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KEY WORD:

ADMINISTRATION IN CERTIFIED ELEMENTARY SCHOOL / THE OFFICE OF PRACHIN BURI
PROVINCIAL PRIMARY EDUCATION

SUDAPORN PANKLIN : A STUDY OF THE ADMINISTRATION IN CERTIFIED ELEMENTARY SCHOOLS
UNDER THE JURISDICTION OF THE OFFICE OF PRACHIN BURI PROVINCIAL PRIMARY EDUCATION.

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The purpose of this research was to study the administration in certified elementary schools under the jurisdiction of the Office of Prachin Buri Provincial Primary Education. The research instruments were structured interview form, document, and observation tool. Data were collected and analyzed by frequency, percentage and content analysis. Research findings were that the school administrator administered all the six administrative tasks as follows:

1. According to the academic administration, national curriculum was used and developed in congruence with the students and local community. Teachers were encouraged and facilitated to prepare for their teaching. Resources for knowledge and effective media were provided. Students' evaluation were constructed and their results were used for teaching development. Libraries were established for teachers and students. The supervision programs were also managed continuously

2. According to the student personnel administration, student admissions were administered. School lunch programs, health programs, and counseling and guidance programs were provided. Poor students were helped. Activities for assisting teaching were provided. Information about students who were graduated from the schools was installed

3. According to the personnel administration, personnel were administered in accordance with their work ability. Experience, knowledge, work attitude, and discipline were developed. The yearly job evaluations were also manipulated.

4. According to the business and finance administration, they were administered according to the regulations, up to date, and support the teaching and learning activities.

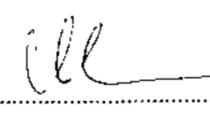
5. According to the school plant administration, there were plans for school plants construction. Buildings and surroundings were maintained and provided for community usage. Security system was provided. Job evaluations were also managed for development.

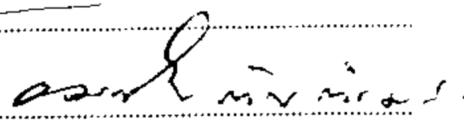
6. According to the school - community relation administration, public relations were provided. Community was encouraged to involve in school development.

ภาควิชา..... บริหารการศึกษา

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ลายมือชื่อนิติกร..... 

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