

**SCHOOL ADMINISTRATION AND MANAGEMENT**  
*Quality Assurance and Standards in Schools*  
Geoffrey Wango

This book is a practical guide for all teachers. It delves into the major aspects of school administration and management especially the school assessment process.

It covers:

- School administration and management.
- School organization including how to set up various departments and initiate relevant programmes and activities.
- School records and record keeping, including in-school supervision.
- The assessment process including the school report, Teacher - officer relationship, areas assessed and most asked questions.
- Teacher and school effectiveness.
- Financial management.
- Education Management Information Systems.

The handbook offers vital tips to teachers to prepare work as they go about their duties in the teaching and learning process. It acts as a blueprint for school administrators as well as teachers to become fully informed about the management and assessment processes.

The book's unique feature is that it provides information based on experience that enables teachers to play a more active and influential role in the school.

Wango, G. M. (2009). *School Administration and Management: Quality Assurance And Standards in Schools*. Nairobi: The Jomo Kenyatta Foundation.