

**ΠΔΚ006 – ORGANIZATION AND MANAGEMENT OF EDUCATIONAL UNITS
COURSE OUTCOME**

1. GENERAL

INSTITUTION	UNIVERSITY OF THESSALY		
SCHOOL	SCHOOL OF TECHNOLOGY		
DEPARTMENT	FORESTRY, WOOD SCIENCES & DESIGN		
STUDY LEVEL	Special Pedagogical and Teaching Training Certification Study Program		
COURSE CODE	ΠΔΚ006	SEMESTER	9th
COURSE TITLE	ORGANIZATION AND MANAGEMENT OF EDUCATIONAL UNITS		
SELF-ENDED TEACHING ACTIVITIES		WEEKLY TEACHING HOURS	ECTS
THEORETICAL PART		2	
TOTAL		2	3
COURSE TYPE	MANDATORY		
PREREQUISITE COURSES	NO		
TEACHING AND EXAMINATION LANGUAGE	Greek		
THE COURSE IS OFFERED TO ERASMUS STUDENTS	NO		
COURSE WEBSITE (URL)	They will be created by the electronic support services of the University of Thessaly		

2. LEARNING OUTCOMES

Learning Outcomes
<p>The purpose of the course is the acquisition of knowledge and the development of students' skills in basic subjects of the Organization and Administration of Educational Units. At the end of the course students will be able to:</p> <ul style="list-style-type: none"> • know the basic principles of organization and administration of education, • are able to manage problems related to the administration of human resources in educational units, • evaluate the education system, • connect the evaluation of the educational project with the concept of quality, • contribute to the achievement of the educational unit's strategic goals, • deal with issues of staffing and distribution of responsibilities, • acquire expanded knowledge in the subjects of communication, organizational culture, decision-making.
General Skills
<p>They will also be able to:</p> <ul style="list-style-type: none"> • have a critical awareness of the objects of knowledge in matters of organization and administration of education and the interdisciplinary approach with various knowledge objects, • familiarize themselves with the organizational and administrative similarities of the school and the financial unit, • explain the contribution of the role of leadership at the level of human resource management in education, • support and apply principles and rules related to ethics in the educational process, • recognize the peculiarities of the school climate, the dynamics of interpersonal relationships and the catalytic effect of the individual on the achievement of organizational goals, • know the management standards in education, and finally • familiarize themselves with the best international experiences.

3. COURSE CONTENT

The course aims to cover the following fields of education organization and administration:

- Introduction to education management and administration.
- Introduction to human resource management in education.
- Operation of planning and programming in education.
- The educational environment and the school climate (organizational culture in the educational unit).
- The decision-making process.
- Basic elements of the organizational design and bureaucratic form of the organization.
- Management and leadership.
- The role of the director of an educational organization.
- Conflict management.
- Evaluation and control in education.
- Quality check.
- Ethics in education.
- The behavior of teachers in the educational unit.
- Case studies.

4. TEACHING AND LEARNING METHODS - ASSESSMENT

TEACHING METHOD	In combination, educational methods and techniques are applied that aim to strengthen the active participation of students and that give the greatest possible effectiveness to "face-to-face" teaching: Enriched presentation, questions - answers, discussion, working groups.		
USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES	Use, flexibly and alternatively, of supervisory means that make use of ICT and more specifically: PC (multimedia PC), video data projector, internet, asynchronous distance learning platform (e-class).		
TEACHING ORGANIZATION		Activity	Semester Workload
		Lectures	26
		Independent Study	24
		Total Course (25 workload hours per credit unit)	50
STUDENTS EVALUATION	The evaluation of the students will be carried out as follows: a) with their active participation in the educational process (weight 5%), b) by submitting a paper in which the student is invited to critically develop a topic from the course curriculum, presenting at the same time a case study (weight 30%), and finally c) the final written exam in which the student is asked to respond critically to issues related to the organization and administration of educational units (weight 65%).		

