

JUTHAMART KERDKAEWFA : THE ACADEMIC ADMINISTRATION OF ADMINISTRATORS OF SECONDARY SCHOOLS UNDER THE JURISDICTION OF THE DEPARTMENT OF GENERAL EDUCATION, EDUCATIONAL REGION FIVE. THESIS ADVISOR : ASST.PROF. NATNIPA KOOPARAT, Ph.D. 285 PP. ISBN 974-579-403-1

This research aims at studying the academic administration of secondary school administrators under the jurisdiction of the Department of General Education, Educational Region Five.

The result of the research is that in academic planning, schools formulated plans through the examination of problems and needs of various divisions and groups of courses. These divisions and groups of courses would submit problems to the Academic Committee which, in turn, made use of data and statistics to help in their policy making and forming measures to solve the problems. In planning courses that would be agreeable with the local environment, there was a survey of local people's occupations. Study plans would be arranged in the way that enabled students to choose to take the subjects appropriate to their needs. In planning class schedules, administrators, through the implementation of their academic assistants, would assign teaching personnel and specify courses offered. The planning of class schedules would be evaluated by the meeting of the Academic Committee. The teaching personnel would be reshuffled to enable teachers to take turns teaching different levels of classes. In developing a learning-teaching process, an analysis showed the necessity of improving teaching ability by sending teachers to training courses. The administrators boosted the teachers' moral by providing them with teaching materials and organizing supervisory sessions for teachers teaching the same subjects or subjects of similar nature. The academic assistants would keep track of the teachers' performance, and the heads of the groups of courses would do so through the lesson plans. The administrators would encourage the teachers to make lesson plans and to produce teaching aids in all groups of subjects. As for students' extracurricular activities, the teachers would be advisors to the students' activities on a voluntary basis. An analysis of the activities objectives was done, there were also activities' planning and measurement as well as evaluation of the students' academic performance. The administrators would make sure that the measurement and evaluation were in accordance with school guidelines, and they had to be done at regular intervals after which they would be analyzed so that the result would be used for the improvement of the teaching-learning process. The administrators would evaluate academic performance by reporting the result of each work of each project. The accomplishment of each project, or that of the whole plan, and budget for running each project would be reported.