

## Course Description

Administrative structure of secondary schools. Administrative processes and tasks in secondary schools. Bureaucratisation in secondary schools. Centralisation, decentralisation, communication and use of feedback in secondary schools. Managerial functions of Board of Governors and Parents Teachers Association in secondary schools. Financing and equipping secondary schools. Challenges and issues in staff development in secondary schools. Effective discipline. Student involvement in secondary school administration. Performance management. Role of Semi-Autonomous Government Agencies (SAGAs) in secondary school education.