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TWELVE

WANLOP WARANAM : A STUDY OF WORK PERFORMANCE OF ELEMENTARY SCHOOL ADMINISTRATORS UNDER THE JURISDICTION OF THE OFFICE OF THE PROVINCIAL PRIMARY EDUCATION, EDUCATIONAL REGION TWELVE. THESIS ADVISOR : ASST.PROF.WEERAWAT UTAIRAT, Ph.D., 190 pp. ISBN 974-584-220-6

This research aims to study the work performance of elementary school administrators under the jurisdiction of the Office of the Provincial Primary Education, Educational Region Twelve. The researcher has used a questionnaire and a check-list. The data were compiled and analyzed by using frequency and percentage values. The results of the research are as follows:

1. Academic affairs: The administrators mostly encourage teachers to arrange teaching-learning activities effectively. They are also responsible for the revision of the teacher's teaching plan, the teacher's manual, the teaching schedule, teaching-learning activities and extracurricular activities in accordance with the location and its environment.
2. Personnel affairs: The main responsibility of the administrator is the encouragement of personnel to perform their duties. They are also responsible for the future planning for the development of school personnel.
3. Student affairs: The main duty performed by the administrators is the arrangement of the health service for students; the administrators are also responsible for giving educational guidance.
4. Administrative and financial affairs: The main duty performed by the administrators is the organization of school security but they are also responsible for school public relations planning.
5. Building maintenance: The main duty performed by the administrators is the maintenance of the school site and is the evaluation of its usage.
6. School and community relations affairs: The main duty performed by the the administrators is providing a service to the community and cooperating in the arrangement of activities. They are also responsible for encouraging the arrangement of groups, associations or foundations to support the school administration.