

**THE IMPORTANCE OF EDUCATIONAL ADMINISTRATION**

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Educational administration is an important element of operating any school environment. Educational administrations exist in many schools, including elementary schools, middle schools, high schools and universities. Learning about the functions of educational administrations may help you understand the role they play in maintaining the efficiency of school environments. In this article, we discuss the definition of educational administration, describe its importance and list some common functions.

Educational administration is the management of a school system. It involves providing leadership for the education of students, developing curricula, implementing assessments and managing human and material resources to achieve specific goals. It also includes the management of processes within a school system to ensure the achievement of particular outcomes.

Sometimes we think about the importance of educational administration in universities or higher schools.

Educational administration is important because it's a way for schools to provide students with the opportunity to learn. With the help of educational administration, institutional places can:

**Meet legal and financial responsibilities:** The administration can do this by ensuring that there's a trained teacher in each classroom, monitoring student progress and making sure classrooms are clean and safe.

**Financial responsibilities** may involve paying bills on time, paying to protect intellectual property and maintaining buildings and other properties on school grounds.

**Measure student performance:** They can measure student performance by using test results to make decisions about class size, curriculum design and instructional methods so students can improve.

**Offer students access to resources:** Some example resources are textbooks that meet state standards, after-school enrichment programs, field trips and other extracurricular activities.

**Promote student success:** The educational administration can organize teacher hiring processes and ensure that administrators assign effective teachers to the correct classrooms.

The criterias which mentioned above play really huge role in educational places. Because if there is a control over anything, there will be development and accuracy.

We are not an expert about the matter, but we can give some recommendations of common functions of educational administration, with a description of each:

#### Financial decision making

Educational administration often involves the allocation of funds, such as those for teacher salaries, textbooks, supplies or funds allocated by the state. The amount of money that educational administrations allocate usually depends on the size of the university district and the amount of funding it receives from sources such as public and private grants, contributions and federal and state programs. For example, educational administrations may use funds they receive from a grant to purchase updated textbooks for science classes.

#### Staff supervision

Educational administration often involves monitoring teachers' performance to determine whether they're meeting students' needs and other criteria, such as classroom organization, fostering a safe environment, participation in extracurricular activities, attendance and discipline. They may also work with other administrators to set teaching standards for students.

#### Assessment

Educational administrations often plan and implement assessments that measure students' academic achievement. This helps educators design better instruction, improve student assessment scores and determine what students are learning. Educational administration may also involve monitoring student progress by ensuring that classrooms are clean and safe, with enough seating for all students, and that organizational charts are up to date.

#### Curriculum design

Educational administration may involve working with teachers to create a student curriculum. For example, they may identify opportunities for students to apply concepts learned in class through projects or homework assignments. They may also organize meetings where school staff can discuss curriculum changes.

#### Instruction

Educational administration often involves working with teachers on instruction. They may identify new classroom management techniques, offer suggestions on what to teach, check attendance and assign seat placement for students. For example, they may organize meetings to discuss implementing a new teaching technique.

#### Research

Educational administrations may work with educators or other school staff members to research a school's curriculum and student learning outcomes, design programs to improve those outcomes and evaluate those programs. For example, they may help to collect student achievement data, analyze the

results and compare them with other districts. Achievement data may affect the allocation of funds and changes to school curriculums.

#### Personnel management

Educational administration often involves managing staff members' salaries and benefits packages to ensure they can compete with other employment opportunities in the community. For example, they may develop a policy for hiring and promoting teachers based on student performance. They may also organize meetings to discuss compensation packages with staff members.

#### Community relations

Educational administration often involves developing relationships with business leaders, parents and community members. For example, they may invite local business leaders to serve on the school's faculty advisory board or participate in a school's open house event. They may also work with parents and community members or other members of an educational administration team or staff to address issues such as promotion and tenure packages for teachers, library holdings and renovations for school facilities.

#### Strategic planning

Educational administration often involves long-range planning to determine the best ways to achieve district goals regarding student learning outcomes, educational achievement and financial stability. Educational administration may also help to develop a strategic plan for the school board, which describes the future of the entire district in terms of its mission, vision, goal statements and objectives. For example, they may work with a school's board of education to develop a strategic plan for the entire district.

#### Technology

Educational administration often involves using technology to improve student achievement. For example, they may lead a workshop where educators can learn to use technology in the classroom. They may also work with teachers to develop lessons that use technology effectively.

To summarize we could say that educational management is crucial to the smooth functioning of any educational institution. The school plans, organizes, supervises, and monitors tasks and duties for its smooth operation. We cannot overstate the importance of competent school management. The goal of effective educational management is to maximize learning outcomes for students while minimizing wasteful practices and maximizing the effectiveness of limited resources educational management cannot be overstated in achieving academic excellence. Moreover, educational management involves setting goals and objectives for an institution and coming up with ways to reach those goals. By doing this, the institution can make sure that its resources are being used well and that it is on the right track.

#### **USED LITERATURE:**

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