



END-OF-SECOND SEMESTER EXAMINATIONS, NOVEMBER, 2023

LEVEL 400

COURSE CODE: EGP481; PBP481; JBP481

COURSE TITLE: SCHOOL ADMINISTRATION AND MANAGEMENT

TIME ALLOWED: 2 HRS

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**GENERAL INSTRUCTIONS:**

- This paper is made up of ONE SECTION.
- The Section is made up of five essay type questions.
- Answer any THREE questions in your answer booklet.
- Each question carries equal marks. You are expected to start each question on a new page.
- You are expected to hand over your answer booklet to the invigilator before you leave the examination hall.
- All examples given should be based on the student's specialism.

**Instruction:** Answer any three (3) questions in the answer booklet provided.

1. During the internship component of your Supported Teaching in Schools (STS), you observed your headteacher perform some management and administrative functions. Explain the following management and administrative functions and for each of them describe two (2) situations that the head of your school of practice implemented these functions:

- a. Planning [10 marks]
- b. Staffing [10 marks]

2. At your school of internship, you observed that the headteacher largely applied McGregor's Theory Y.

a. List any **four (4)** assumptions of McGregor's Theory Y. [4 marks]

b. Discuss any **four (4)** ways that proved that the headteacher implemented Theory Y ideas of McGregor. [16 marks]

3. Throughout your internship at your STS school of practice, you realised that the headteacher practiced inclusive leadership.

a. Explain the concept of inclusive leadership. [4 marks]

b. Discuss any **four (4)** strategies that the headteacher adopted to ensure effective inclusive leadership in the school. [16 marks]

4. At a post-internship seminar for Level 400 students of your college, there was a discussion on challenges faced by headteachers of basic schools in Ghana. Discuss any **four (4) challenges** that the headteacher of your school of practice for the STS internship experienced in administering the school. Cite two relevant examples to support the discussion of each of the challenges. [20 marks]

5. Effective communication helps a school to achieve its goals and objectives even though it is widely acknowledged that certain factors may render communication in schools ineffective.

a. Explain the concept of communication. [4 marks]

b. Discuss any **four (4)** factors that were found to be barriers to effective communication in the school where you had your internship as part of your STS activities. [16 marks]

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