FEATURES PROCESS OF ACTIVITY OF HEADS OF AVERAGE EDUCATIONAL INSTITUTIONS

N. Akhmedova
Uzbek Research Institute of Pedagogical Sciences
Uzbekistan avenyu, 98, Tashkent 100003 Uzbekistan
uzpfiti90@olam.uz

Abstract. The article reveals the essence of administrative activity of heads of educational institutions, characterized by features of process management, including organization called innovation of the teaching staff, the creation of the necessary conditions for the establishment of relations of mutual cooperation of all participants in the educational process, to coordinate their activities, systematic sequence and completing the work on the achievement of the development goals of the educational institution.

Keywords: functional task manager, educational institution, pedagogical process, mutual cooperation, coordination, analysis and objective assessment of the state of the educational institutions management objectives, forecasting.

Activity leaders secondary educational institutions is a complex management system as it relates to the organization of educational process, improving its quality and efficiency, improving the innovation of teachers and students, the implementation of best management practices on the basis of cooperation.

The latter factor is particularly important, since any management activity includes the control of objects and subjects. In this system, the subjects interact with each other, and the nature and level of their relationship depends on the effectiveness and coherence of the joint venture.

The main objective of heads of educational institutions is to implement specific management functions, to create the necessary conditions for all participants in the pedagogical process, their coordination, monitoring, analysis and evaluation of pedagogical work on a scientific basis, strengthening the material-technical base, weapons educational process new pedagogical and innovative technologies, providing highly qualified specialists.

Qualitative performance of the leaders of its functional tasks is reflected in the system, sequence prediction and completion targets.

According S.T. Turgunov, management activities is to make decisions in the process of governance and achieving real results, and – in the interconnection and interoperability of all components of the control system (2007, p. 105).

Of particular importance is the activity of the leaders on the scientific basis for the improvement and efficiency of the educational institutions, the organization of innovation and coordination of actions of all participants of the pedagogical process, the adoption of reasonable solutions to overcome the differences and contradictions that arise in the relationship between employees, the sequence to monitor the implementation of decisions. The special features of the activities of the head of the Shelter should also include continued attention to the issue of cooperation in the management, the ability to distribute and coordinate responsibilities in the process of solving common problems between the management, experts and artists.

Heads of educational institutions must be an objective approach to the selection of management, provides the optimal solution goals, based on scientific principles and laws of the organization of management, plan in full and on certain aspects of its management activities, that is to form the algorithm of management actions. (Dzhuraev and Turgunov, 2006)

The algorithm involves the activity of the head (educational institutions) accumulation of reliable information on the educational process, its processing and objective assessment, management objectives, forecasting management activities selection and placement of personnel, monitoring and diagnostics operations team, revealing the dynamics of the educational institution.
Analysis, processing and evaluation of the information collected, in turn, helps managers identify factors effective impact in a particular educational situation, to focus efforts on the direction of defects, regulate the activity of the participants of pedagogical process and coordinate it, to ensure the effectiveness of the educational process on a scientific basis, to design direction of the educational institution.

The effectiveness of the head of the educational institutions is directly related to the proper organization of collective management, so the manager needs to teach good management practices based on the involvement of teachers in the management and coordination of their actions.

Create a creative environment in educational institution – one of the important functions of his head. To do this, you must use scientifically based with proven social and psychological methods of management, in particular to ensure a healthy moral atmosphere in the teaching staff, participation of employees in the definition of objectives and prospects of development of educational institutions in making important decisions, creating the conditions for independent action and take the initiative.

It was said above about the importance of data collection, analysis and objective assessment of the information about the state of the educational process and its participants. In this sector it is important to highlight the functions of the head of the role of the relationship members of the pedagogical process, in particular the inter-cooperation of the teacher and students in a common goal – improving the quality and efficiency of absorbing knowledge and skills, their all-round development.

On the issue of accumulation of reliable information on the educational process, it is important to build on existing laws and regulations to which managers need to educational institutions study and analyze them, check the level of students' knowledge in accordance with the requirements of the state standard of education, to analyze the dynamics of the students, the teachers attend classes and participate in open classes, study activities of teaching staff, to carry out a survey on the relationship between the head – teacher, teacher – student. The results of the survey year, six months, quarter, month, week to process using static and mathematical analysis and, based on current requirements, identify ways to implement the tasks and make decisions accordingly.

One of the important tasks within the competence of the head is the formation of conscious discipline of members of collective educational institutions, creating an atmosphere of psychological comfort for the participants of the educational process that promotes positive impact on participants in the process, the establishment of institutional stability, mutual cooperation and concerted action. Only in an atmosphere of goodwill and at the same time just demands and responsibilities on the part of management, teachers and students possible the full development of personality, capable of self-education. Educational relationship management process is manifested in different forms. Of great importance in the formation and establishment of humane and public relations team has the competence Shelter manager, external and internal culture, courteous treatment of the employees, his gait and movement, the ability to govern, the interest and awareness of science and technology, art. All these qualities are beneficial to the teachers and students.

On the basis of the above, can be identified in a generalized form of administrative activity of the head especially secondary educational institutions, which are as follows:

– Activities of heads of educational institutions form an integrative system of interrelated and interdependent components;
– The impact of the activities of the head of educational institutions depends on its theoretical knowledge, professional and personal qualities;
– Shelter managers are subject to integration in the educational process and act as managers and executives;
– The result of the head of the educational institutions is reflected primarily on the efficiency of the pedagogical process;
– Performance of functional tasks in the management of the Shelter should be subordinated to the specific objectives;
– Feature of the control system is the complexity of educational institutions leaders of all the components that act in conjunction;
– Of particular importance for the successful implementation of the functional tasks of the leaders of the Shelter is phasing and sequencing of their implementation;
– In the course of administrative activity are established special educational relationships;
– To implement communication processes necessary to hold the head of specific and credible information;
– The effectiveness of innovation associated with the formation of employee interest in its results;
– In the implementation of administrative functions special role belongs to the reasonable choice of control methods

In conclusion, it should be stressed that the activities of the leaders of educational institutions management of pedagogical process should be carried out on a scientific basis, and the need to ensure its effectiveness.

References