



MACHAKOS UNIVERSITY

University Examinations 2019/2020 Academic year

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATION MANAGEMENT AND CURRICULUM STUDIES

AUGUST SESSION EXAMINATION FOR

MASTER OF EDUCATION ADMINISTRATION

EMP 844: SCHOOL ADMINISTRATION

DATE: 4/12/2019

TIME: 8.30-11.30 AM

INSTRUCTIONS

Answer Question ONE and any other THREE

QUESTION ONE (15 MARKS)

- a) Differentiate between the following terms:
 - i) Democratic, autocratic and Laissez faire leadership styles (3 marks)
 - ii) Nomothetic, Ideographic and transactional leadership styles (3 marks)
- b) Explain the management functions of a secondary school principal (5 marks)
- c) Explain five principles that a head teacher should uphold to set good disciplinary action (4 marks)

QUESTION TWO (15 MARKS)

- a) Explain the process of budgeting for school finance (6 marks)
- b) “Inservice Training of Teachers is a waste of school resources”. Argue for and against the statement with relevant examples (5 marks)
- c) Explain the functions of educational management (4 marks)

QUESTION THREE (15 MARKS)

- a) Explain the effect of each of the following issues on educational management practices in the 21st century
 - i) Religion (3 marks)
 - ii) Globalization (3 marks)
 - iii) The Mass Media (3 marks)

- b) “The promulgation of the Kenya Constitution 2010 resulted to a paradigm shift in teacher management in Kenya”. Validate the statement with relevant examples (6 marks)

QUESTION FOUR (15 MARKS)

- a) Explain the role of the following bodies in secondary school management
- i. Boards of Management (4 marks)
 - ii. The Teachers’ Service Commission (3 marks)
 - iii. County Education Board (3 marks)
- b) Explain FIVE guidelines that should be taken into consideration during teacher interview (5 marks)

QUESTION FIVE (15 MARKS)

- a) Explain the role of communication in educational management (5 marks)
- b) Explain the elements of a communication process in educational management (5 marks)
- c) Explain the main reasons for rumours and gossip in educational organizations (5 marks)