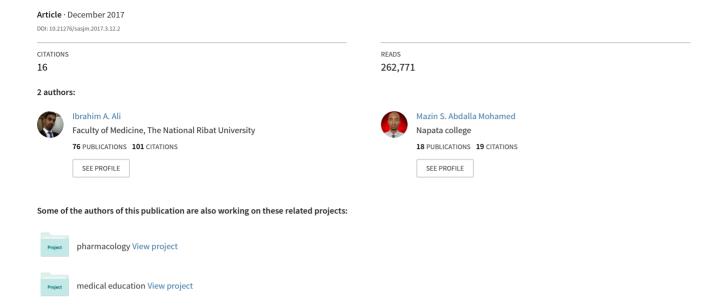# Educational Management, Educational Administration and Educational Leadership: Definitions and General concepts

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Educational Management, Educational Administration and Educational Leadership: Definitions and General concepts

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Abstract: For an educational system, or any system for that matter, the terms which lift the weight are management and leadership. By the dawn of the past century, much attention has been given to these two terms for their magnitude of importance and implication. When it comes to the educational facility and the question of allocating the available resources to achieve the maximum goals, it becomes crystal clear that a figure with influence is needed in the educational playground, so to speak. This review shed some light on these points and illustrates their use.
Keywords: Management, Administration, Leadership

INTRODUCTION
Educational Management: Definition and General Concepts

The concept of management overlaps with other similar terms, leadership and administration. Management is famous and used for instance in Great Britain, Europe as well as Africa, on the other hand, the term administration is preferred in the United States, Canada, and Australia.

The concept of leadership is of tremendous interest in most countries in the developed World at the present times. Management refers to the set of actions and tasks in relevance to application of the highest order of organization and effectiveness to use resources within to achieve the objectives of the organization [1].

Educational management may even be considered a (logy) by itself when it comes to the management of educational organizations [2]. In essence, educational management is all about factual application of management principles in education fields. In the words of Mr. Gerald Ngugi Kimani [3] it is plain as observe that educational administration and management are two applied fields of study.

Educational management is an applied field of management. One can therefore deduce that educational management refers to the application of theory and practice of management to the field of education or educational Institutions. Educational administration is a process of acquiring and allocating resources for the achievement of predetermined educational goals.

Functions of Educational Management
The process of educational management consists of five basic functions; a manager uses these functions to achieve educational organization goals and objectives. Most of the authors agreed on the following five functions of the educational management:
- Planning
- organization
- directing
- coordination
- controlling
- evaluation

Educational management has three major field study area, they are
- Human resource, through the student, the educational personnel, and the stakeholder and community as an education service user.
- Learning resource, such as tools through the planning which will be used as a media or curriculum.
- Facility and finance resource, as supporting factors which make the education held well.

The scope of educational management is related to
- Development related goals
- Planning and implementing the programmes
- Administration
- Solving the problems
- Professional development

- Evaluation and its consequences.

Management and administration

Sergiovanni *et al.* [4] firstly defined administration as the process of working with and through others in order to accomplish organizational goals efficiently. Furthermore, they viewed administrators as those who are responsible for accomplishing certain objectives efficiently. Subsequently, Sergiovanni *et al.* [4] viewed administration as the art and science of getting things done efficiently.

Secondly, in terms of educational administration, in the United States, according to Sergiovanni *et al.* [4], "The governance and administration of education is a good example of the nature and importance of administrative activity in our society" (p. 4). In addition, the educational establishment ranks among the largest of public and private enterprises. Thus, educational administrators from all levels, from superintendents to chairpersons, take their roles seriously in order to build quality education.

The job of educational administrators
1. Critical administrative responsibility areas
- Goal attainment
- Maintaining the school's cultural

Pattern
2. Critical administrative processes
- Planning
- Organizing

3. Critical administrative skills
- Technical

There are seven factors which can be conceptualized in the synthesis of knowledge in educational administration [9].

- Functions
- Skills
- Ethics
- Structure
- operational areas
- context
- issues

Table-1: Comparison between Management & Administration

Basis For Comparison	Management	Administration
Meaning	An organized way of managing people and things of a business organization is called the Management.	The process of administering an organization by a group of people is known as the Administration.
Authority	Middle and Lower Level	Top level
Role	Executive	Decisive
Area of operation	It works under administration.	It has full control over the activities of the organization.
Applicable to	Profit making organizations, i.e. business organizations.	Government offices, military, clubs, business enterprises, hospitals, religious and educational organizations.
Applicable to	Profit making organizations, i.e. business organizations.	Government offices, military, clubs, business enterprises, hospitals, religious and educational organizations.
Decides	Who will do the work? And How will it be done?	What should be done? And When is should be done?
Work	Putting plans and policies into actions.	Formulation of plans, framing policies and setting objectives
Focus on	Managing work	Making best possible allocation of limited resources.
Key person	Manager	Administrator
Represents	Employees, who work for remuneration	Owners, who get a return on the capital invested by them.

Educational management and Educational leadership

On [5] account, leadership is a process of influence leading to the fulfillment the preset targets. It involves motivating and supporting others towards a whole vision for the school, the foundations of which are built on clear personal and professional values. Management is the realization of the policies of the school and the efficient and effective maintenance of the school's current activities. Some say, "Managers manage tasks, but leaders lead people," and "Management is doing things right, but leadership is doing the right things."

