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? What is school management?

- School management is a process in which Head of the teacher manage the whole system of school. For this purpose they make the four steps for Operation of school to make it more able and effective to reach an upper level.

? Functions of school management.

? There are four Operation of school management.

- Planning
- Organizing.
- Leading.
- Controlling.

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? **Planning:**

- It is a process of decision making.
- It is a first step of school management in which the head of school make a plane for school to make it able, active and effective.
- Select the objects and mission to use in school.
- Distribute the work.
- In this step the head decide about the subjects that which subjects gives to which teacher. In the planning the head understand about the abilities of teachers that what are their skills and about related to abilities and skills give them subjects and work for school.

- In the planning Head also be planning about to take the test of teachers first for measure their abilities and skills.
- Make short plane and long plane.
- Short planes for short term and long plane for long term.
- They make a timetables, arrangement of subjects, arrangements of classes, arrangements of materials, arrangements of resources, arrangements of support and security, arrangements of first aid, and many other basic things and basic needs .



تیار کرڻ: Organize: ؟

- It is process of coordinating activities and resources.
- It is process of distribution in which head distribute the duties, responsibilities and resources .
- Organize is the second step of school management in which head of School starts the

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arrangements of planes, applying the plane, take the action to manage the school.

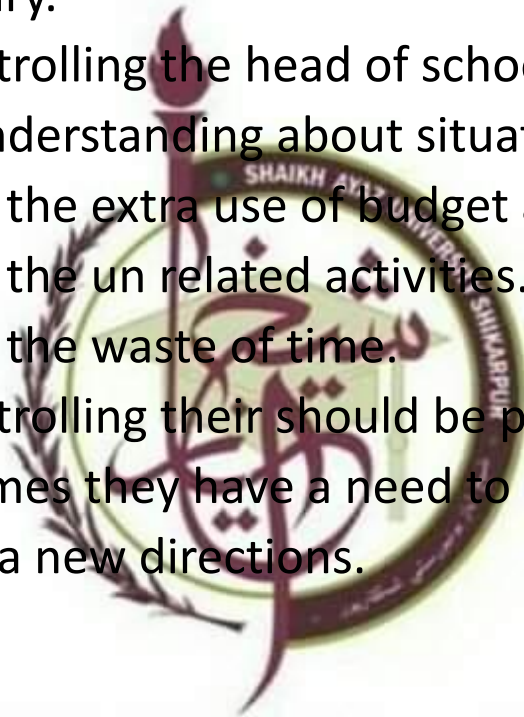
- The group work is called organize so here in school management the head prepare the group of teachers, staff, workers and coworkers which work combined to reduce the difficulties is called organization.

Leading:

- Leading is a process of manage the condition where the new problem arises in which HOS lead them.
- If any unconditional situation arises they fight them
- In difficult situations HOS motivate them and give them a better direction.

Controlling:

- It is a process of control in which head controls the situations to maintain the work.
- It is a process to maintain the situations.
- It uses when a new problems or situations arise.
- It helps to take action where and when necessary.
- For controlling the head of school should be clear understanding about situations.
- Control the extra use of budget and resources.
- Control the un related activities.
- Control the waste of time.
- For controlling their should be planes , so sometimes they have a need to change a plane or take a new directions.



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Conclusion : Revival of Educational Glory

Here we know the four steps of operation of school management which manage the system of schools and helps to solve the unconditional issues or problems.



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