

Theoretical and historical foundation of educational administration
Social systems theory
School and organizational structures
Structure in schools (Weber, Mintzberg)
The function of planning
Decision-making
Theories of motivation and incentives
Human Resources in schools (Information processing, Maslow, McClelland, Expectancy theory)
School culture and climate
Power and politics in schools
Schools and their external environment
Effectiveness and quality in schools (Deming, job satisfaction)
Communication in schools

4. TEACHING and LEARNING METHODS - ASSESSMENT

DELIVERY METHOD	In-person and distance learning		
USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES	viewing slides, using the asynchronous education platform to post course materials and student assignments as well as for the communication between teachers and students, searching for electronic journals and sources		
ORGANIZATION OF TEACHING	Activity	Semester Workload (hours)	
	Lectures	36	
	Study during the semester	146	
	Exam preparation	40	
	Course exam	3	

	Course Total	225	
ASSESSMENT	Assignment or written exam at the end of the semester.		

5. RECOMMENDED BIBLIOGRAPHY

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