



L'excellence à la portée de tous !

Un ministère de Calvary Chapel-Port-au-Prince

(509) 2209-5686 - administration@uespoir.edu.ht - www.uespoir.edu.ht

Syllabus

Course Title

SCHOOL ADMINISTRATION

I. Course Objective

- Develop the administrative skills necessary to manage a primary or secondary school effectively, aiming to promote the success of all stakeholders.
- Master management processes, considering the particular context of the Haitian education system.

II. Prerequisites

- Must be in third or fourth year (60 credits or more).

III. Materials and Books

- PDF textbooks will be made available to students on the first day of class.

IV. Course Content

1. Classroom Management

- Key dimensions and components of classroom management.

2. Effective Teaching

- Identifying the qualities of an effective teacher and the skills required for classroom management.

3. Classroom Organization

- Understanding the physical organization of space in a classroom.

4. Administrative Functions and Documents

- The essential administrative documents for managing a school.

5. Role of the School Director

- Administrative, pedagogical, social, and relational roles of the school director.

6. Leadership in School Management

- Understanding the leadership role of a school director in achieving school objectives.

7. Administrative Correspondence

- Best practices for writing and managing administrative letters and documents.

8. Legal Responsibilities

- Understanding the legal responsibilities of school management, including relevant laws, decrees, and ministerial instructions.

References

- Gestion de Classe et Administration Scolaire
- Système éducatif en Haïti
- Administration scolaire au Manitoba
- Saskatchewan Ministry of Education
- Alberta School of Education Resources

Course Regulations

- Students are required to attend each session (or as specified) to follow the lectures, unless the course is conducted entirely online.
- For more information, refer to the Student Guide available online