

An Administrator's Job

By Pauline Evans

Pressure, pressure on every side
Parents, teachers, students, superintendent
The administrator's job is not an easy one
It may seem ideal, but beware, it's no joke

Organizing, supervising, leading and guiding
Disciplinarian, counselor, scapegoat and easy target
Making decisions with far-reaching consequences
Taking a stance even when the answers aren't clear

Assuming responsibility when things go awry
Hardly getting any credit when they go right
Standing in the gap between morality and immorality
Bearing the burden when no one else cares

He must work to ensure that the school's vision is realized
And put into place tools to accomplish set goals
Could he but get his teachers to cooperate!
The work would become so much lighter

Fundraisers, academics, mentoring and recreation
Advertising, soliciting, recruiting and pacifying
Are only a part of what needs to be done!
No, the administrator's job is not an easy one

He is pressured by the superintendent who is pressured by society
So he pressures his teachers who pressure their students
Who pressure their parents who then pressure the administrator!
No, the administrator's job is not an easy one

Yes, the pointing of fingers comes back to the administrator
His job looks cool! but, understand, it's a lot of work
So let's give our support from time to time
And let an administrator know that he's appreciated.



Admin-Teacher Relationship

Principal-teacher relationship is of critical importance to the smooth running of a school. Teachers can help to make or break a principal's effectiveness and ultimately the school's success. A wise administrator will, therefore, build and maintain a positive working relationship with his faculty. Below are a few suggestions that might help:

- ✚ Implement a school leadership team: Share leadership with a group of teachers. Create the conditions for teachers to share and participate in school leadership. Leadership coaching can be provided for teachers.
- ✚ Support teachers with effective communication. Provide feedback that is relevant and specific. This feedback should be timely, and the focus should be on strengths. The administrator should also communicate to teachers a belief in their abilities, more so during changes.
- ✚ Provide important support through difficult time: A good administrator will recognize stress-related behaviors and do what he can to help his faculty cope
- ✚ Implement a mentoring program for new teachers and teachers who are struggling. The less experienced teachers should know whom to call on in times of need.
- ✚ Involve teachers in the major decision-making process, especially in areas which will directly affect their jobs.
- ✚ Conduct or provide workshops that are relevant to teachers' effectiveness in the classroom. A needs assessment can be done to determine the content of the workshops.
- ✚ Recognize and reward teachers' efforts and outstanding work. During Teachers Appreciation Week, the administrator should make special effort to show appreciation for all teachers.
- ✚ Schedule an admin-teacher retreat monthly, bimonthly, quarterly, or whenever works best for your situation. These retreats should be a time to kick back and relax, to de-stress and enjoy.



Principal Self Evaluation

Self-evaluation is an important part of any personnel policy in the education field. The administrator should periodically self-evaluate with the aim of building on strengths and working on areas that need improvement.

Self Evaluation

5. Excellent 4. Good 3. Fair 2. Needs Improvement 1. Unsatisfactory

1. My dealings with others on a professional level are directed by integrity, honesty and consistency. _____
2. I am a faithful advocate of the gospel we embraced in the way I serve and administer. _____
3. I am respectful of the dignity of others; teachers, students, parents. I make myself available as a mentor to both faculty and students. _____
4. I provide a nurturing community for faculty, staff and students. I make the time to participate in extra-curricular activities. _____
5. My attitude demonstrates care and concern for my faculty, staff and students. _____
6. I often affirm my faculty, staff and students. _____
7. I am faithful to God and my fellow men, and this is conveyed through my speech and actions as they relate to my faculty, staff and students. _____
8. I ask for information and seek the input of my teachers whenever I need to implement a change. _____
9. I note and give credit to those who offer suggestion, strategy, or solution. _____
10. I express belief in the abilities of my teachers and students. _____
11. I recognize the human need for autonomy and create avenues for teachers to express theirs. _____
12. My school is a model of good governance, and I am a model of a good Christian citizen. _____



Principal – Networking

Imagine a conference in which principals work together instead of in isolation! One in which principals join forces rather than compete; where less experienced principals know whom they can call on in a hurry! Could it be that such a conference would have a better chance of success where its schools are concerned? The administrator, like any other sane professional, needs a support system. Why not take up the challenge and start a principal support system in your conference?

