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| Study Programme: Master of Arts in Primary Teacher Education |
| Course Unit Title: Administration and Management in Education |
| Course Unit Code: PTE8 |
| Name of Lecturer(s): Associate Professor Nataša Branković; Assistant Professor Vesna Rodić Lukić |
| Type and Level of Studies: Master Academic Degree |
| Course Status (compulsory/elective): Compulsory |
| Semester (winter/summer): Winter |
| Language of instruction: English |
| Mode of course unit delivery (face-to-face/distance learning): Face-to-face |
| Number of ECTS Allocated: 6 |
| Prerequisites: None |
| <p>Course Aims:</p> <p>Introducing students with ways of successful management and leadership in education, especially at the level of educational institutions. Getting acquainted with legal regulations in education. Develop students' ability to create goals and vision for improving school performance, to understand the process of change, to develop and create optimal strategies for improving school.</p> |
| <p>Learning Outcomes:</p> <p>Upon successful completion of the course, the student will acquire knowledge and skills in guiding and directing the effectiveness of interaction and communication in the management of education (the skills of successful leadership and management of the educational institution and process).</p> |
| <p>Syllabus:</p> <p><i>Theory</i></p> <p>The theoretical framework includes the introduction and analysis of authentic models in the development of a successful educational institution. The process of planning, organizing and managing education.</p> <p>Characteristics of the educational manager as a pedagogical leader, organizer, and administrative manager. The importance of the school climate and culture on the success of the school / preschool institution. Director in creating a modern school / pre-school concept. School of Management in Education - education of leaders, leaders, managers. Decentralization of school management. Market orientation of education. Managing school relationships with subjects in the environment. Change management in the learning organizations. Restructuring education, reform resistance. Climate for the design and implementation of the project. Quality assurance in education (standardization in education, external and internal evaluation of education).</p> <p><i>Practice</i></p> <p>Case study analysis, discussion and development of critical approaches in the analysis of educational institutions. Creating a school project for school improvement.</p> |
| <p>Required Reading:</p> <ol style="list-style-type: none"> 1. Margaret Preedy, Ron Glatter, Christine Wise (2003). Strategic Leadership and Educational Improvement, The Open University, Paul Chapman Publishing, SAGE Publications Company. 2. Nick Foskett, Jacky Lumby (2003). Leading and Managing Education: International dimensions, Paul Chapman Publishing, SAGE Publications Company |

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| Weekly Contact Hours: 3 h | Lectures: 1.5 hour | Practical work: 1.5 hour | |
| Teaching Methods: Cooperative learning in a small group of students, workshops. | | | |
| Knowledge Assessment (maximum of 100 points): 100 | | | |
| Pre-exam obligations | points | Final exam | points |
| Active class participation | 10 | written exam | 50 |
| Practical work | 20 | oral exam | |
| Preliminary exam(s) | | | |
| Seminar(s) | 20 | | |
| The methods of knowledge assessment may differ; the table presents only some of the options: written exam, oral exam, project presentation, seminars, etc. | | | |