

DECEMBER 2023
EBS 349
SCHOOL MANAGEMENT AND
ADMINISTRATION
2 HOURS

Candidate's Index Number
Signature:

UNIVERSITY OF CAPE COAST
COLLEGE OF EDUCATION STUDIES
SCHOOL OF EDUCATIONAL DEVELOPMENT AND OUTREACH
INSTITUTE OF EDUCATION

COLLEGES OF EDUCATION
FOUR-YEAR BACHELOR OF EDUCATION (B.ED)
THIRD YEAR, END-OF-SECOND SEMESTER EXAMINATION, DECEMBER 2023

11TH DECEMBER 2023

SCHOOL MANAGEMENT AND
ADMINISTRATION

2:00 PM – 2:30 PM

This paper consists of two sections, A and B. Answer ALL the questions in Section A and TWO questions from Section B. Section A will be collected after the first 30 minutes.

SECTION A
(20 MARKS)

Answer ALL the questions in this Section.

Items 1 to 20 are stems followed by four options lettered A to D. Read each item carefully and circle the letter of the correct or best option.

1. It is the process of planning, organizing, coordinating, and directing of activities in a school and effectively and efficiently utilizing both human and material resources in order to accomplish the school's objectives. Educational
 - A. leadership
 - B. management
 - C. monitoring
 - D. supervision
2. Educational administrators' **major** role rests with the effective and efficient of plans, policies and programmes.
 - A. coordination
 - B. formulation
 - C. implementation
 - D. organization
3. The fact that education deals with teaching of literacy, development of critical mind, and problem-solving skills calls for a system of administration that
 - A. involves community partnership.
 - B. involves shared decision-making.
 - C. is unique to education.
 - D. is unique to human resource development.

4. As the headteacher of Jack and Jill Preparatory school, which of the following duties/tasks would you perform as part of rendering 'staff personnel service'?
- I. Developing 'esprit de corps' among teachers.
 - II. Developing and coordinating co-curricular programs and handling disciplinary cases.
 - III. Helping to develop and implement plans for the improvement of community life.
 - IV. Stimulating and providing opportunities for professional growth.
- A. I & II
 - B. I & III
 - C. II & III
 - D. I & IV
5. As the headteacher of St. John's Basic School, which of the following tasks/duties would you perform as part of rendering 'pupil personnel services'?
- I. Accounting for school properties.
 - II. Establishment of school attendance policy and child accounting.
 - III. Handling of disciplinary issues.
 - IV. Publicizing the work of the school.
- A. I & III
 - B. I & IV
 - C. II & III
 - D. II & IV
6. Which of the following statements in management are **true**?
- I. Contingency theory states that situations dictate managerial actions.
 - II. Human relations movement focuses on people and their relationship in organization.
 - III. Taylor's scientific management theory ensures maximum utilization of workers by management.
 - IV. Theory Y reflects a less authoritarian leadership style and relies on self-control and self-direction.
- A. I, II, III
 - B. I, II, III, & IV
 - C. I, II, IV
 - D. I, III, & IV
7. In Ghana, there is a degree of ethnocentrism with associated dangers. The school therefore has the task of
- A. inculcating in children the ideals of the nation and a united Ghana.
 - B. inculcating in children the need to be self-disciplined.
 - C. showing fidelity to the planned activities of the school.
 - D. teaching the planned curriculum.
8. Which of the following general principles/guides are true of school-community relationships?
- I. Avoiding all forms of personal pride.
 - II. Having adequate knowledge and understanding of the community.
 - III. Reaching out to all classes of people in the community.
 - IV. Stressing of aims and aspirations of the school.
- A. I, II, III
 - B. I, II, III, IV
 - C. I, II, IV
 - D. II, III, IV

9. Employees of an organization who have pointed out unethical practices/wrong doings like cost overruns, safety hazards, thefts occurring within the organization are referred to as
- gatekeepers
 - grapeviners.
 - rumour millers
 - whistle blowers.
10. The ability of the school administrator to work effectively with and through other people on one-on-one basis and in group setting can be termed as skills.
- conceptual
 - decision-making
 - human
 - technical
11. As the headteacher of Kwapro Basic School, which of the following duties/tasks will you perform as part of 'school community relations'?
- Account for school monies.
 - Develop policies for parent and community participation in school matters.
 - Handle parental complaints.
 - Provide guidance and counselling.
- I & II
 - II & III
 - II, III & IV
 - III & IV
12. Why is *Management* considered as a '*Science*'?
- Certain knowledge (theories and principles) can be applied in similar situations.
 - It has certain skills that are unique to managers.
 - It has hunches that are personal to managers.
 - It has organized knowledge (principles and theories) that can be applied in different situations.
13. This leadership style holds the view that resting on past achievement can blind members to new opportunities and potential problems. leadership.
- Democratic
 - Situational
 - Transactional
 - Transformational
14. As the headteacher of a basic school tries to synchronize and harmonize activities of his/her institution, he might be involved in
- coordinating.
 - directing.
 - organizing.
 - planning.
15. What is the primary aim of school administration?
- Improvement of instructional techniques
 - Improvement of teaching and learning
 - Maximum utilization of human and material resources
 - Supervision of Instruction

16. As the headteacher of Christ Academy Preparatory School, which duties/tasks will you perform as part of 'Instruction and Curriculum Development'?
- I. Providing for in-service education of Instructional Personnel
 - II. Providing materials, resources and equipment for the instructional programme
 - III. Putting in place a system of internal accounting
 - IV. Providing Guidance and Counselling Services
- A. I & II
B. I & IV
C. II & III
D. III & IV
17. Which one of the following is **not** an assumption of *Theory X*?
- A. Man has an inherent dislike for work.
 - B. Man prefers to be directed.
 - C. People are motivated only at the physical level.
 - D. The capacity of man to exercise imagination is not rare.
18. Which *power* is based on fear or the ability of the leader to use punishment for non-compliance with his orders or directives or not meeting the necessary requirements? power
- A. Coercive
 - B. Expert
 - C. Legitimate
 - D. Reward
19. Why is it necessary for the headteacher to establish, develop, and maintain good relationship with parents/community?
- A. So that the school can be a place of excellence.
 - B. So that they can work collaboratively to maintain the academic standard of the school.
 - C. So that they can work collaboratively to train the child.
 - D. The community members can appreciate his hard work.
20. It is the ability to see the big picture of where the organization or the team is heading, what it is capable of achieving, and what it will take to get there.
- A. Covenant
 - B. Inspiration
 - C. Mission
 - D. Vision