Management in Pre-elementary Schools and Elementary Schools

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ABSTRACT

Objective: School is an organization. Each organization consist of people who gather together and form a group because cooperation is beneficial for them to meet a common goal. Therefore, goal is the main principle in every organization. Goal need program in organization. This organization needs management to achieve its goals. Management is a continuous action that forms an organization. Each organization consist of people that take responsibility to meet goal, they are called managers and without an efficient manager organization faces with defeat [3]. Teaching and training is a comprehensive attempt to prepare students for future life and enable them to know themselves and act efficiently when they face challenges in life. The foundation of social life is formed at school [8].

When children start school, they are eager to learn new things and if necessary situation to start this movement is established certainly enough guarantee to acquire future success is provided [3].

Pre-elementary school is the first step of formal training [2].

The goal of pre-elementary school is to nurture mental and physical abilities, coordination and growing motor skills and help to emerge desirable behaviors socially and individually in the group [6].

Reading pre-elementary training, there are different and sometimes contrastive idea. People like Alkind seigel believe that it is not appropriate to direct students towards pre-elementary trainings without preparation and atmosphere at some of the programs in pre-elementary school may not direct children to advancement. The reason is to learn experiences while training in pre-elementary schools that they may not have the positive effects of these results. Elementary school is one of the important periods of education that is influential in growing and training personality of student that are future makers. Due to importance of this period regarding final effect to improve culture, society and economy investment in this period is very significant [5].

If environment at school has a suitable management it provides live, dynamic and active background for educational activities and cooperation in cultural sport and art activities (Chenand Tjosvold, 2004).

Success of managers in multi cultural environments is resulting from lack of awareness about cultural differences and without understanding cultural differences growth is not possible. Managers should be focus of attention to make individual and school goals consistent and attract their cooperation in school activities (Teerikangas, Hawk).

Since managers have a very important role in planning, leadership, coordination, supervision and evaluation, they should pay enough attention to choose and point them. This role should be given to people who have art and science of management and training [5].
Managers direct activities in organizations by appropriate use of human resources to achieve desirable goal of organization [1].

Management is effective application of material and human resources in planning and controlling to achieve organizational goals and are acceptable based on evaluation system. Management in ministry of education is an attempt to increase quality of teaching and training people who are responsible for individual improvement. It not only improves education quality but also improves h.

Man resources and save sources. If managers have enough knowledge and skill it is evident that educational system will have high efficiency and credit [6].

**Literature Review:**

In general in school the main duty of each educational management is to facilitate learning and improving their training or facilities at school including equipment, teacher, other tools in teaching and training at school. We can say that: Educational management before elementary school is an educational attempt is available for teacher, students, children and parents and personnel. The talents are for all people. Management try to provide environment to use natural talents of teacher in ministry of education. The main duty of manager in educational institutions before primary school and at primary school is to help teachers to grow instructive forces in them. Each manager has specific characteristics but finally we can point to cases that most manager have them [4].

**Duties of manager in pre-elementary and elementary schools:**

Organization of each primary school usually consist of manager, deputy manager, teacher, servant, authority and training teacher. Each one has pre-determined duties, of course each duty shows specific organizational post to do tasks but if we visit primary schools show their duties we visit some of problems prevent school function. Health authority at school can have active job if student eat something at school. Otherwise some cases prepared at the beginning of academic year and don’t refer to them until next year. In some cases each health teacher works in several school. Training teachers like training duties but work hours are arranged so that it is not possible to work with all students because they leave school and the other group substitute them. Counseling affairs at primary schools are done every two weeks and sometimes once a month and it is finished very soon. Managers tell the news to personnel in theses meetings. Assistants at school work actively when teachers and students are at break. They come to class a quarter earlier and leave the school a quarter later [4].

Duties of manager in pre-elementary and elementary school are:

- Determine all duties of teachers and personnel holding discussion meetings among colleagues at school.
- Evaluation of teachers
- Establishing library for teachers and trainers to use suitable books.
- Supervision to do programs
- Employing trainers and other personnels based on educational need of educational institutions pre-elementary school and elementary school.
- Preparing daily, weekly and yearly plans for classes.
- Using creativity of students, trainers and teachers at school.

Controlling elementary and pre-elementary schools is responsibility of ministry of education and welfare organization. Only in some elementary school one class is held for 5-years old children and kindergarten are under supervision. Of welfare organization Earlier in Iran pre-elementary and elementary schools work together and still in most countries in the world like England pre-elementary and and elementary schools were controlled at the same place.

The role of manager as a colleague and counselor of trainers.

In order to establish group work at primary school, manager should pay attention to 2 different subjects.
1) To determine identity and characteristics of management in organization that we want to establish group work.
2) Assess and examine subjects and success that exist for authorities

In each elementary school these two subjects are inter related. We know that duty of manager in elementary school in achieving educational goal has been defined to control colleagues and teachers in teaching and also in relation to groups of teachers.

Alexander believes that job and duty of a manager in primary school differs significantly with job and duty of a manager industry. In non-educational management cooperation in decision makings, relationship between groups, idea of all members about organizational goals are not emphasized. He reminds that management in elementary school is not only doing works for others or controlling student’s affair and evaluation of their duties. Management at elementary school is conducted based on consoling by coworkers so that teachers cooperate in management of elementary schools by their own experiences. We can say that management in educational organization is an upside down pyramid. It means while manager is at the peak of pyramid but this peak is at the bottom of pyramid it means manager helps assistants [4].
MATERIALS AND METHODS

Because the present study applies management in pre-elementary and elementary schools it is applied and since it describes characteristics of managers it is descriptive. It is library research because it analyzes main concepts of management in pre-elementary and elementary schools. Data collection is library and tools include all the scientific documents about management in pre-elementary and elementary schools.

Results:

Pre-elementary school and elementary school is a cultural and educational center. They take care of children. Therefore management in these centers is very important and requires data about teaching and training children and knowledge of management. It includes awareness about management skills and ability to use forces and planning.

Discussion and conclusion:

According to theories equipping managers with new methods of management is a kind of investment to relate with human force, children and families. Using scientific and applied ideas results in positive efficiency. It is possible when managers use Scientific methods of management based on. Facilities, social and individual values.

Suggestions:

Those who deal with children in pre-elementary and elementary schools acquire their knowledge by error and long apprenticeship and even sometimes lack direct experience to work with children. The beginning of their jobs have been teaching, nursing or even housewives and their ideas have changed by growing programs and social demand.

They try to expand their responsibilities it is obvious that management of a pre-elementary or elementary school needs awareness expertise and basic training in theoretical and scientific fields.

1. Manager should award teachers and personnel’s. This results in positive conclusion and those who have applied creativity, simplicity and quality should be awarded. It can be materialistic or spiritual.
2. Manager of school should have freedom of action and supervise duties.
3. There should be data bank in management of ministry of education and choose managers based on skills not relationship or interest. Factors like scientific successes, previous performance and results of evaluation should be considered.

REFERENCES