

APPENDIX VI

SEMI-STRUCTURED INTERVIEW-SCHEDULE

FOR THE FOUR EFFECTIVE EDUCATIONAL MANAGERS

The semi-structured schedule consisted of the following dimensions i.e. the functional areas of school principals and some other aspects. Depending on their answers questions were further formulated and information collected.

I PUPIL DEVELOPMENT

- a. monitoring of student activities
- b. student - motivation
- c. involvement of student-council in decision-making
- d. guidance and counseling services.
- e. student-discipline.
- f. co-curricular activities.

II PERSONNEL MANAGEMENT

- a. recruitment procedures.
- b. orientation of teachers
- c. teacher motivation
- d. assignment of work
- e. guidance and counseling
- f. conduct of staff-meetings
- g. staff development and staff-improvement
- h. staff-discipline
- i. evaluation of staff.

III SCHOOL-COMMUNITY INTERFACE

- a. community involvement in school activities

- b. involvement of Parent Teacher Association (PTA)
- c. principal's involvement in community
- d. resource mobilization

IV FINANCIAL MANAGEMENT

- a. generation of funds
- b. school accounts
- c. preparation of budget
- d. school purchases

V CURRICULUM IMPLEMENTATION AND MANAGEMENT OF INSTRUCTION

- a. innovations in instructions
- b. teacher's involvement in the designing of text-books
- c. parent's involvement in curricular changes
- d. evaluation system

VI SCHOOL PLANT AND INFRASTRUCTURE

- a. maintenance of school-plant
- b. use, replenishment and replacement of materials and equipments
- c. appraisal of existing facilities

VII SCHOOL-CLIMATE AND SCHOOL-IMPROVEMENT

- a. conflict resolution
- b. programmes and activities for improvement of school climate
- c. involvement of experts for school improvement

VIII ADMINISTRATIVE METHODS AND PROCEDURES

- a. assistance from different sources
- b. literature pertaining to Education Act
- c. knowledge pertaining to Secondary Education Act

IX OTHER ASPECTS

- a. communication
- b. decision-making
- c. innovation and change
- d. time management
- e. self-development activities
- f. personal attributes
- g. competencies required for twenty-first century principals