



UNIVERSITY OF NICOSIA ΠΑΝΕΠΙΣΤΗΜΙΟ ΛΕΥΚΩΣΙΑΣ

University of Nicosia, Cyprus

| | | |
|---|--|---|
| Course Code EDUS-301 | Course Title Organization and Administration of Education | ECTS Credits 5 |
| Department Paedagogical Studies | Semester Fall / Spring | Prerequisites EDUE - 297 |
| Type of Course Elective | Field Administration of Education | Language of Instruction Greek |
| Level of Course 1 st cycle | Year of Study 3 rd | Lecturer(s) Staff |
| Mode of Delivery face-to-face | Work Placement N/A | Co-requisites None |

Objectives of the course:

Students are expected:

- To explain the educational system of Cyprus and to learn basic concepts of organization and management in schools. Specifically:
 1. To deepen into the roles (duties and responsibilities) that exist in a school system and in the evaluation system of schoolwork and staff.
 2. To relate the organizational structure of the education system (Ministry and school)
- To study the role of the primary and pre-primary teacher and the provisions of the legal framework for the evaluation and its advancement.

Learning outcomes:

Students should:

- Explain the organizational structure of the education system of Cyprus (chart of Ministry of education and culture) and the structure of school / kindergarten.
- Refer to alternative forms of organization and administration of education in centralized and decentralized system.
- Mention the role of school in modern world and its function as an open system.
- Discuss about the organization and administration of primary school/ pre-primary school with reference to different roles and responsibilities.
- Relate the rules of primary schools / pre-primary schools.
- Discuss the provisions of education law regarding students' discipline and teachers' evaluation and promotion.

Course content:

1. The role of school in modern world. Main objectives and goals.
2. Alternative forms of organization of education at the macro level. Vertical and horizontal organization. Advantages and Disadvantages.
3. The education system of Cyprus: structure and organization, goals and objectives
4. The structure (organizational chart) and organization of school in primary and secondary education.
5. Roles in Ministry and in school. Duties and responsibilities of each role.
6. Regulation Rules of the schools. The leading role of teacher.
7. Staff's sessions and the role of the teacher.
8. The contact of the educational officials with the Competent Authority.
9. Motivation of teachers. The role of teacher in school's development efforts.
10. Evaluation of efficiency at work.

Learning activities and teaching methods:

Lecture, workshops, experiential seminars, individual and group work, individual feedback, case study analysis, student presentations

Assessment methods:

Formative assessment, feedback, individual research, collaborative work, presentations, discussions

Required textbooks/reading:

| Authors | Title | Publisher | Year | ISBN |
|---------------|---|------------------|------|------|
| Ρέππα, Α. | <i>Εκπαιδευτική διοίκηση και οργανωσιακή συμπεριφορά: η παιδαγωγική της διοίκησης της εκπαίδευσης</i> | Αθήνα: Έλλην | 2008 | |
| Πασιαρδής, Π. | <i>Εκπαιδευτική ηγεσία : από την περίοδο της ευμενούς αδιαφορίας στη σύγχρονη εποχή</i> | Αθήνα: Μεταίχμιο | 2004 | |

Recommended Textbooks/Reading:

| Authors | Title | Publisher | Year | ISBN |
|------------------|--|--------------------------|------|------|
| Ράπτης, Ν. | <i>Ηγεσία και διοίκηση εκπαιδευτικών μονάδων: η ταυτότητα του διευθυντή της πρωτοβάθμιας εκπαίδευσης</i> | Αθήνα: Αδελφών Κυριακίδη | 2007 | |
| Σαΐτης, Χρ., Αθ. | <i>Οργάνωση και διοίκηση της εκπαίδευσης: θεωρία και πράξη</i> | Αθήνα: Ατραπός | 2005 | |

