

ESSENTIALS *of* EDUCATION  
MANAGEMENT  
*In The* 21<sup>ST</sup> CENTURY



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21<sup>ST</sup> CENTURY**

*Florence Muthoni Itegi*

*&*

*Hellen Kiende Guantai*

# ESSENTIALS OF EDUCATION MANAGEMENT IN THE 21ST CENTURY

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# FOREWORD

Dr Florence Itegi and Dr Hellen Guantai are experts in Education Management and policy and have a passion for excellent leadership in educational institutions in Kenya. To ensure educational institutions are effectively managed, they have found it prudent to write this book on Essentials of Education Management as a guide for managers of 21st century who aim to drive their organizations to competitive advantage

The book documents critical skills and competencies that an educational manager would need to steer his/her organizations with utmost efficiency. It provides various aspects of the education management that managers of the 21st century are expected to undertake in order to offer valued guidance in the day to day running of the institutions,

The book is in tandem with best education management practices and incorporates the provisions of relevant legislation that govern various aspects of educational institutions in Kenya. It is important to note that this book is not exhaustive and should be read together with all relevant procedures and processes that enhance the governing of educational organizations. The book will be updated from time to time to reflect various changes in policies and procedures that affect the management of educational organizations globally.

Kenya Vision 2030 is anticipated to transform the country into a newly industrializing; “middle-income country providing a high-quality life to all its citizens by the year 2030”. The Sustainable Development

Goals (SDGs) further affirm that the education sector is an important driver to economic development. The SDGs number 4, which focuses on quality education provision resonates with this book since competent educational managers will support skills acquisition useful in the transformation of the nation.

Education Managers have a responsibility of facilitating the process of inculcating knowledge, skills and attitudes necessary for catapulting the nation to a globally competitive country, hence the paradigm shift to supporting educational managers to contextualize their role in an increasingly changing management environment. The Basic Education Act of 2013 emphasises on prudent management of educational institutions in order respond to the unique needs of the learners and therefore this book guides educational managers on how to tap into the same to effectively manage the institutions.

**Dr. Samson Kariuki**

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*The Essentials of Education Management in the 21<sup>st</sup> Century* discusses modern perspectives of school management and analyzes policies and management practices in the education sector. The book is organized into chapters, with appropriate illustrations to enhance clarity. Critical aspects of educational management are dealt with to provide a viable foundation for 21<sup>st</sup> century managers to steer their organizations to sustainable development.

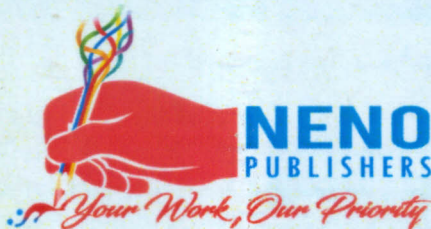
Some topics discussed include curriculum and instruction; school plant management; school financial management; human resource management; student affairs in the school; management of school community relations; communication; decision-making; change management in organizations; conflict management; leadership and ethics. *"Management is like a web that ties all facets of an organization, invigorates and gears them up towards achieving its vision".*



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