

**LIKELY EXAMS QUESTIONS: EDUCATIONAL ADMINISTRATION AND
MANAGEMENT**

1. Campbell, et al., (1977) coined an acronym POSDCoRB to explain the administrative functions of an administrator. Identify and explain in detail, the full meaning of any **five** (5) of the acronyms stated above. (20 marks)
2. As a newly appointed headteacher of APCE Dem. “A”, critically examine any **five** (5) peculiarities/unique aspect of educational administration from administrations in other organizations. (20 marks)
3. Fredrick Taylor (1856-1915), the father of scientific management movement, sought ways to effectively use men in industrial organizations. Discuss **five** (5) of Taylors’ principles of scientific management (20 marks).
4. a. Explain at least **four** assumptions of Theory X. (4 marks)
b. State and explain **four** implications of Theory X to you, as a basic school headteacher. (16 marks).
5. One of the signs of a good leader is their willingness to delegate administrative authority and responsibility. Identify and explain **five** principles of effective delegation. (20 marks).
6. Decision-making like communication, is said to be the life blood of every organization including academic institutions, state and explain in an ascending order the decision-making process or steps involved in decision-making. (20 marks).
7. a. What is educational leadership? (4 marks)
b. As a newly appointed headteacher, state and explain **four** (4) qualities/attributes or characteristics you should possess in order to lead effectively. (16 marks).
8. a. What is performance appraisal? (4 marks)
b. Discuss any **five** (5) benefits of performance appraisals in educational organizations in Ghana. (20 marks).
9. Assume that you have been recently appointed headmistress of a new school. Identify and describe **five** means through which the school and community can relate with each other. (20 marks).
10. a. What is resources management? (4 marks)
b. State and explain **four** (4) resources management problem faced by Ghanaian Basic Schools Headteachers. (16 marks).