

EMP 401: EDUCATIONAL ADMINISTRATION

Instructions

- 1) Answer Question ONE and any other TWO
- 2) Do not write on the question paper

Question One

- a) By the use of relevant examples, describe the budgetary process in Kenyan secondary schools (10 Marks)
- b) Explain the functions of educational management (5 Marks)
- c) By the use of relevant examples from a secondary school, explain how Taylor's five principles of scientific management can be applied in management (10 Marks)
- d) Outline any five principles of management as advocated by Henry Fayol (5 Marks)

Question Two

- a) Distinguish between motivation and job satisfaction (2mks)
- b) By the use of relevant examples, explain how a school manager can apply the Maslow's hierarchy of needs theory to motivate teaching staff (10 marks)
- c) Explain the assumptions that Theory X and Theory Y Principals have about their teaching staff (8 Marks)

Question Three

- (a) Outline **six** reasons why the study of leadership is important to a teacher trainee (6 mks)
- (b) Identify and explain the situational variables that influence successful leadership according to Fiedler (1970) (8 mks)
- (c) By the use of relevant examples from a secondary school management point of view, explain any three types of power (6 mks)

Question Four

- (a) Explain the role of communication in educational management (4 Marks)
- b) Explain the importance of grapevine in educational management (6 Marks)
- (c) By the use of relevant examples, discuss the barriers that hinder effective oral communication in a school (10mks)

Question Five

- a) By the use of relevant examples from secondary schools, explain the impact of the social media on educational management (10 Marks)
- b) By the use of relevant examples, explain the impact of drug abuse in the management of secondary schools in Kenya (10 marks)