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PATTAYA NAMWONG : A STUDY OF ACADEMIC ADMINISTRATION OF THE MEDIUM SECONDARY SCHOOLS UNDER THE JURISDICTION OF THE DEPARTMENT OF GENERAL EDUCATION, EDUCATIONAL REGION ELEVEN. THESIS ADVISOR : ASST. PROF. SNANCHIT SUKONTASAP, Ph.D. 215 pp. ISBN 974-636-103-1.

The purpose of this research was to investigate the academic administration of the medium secondary schools under the jurisdiction of the Department of General Education, Educational Region Eleven.

Research findings summarized from the interview results with highest frequencies were as follows :

1. Assistant Administrator for Academic Affairs formulated academic plans using policies of the Department of General Education. Schools had an annual operation plan and work schedule. Teachers were assigned by qualification, field of study and job description. Departments and Academic Section set up time-table. There was personnel shortage in every field. Meetings and seminars were organized and teachers were encouraged to use innovation. Teaching was student-centered. Supervision was conducted through meetings. Library and audio-visual room were used as resource centers. Student activities were organized to comply with curriculum structure and school readiness. Budget was provided for instructional media. Achievement evaluation complied with regulations. School records were correct and up-to-date. Administrators evaluated performance from student achievement and the results were used to improve performance.

2. Major problems included lack of teachers' knowledge and understanding in planning; overloaded teachers; lack of teachers' effort to improve teaching; inadequate books; tests were not analyzed and evaluation results were not used; findings from the evaluation of academic affairs administration were not adequately employed.

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