Session 2: Applying suitable strategies to facilitate learning of the organizational structure of the school management.

What is an organisational structure ?

Organizational structure refers to the way in which the roles, responsibilities, tasks, and authority are divided and coordinated within an organization.

Key Elements of Organizational Structure:

1. **Hierarchy:** The levels of authority within the organization, from top to bottom. This defines who reports to whom and the chain of command.
2. **Roles and Responsibilities:** Clearly defined roles ensure that everyone knows what their tasks and duties are, reducing confusion and improving efficiency.
3. **Departmentalization:** The way tasks and functions are grouped together. For example, in a school, departments might include Mathematics department, games department and boarding department.
4. **Centralization vs. Decentralization:** Centralized organizations have decision-making concentrated at the top, while decentralized organizations distribute decision-making to lower levels of the hierarchy.
5. **Communication Flow:** This refers to how information is shared within the organization. Clear communication is essential for effective decision-making and teamwork.

Importance of Organization Structure:

- **Clarifies Authority and Responsibility:** It helps define who is responsible for what tasks and who has the authority to make decisions.
- **Enhances Efficiency:** By organizing roles and responsibilities systematically, the structure helps prevent overlap of tasks and ensures that work is divided appropriately.
- **Improves Communication:** Clear organizational structures make it easier to establish communication channels, leading to better collaboration.
- **Supports Strategy and Goals:** A well-defined structure aligns the organization's activities with its overall objectives, making it easier to achieve goals.

Assessment.

1. Who is the overall head of a school and responsible for its administration?
2. What is the main role of the Board of Management (BoM) in a school?
3. Which school management body represents parents and helps in decision-making?
4. What is the responsibility of the Head of Department (HoD) in a school?
5. How do student leaders, such as prefects or the student council, contribute to school management?

Session 3: The relationship between the school and the community.

What is the relationship between school and the community?

1. **Educational development** - The school provides Education to community members while professionals and elders in the community contribute by mentoring and sharing knowledge.
2. **Community involvement in school affairs** - Parents and community leaders are in school BOMs and PTAs and also sponsorship and scholarships.
3. **Service to the community** - School organises community service programmes to engage students and the community in activities such as tree planting, cleaning and cultural events.
4. **Employment opportunities** - Schools provide jobs for teachers and support staff. Local businesses also provide goods and services to schools.
5. **Cultural and social integration** - Schools promote local culture through music,drama and traditional

ceremonies. This brings the school and the community together

6. **Health and wellbeing initiatives** - School partners offer medical checkups programmes , educate students and families on health issues and disease prevention.
7. **Security and discipline**- The school works with local authorities to ensure safety and health in monitoring activities and reporting cases of indiscipline or insecurity.
8. **Disaster response support** - Schools serve as emergency shelters and relief centres during crises like floods.

The relationship between School and community.

School

(a) Emergency shelters.
(b) Provide Education.
(c) Provides job opportunities.
(d) Organizes for community service learning.

Community

(a) Provide security and monitor indiscipline.
(b) Provide leadership.
(c) Provide mentorship.
(d) Provides goods and services.