Educational Leadership

By definition, is the ability of an accomplished person to influence others to achieve an objective. Leadership in its core is about paving a path for person/people to take part for something extraordinary to be realized. The term "effective leadership refers to the ability of successfully integrating and expanding the available resources within the internal and external environment to reach organizational or societal goals."

Leadership is a process of influence leading to the achievement of desired purposes. Successful leaders develop a vision for their schools based on personal and professional values. They articulate this vision at every

opportunity and influence their staff and other stakeholders to share the vision. The philosophy, structures and activities of the school are geared towards the achievement of this shared vision. Leadership needs at least two central factors which related inside. They are power and authority, plus the interaction of people in groups. The leader must have a vision and strong character to influence his followers.

Educational leadership is defined as occurring when someone takes the initiative to facilitate the following conditions for implementing change in teaching and learning. They must be making opportunities to allow participants to develop personal understandings and to form social groups to allow for mutual support during the change process. They also must have encouragement to reflect on practice.

Brian J. Caldwell [6], *Educational leadership is a wide concept the notion of which is 'building a learning community': bringing up the capacity of teachers and others in the schools of the community to supply that community with the needed teaching programmes in with the uttermost quality.*

Duignan PA, RJS. Macpherson [7]. *stated that the Educational leadership is all about providing by example or otherwise*, sound organizational decision making, so on the pragmatic and holistic view of knowledge growth through feedback enhanced problem-solving, the leader's central task is the provision of educative leadership. That is, as someone concerned with creating, promoting and applying knowledge, a leader must also be an educator.

Davies [8] stated that the Leadership is about direction-setting and inspiring others to make the journey to a new and improved state for the school. Management is concerned with efficiently operating in the current set of circumstances and planning in the shorter term for the school. Leadership is not the provenance of one individual but a group of people, who provide leadership in the school and, by doing so, provide support and inspiration to others to achieve the best for the children in their care. Leadership is not set in isolation but is set in the context of organizations and the wider society [8].

Table-2: Comparison between Leadership & Management

Basis for Comparison	Leadership	Management
Definition	Leadership means "the ability of an individual to influence, motivate, and enable others to contribute toward the effectiveness and success of the organizations of which they are members."	Management comprises directing and controlling a group of one or more people or entities for the purpose of coordinating and harmonizing that group towards accomplishing a goal.
Personality Styles	Are often called brilliant and mercurial, with great charisma. Yet, they are also often seen as loners and private people. They are comfortable taking risks, sometimes seemingly wild and crazy risks. Almost all leaders have high levels of imagination	Tend to be rational, under control problem solvers. They often focus on goals, structures, personnel, and availability of resources. Managers' personalities lean toward persistence, strong will, analysis, and intelligence.
Orientation	People-oriented	Task-oriented
Focus	Leading people	Managing work
Outcomes	Achievements	Results
Approach to tasks	Simply look at problems and devise new, creative solutions. Using their charisma and commitment, they excite, motivate, and focus others to solve problems and excel.	Create strategies, policies, and methods to create teams and ideas that combine to operate smoothly. They empower people by soliciting their views, values, and principles. They believe that this combination reduces inherent risk and generates success
Approach to risk	Risk-taking	Risk-averse
Role in decision-making	Facilitative	Involved
Styles	Transformational, Consultative & Participative	Dictatorial, Authoritative, Transactional, Autocratic, Consultative and Democratic
Power through	Charisma & Influence	Formal authority & Position
Organization	Leaders have followers	Manager have subordinates

Goals of educational leadership
- To train the prospective Teacher / Mentor/ Instructor to practice strategic leadership that promotes a vision, mission, values, beliefs and goals for 21st century Institutes/ schools
- To provide the prospective Teacher / Mentor/ Instructor with the knowledge of best instructional and Institute / school practices that result in an

environment of accountability and high standards for all students
- To provide a program of study that enhances the prospective Teacher / Mentor/ Instructor 's understanding of the role that the Institute 's culture contributes to Institutes performance, student learning, and the achievement of collective goals

- To develop the prospective Teacher / Mentor/ Instructor's skills to create an Institute professional learning community which empowers teachers with distributive leadership.
- To develop the prospective Teacher / Mentor/ Instructor's managerial leadership skills in budgeting, staffing, problem solving, and communicating in order to meet the 21St century needs of every classroom
- To facilitate the development of the prospective Teacher / Mentor/ Instructor's external development leadership skills that will enhance parent/community/business engagement, support and ownership in the Institute
- To develop the prospective Teacher / Mentor/ Instructor's micro political leadership skills to facilitate social cohesion and shared decision-making among staff.

SUMMARY

Management encompasses the collection of processes of setting and achieving organizational goals through its functions, such as, forecasting, organization, coordination, training and monitoring-evaluation.

Leadership is defined as the capability to influence, to lead and convince others to follow your footsteps, the ability to guide, to display the human side of business as becoming a "teacher". Interest in leadership has shown a great deal of increment in the early years of the twentieth century. Educational administration utilizes the available resources and allocates them appropriately to target the predetermined educational go*als.*

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