- *Principals can provide a support system for each other. Instead of competing, they should collaborate.*
- *Principals in the same conference should work as a team.*
- *The aim of this networking is to build and maintain positive relationships among themselves.*
- *The network should have regular meetings (monthly) where administrators meet, discuss, plan, and follow up on implementation of set goals and objectives.*
- *These meetings should be an avenue for discussing problems faced in the various schools and for exploring strategies that might help in addressing these problems.*
- *Principals could discuss effective practices and strategies that are working in their schools and how these might be adapted to meet the needs of another school.*
- *The network could select a professional development committee which would be responsible for scheduling workshops relevant to identified needs.*



- *The network should provide a registry of names, telephone numbers and areas of expertise so that less experienced principals would know where to turn in moments of crisis.*
- *Principals could motivate and root for each other.*
- *The network could plan a weekend retreat just for principals at a nice place. This should be done on a regular basis - monthly or bimonthly.*



As we support each other, there is no stopping the sweet fragrance of blooming flowers.

For additional information visit www.education-world.com



The Principal as a leader

The administrator has a great responsibility as a leader. His leadership has many and varied facets. However, his foremost responsibility is to be a servant leader.

Servant Leader

The servant leader is a servant first. He/she has the awesome task of being 'the way' instead of getting in the way. A servant leader is willing to put the group's/ organization's interest above his/her own even if it means he/she must make a self-sacrifice. A servant leader has a strong awareness of what is going on. He/she is committed to help his/her workers develop and grow. There is a strong sense of community in the organization led by a servant leader. A servant leader should exhibit the attributes/ characteristics of:

- ✚ empathy
- ✚ listening
- ✚ stewardship
- ✚ foresight
- ✚ growth
- ✚ awareness

As a principal of a school, especially a Christian institution, the leader should pattern his/her methods of leading after the greatest leader that ever lived; The Man Christ Jesus. He was the epitome of a servant leader. Consider the profound statements found in Philippians 2:5 - 7: "Let this mind be in you that was in Christ Jesus: who being in the form of God, thought it not robbery to be equal with God: but made himself of no reputation, and took upon himself the form of a servant . . ." It is simply beyond human comprehension: God made himself of no reputation and became a servant in order to be of service to man! But one thing is poignantly clear: A great leader is first, a servant!

Oh, that God's people would comprehend the full magnitude of this seemingly insignificant statement: "A great leader is first, a servant"! To understand that as a Christian Administrator, the ultimate value of your work is in the service you render to your students and staff, is to get the full picture. If you have truly and humbly served these, then your service to God has been favorably accepted.



Administration

It is bitterly disappointing that there are those who claim to be God's people, who, when placed in positions of power, do more harm than good. More often than not, this harm results from self-serving, not people-serving. When self is served, leadership becomes twisted and the cause of God is injured. It is therefore incumbent upon every leader to ask himself/ herself: What is the effect of my service on others? Do those I serve grow as persons? Do they become wiser, freer and healthier?

Contemplate and internalize the counsels found in Philippians 2: 3, 4: "Let nothing be done through strife or vain glory; but in lowliness of mind let each esteem others better than themselves. Look not every man on his own things, but every man also on the things of others."

I challenge those who are called to lead our educational institutions to adopt the attitude of a servant leader. I charge you leaders: Do not be consumed with the prestige of being in charge. Do not be warped by "power." Remember, self-serving power is self-destructive power. Pattern your leadership on the model that Christ has left us. Leading is about serving others, not ourselves.





Administration

The Issue of Serving

By Pauline Evans

The work is great but the true laborers are few.
To lead is not just a job to be done
The question arises amidst the struggle,
Who bids you lead this misdirected flock?

A look around brings no relief;
So many now have missed the mark.
To serve others is not the ultimate aim;
To serve one's self is much more desired.

The carnal abuse of the gift of power,
The self-serving deluge of those who rule
Sickens the soul of the untainted few.
How did it ever come to this?

It's nothing new; the evidences are apparent,
Corruption of power is an ancient thing.
The devil himself instigated this tool,
And the foolish fall into the trap of 'abusing power.'

Is there no hope for the misguided flock?
The answer rings loud for those who choose to hear.
Christ Himself exemplified true leadership.
He was a servant first, in His work to save others.

Administrators, can you hear Him calling?
He is pleading with you to be servant-leaders.
Is the greed of power standing in the way of your service?
What really matters to you in this work?

The work is great; true leaders are needed
To embark on the immense tasks we're called to do.
Saving children's lives is no simple affair!
What choice will you make in the issue of serving?