5. RECOMMENDED BIBLIOGRAPHY

- Αθανασούλα-Ρέππα, Α., (2008). *Εκπαιδευτική διοίκηση και οργανωσιακή συμπεριφορά. Η παιδαγωγική της διοίκησης της εκπαίδευσης*. Αθήνα: Ίων.
- Ανδρέου, Α., (1999). *Θέματα οργάνωσης και διοίκησης της εκπαίδευσης και της σχολικής μονάδας*. Αθήνα: Νέα σύνορα, Λιβάνης.
- Ανδρέου, Α., και Παπακωνσταντίνου, Γ., (1994). *Εξουσία και οργάνωση – διοίκηση του εκπαιδευτικού συστήματος*. Αθήνα: Νέα Σύνορα - Α.Α. Λιβάνη.
- Γράβαρης, Δ., και Παπαδάκης, Ν., (επιμ.) (2005). *Εκπαίδευση και Εκπαιδευτική Πολιτική. Μεταξύ Κράτους και Αγοράς*. Αθήνα: Σαββάλας.
- Δαδαμόγια, Θ., (2014). *Διαχείριση και αξιολόγηση εκπαιδευτικών μονάδων – Ο ρόλος του διευθυντή στη διαμόρφωση συνεργατικού κλίματος*. Αθήνα: Μέθεξις.
- Ιορδανίδης, Γ., (2014). *Διαχείριση συγκρούσεων στο σχολείο*. Θεσσαλονίκη: Κυριακίδης.

- Καλογιάννης, Δ., (2014). *Η σχολική ηγεσία και η επαγγελματική της ανάπτυξη στο σύγχρονο περιβάλλον. – Διεθνείς εξελίξεις, παρεχόμενα προγράμματα και στοιχεία ποιότητας*. Αθήνα: Γρηγόρης.
- Καψάλης, Α., (επιμ.) (2005). *Οργάνωση και Διοίκηση Σχολικών Μονάδων*. Θεσσαλονίκη: Εκδόσεις Πανεπιστημίου Μακεδονίας.
- Καψάλης, Αχ., και Χανιωτάκης, Ν., 2011. *Εκπαιδευτική αξιολόγηση*. Θεσσαλονίκη: Αφοί Κυριακίδη.
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- Πασιαρδής, Π., (2014). *Εκπαιδευτική ηγεσία*. Αθήνα: Μεταίχιμο.
- Σαΐτη, Α., και Σαΐτης, Χ., (2012). *Ο διευθυντής στο σύγχρονο σχολείο*. Αθήνα: Αυτοέκδοση.
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- Hoy, W. K. and C. G. Miskel, (2008). *Educational administration: Theory, research, and practice (8th Edition)*. NY: McGraw-Hill, Inc.

Συναφή επιστημονικά περιοδικά

- British Educational Research Journal
- Educational Administration Quarterly
- Educational Leadership
- Educational Management Administration and Leadership
- European Journal of Teacher Education
- Florida Journal of Educational Research
- Human Resource Development Review
- Journal of Educational Administration
- Journal of Educational Psychology
- Journal of Organizational Behavior
- Journal of School Leadership
- International Journal of Leadership in Education: Theory and Practice
- International Handbook of Educational Leadership and Administration
- International Studies in Educational Administration
- Leadership and Policy in Schools
- Management in Education
- Psychology in the Schools
- School Leadership and Management
- School Effectiveness and School Improvement
- School Psychology Review
- Teaching and Teacher Education
- The Journal for Critical Educational Policy Studies

- The Journal of Education for Business
- The Journal of Experimental Education
- Αντιτετράδια της Εκπαίδευσης
- Επιθεώρηση Εκπαιδευτικών Θεμάτων
- Παιδαγωγική Επιθεώρηση
- http://www.pi-schools.gr/library/pi-lib/hb_ejournals.htm, η ιστοσελίδα του Παιδαγωγικού Ινστιτούτου.