

**THE ADMINISTRATIVE TASKS AND SCHOOL EFFECTIVENESS: A
CASE STUDY OF HUMAN RESOURCE RELATED TASKS**

BY

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**A THESIS SUBMITTED IN PARTIAL FULFILLMENT FOR THE
REQUIREMENTS FOR THE DEGREE OF MASTER OF EDUCATION IN
ADMINISTRATION, POLICY AND PLANNING STUDIES (MED-APPS) IN
THE OPEN UNIVERSITY OF TANZANIA**

2009

ABSTRACT

This dissertation aimed at determining the extent to which the implementation of the administrative tasks of teaching staff and students personnel is affecting the school effectiveness. To realise this aim, five issues were examined; recruitment, workload and remuneration, the effect of professional development activities, equity in distribution of resources, effect of rules and regulations and involvement of students in the management of their affairs. Different methods were used to collect both quantitative and qualitative data. Specific instruments that were used include interviews, questionnaires, documentary reviews and direct observation. Data utilized in this study were obtained from private secondary schools, central government secondary schools and community secondary schools. Major findings of this dissertation are that carrying out of the administrative tasks which are related to human resources (teachers and students) is affected by; lack of professional development activities at school level; overcrowded classes which make teaching and learning process difficulty; inadequate teachers in community schools especially in mathematics and science subjects; under qualified and inexperienced teachers in community secondary schools; lateness as a result of poor public transport to both teachers and students; low salaries, poor remuneration packages, delayed payments and promotions which in turn lead to low morale and moonlighting; indiscipline students which is widely spread in almost all schools; low coverage of the curriculum instructions due to double sessions in schools; lack of active students 'government involvement in the management of their affairs and school. The study recommends need for encouraging diligently, application of rules and regulations to motivate as a solution to the problem of school administration.