

Research on the Implementation and Coordination of School Office

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Abstract: The school office is a comprehensive coordination office for school management. It is the backbone for ensuring the normal operation of the school. It is the link between the sentiment and the sentiment. This paper focuses on the main problems existing in the current school office management work. The main contents of school office management development under the situation: scientific management system, innovation of management concept, standardization, institutionalization and procedural management, network of management process and professionalization of management personnel.

1. Introduction

The school office is a comprehensive coordination office for school management. It is the backbone for ensuring the normal operation of the school. It is the link between the sentiment and the uploading of the situation. Its functions involve almost all the decisions, executions and supervisions in the modern school management system. Each subsystem, such as feedback, has specific service and information transmission functions. As a comprehensive management organization of the school, its management level is directly related to the efficient operation of the school's various tasks. At present, the problems of school office management work mainly manifested in: Too much reliance on traditional empirical management, staff are busy dealing with affairs, exhausted, not fully utilizing the role of staff assistants who transmit information, coordinate and assist leadership decisions; there is no complete set of sound and practical rules and regulations. Strict procedures, management is confusing; the use of modern technology means not proactive, and the application ability is weak, the efficiency of work needs to be improved.

Faced with the current new situation of higher education reform and development and the information environment brought about by computer and network technology, the school office should explore its own problems, continuously improve and innovate, and strive to improve the work level. This is the development of the school office itself. Objective requirements are also the inevitable requirements for adapting to the new situation and promoting the development of the school. In view of the main problems existing in the current school office management, while inheriting and carrying forward the successful experience in the past management process, the school office management should seek in the new situation.

2. The Status of the School Office

The school office is at the center of the school management system. The school office is the department that coordinates the school leaders to handle specialized affairs, assists and assists in the daily work. The main function of the school office management is to assist the school leadership team in handling teaching, scientific research, daily affairs, coordination of the decision-making, execution and control of the relationship between the superior and the subordinate.

Most of the leaders in the school are the main academic leaders of the school. They not only do academic research, attend various academic conferences, undertake certain teaching tasks, but also be responsible for the school's administrative leadership. Heavy can be imagined. The office should be the staff and assistant of the leadership to provide the best possible convenience for the decision-making of the leadership. (2) In the school office, it is necessary to undertake the instructions and instructions of the school-level organs and the instructions and instructions of the

school leaders. It is necessary to coordinate and manage the functional level. It is the leadership department to contact, coordinate, and coordinate the overall situation and promote the normal operation of the entire school. The school office also resides in the window of the school management system. When you go to school, you usually look for an office first. The office is the information network center, which is the "window" that connects the top, bottom, left and right, and communicates in all directions. The reception work of the office staff and the reception of a telephone call reflect the work style and mental outlook of the school management from one aspect, and even reflect the relationship between the party and the masses, the relationship between teachers and students, and reflect the work efficiency of the leaders and the leading organs. Therefore, the school office's good image and style, and efficient work ability, not only help the development of the school, but also establish a good reputation and image for the school in the society. It can be seen that the merits and demerits of the school office work are of great importance to the school's implementation of the party's principles and policies and the spirit of the superiors' instructions, to give full play to the leadership role of the school leaders, and to promote the smooth development of all schools.

3. The Main Role of the School Office

The teaching, research and management teams of the university complement each other. First-class teaching and research comes from first-class management and first-class service. To some extent, management is service. The school office work serves the teaching and research, serves the faculty and students, and not only completes the tasks assigned by the school, but also provides the service and logistics support for the teachers in the first line of teaching. It is the executor of specific tasks. Doing a good job is the basic function of the school office.

An important function of the school office is coordination. Effective coordination will help improve the overall effectiveness of the school management system, including policy coordination, relationship coordination, work rhythm coordination, social coordination, interpersonal coordination and so on. Actively exerting these coordination roles and solving the contradictions and problems that arise during the operation of the school can prevent the school leaders from becoming the focus of various contradictions and problems, so as to help them concentrate on major issues and major issues.

One of the important tasks of school leadership is to make correct decisions on major school issues. The basis of decision-making is to understand the overall situation of the whole school. This requires in-depth and meticulous investigation and research to obtain first-hand information. The school office should be very clear about the overall situation of the whole school, and can grasp all aspects of data and information, provide reasonable suggestions for the leaders, provide suggestions for the leadership work, and be good candidates for leadership decisions.

In terms of its essence, the supervision work is a follow-up guarantee for implementing decisions and implementing instructions, and it is also an important work content of the office. The key to the realization of the leadership objectives and the completion of the plan is implementation. To achieve this, it is necessary to use the means of supervision and inspection to effectively push the executive department to complete the task without compromise and improve the efficiency of decision-making. In addition, through inspection and supervision, you can directly go to the main links and key aspects of the actual work, find out the problems that are or may arise, and correct them immediately; through inspection and supervision, you can also obtain a lot of useful and accurate information from the actual, and vice versa. Provide a realistic and reliable basis for decision-making, thereby improving the scientific level of decision-making.

4. The Main Problems in the Management of School Offices

School offices must play their fullest role, provide first-class services to leaders and teachers and students, and play a greater role in school reform and development. They should first define the functions and goals of the office. The functions and objectives are not static indicators. With the

emergence of various new problems, the office functions and objectives will have corresponding changes, especially the work objectives, and its dynamics are more obvious. In the actual work, the school office only completes the daily work step by step every day, it is difficult to solve some problems that require innovative thinking and give full play to subjective initiative. Some of the emerging new businesses seem to have nothing to do with office management, but are actually an extension of the office business. However, some jobs that seem to belong to the management of the office do not actually belong to their jurisdiction. It is easy for office personnel to "get rid of it". All of this explains from the side that the school office has an unclear understanding of functions and objectives.

Office work must be efficient and high quality. This is an objective requirement for the development of modern society. Work efficiency includes two aspects: one is the speed of work, and the other is the quality of work. Only under the premise of guaranteeing the quality of work, speeding up the work is the real high efficiency. Office workers can only meet the requirements of their work if they have excellent political qualities, skilled business skills and a solid work style. However, in many schools, the majority of office workers are selected from government officials, counselors, teachers, and teaching assistants or graduates of the school directly, or even family members of high-ranking titles. Most of them belong to the "half-way home." ", and the academic qualifications and experiences are different, and the level is uneven. These affect the effective function of the office to varying degrees."

In actual work, the work of the school office is often in a passive state, which is highlighted in the work of "four relying on", that is, by meeting, relying on documents, relying on higher-level tasks, relying on administrative orders to guide work and dealing with problems, planning and pertinence of work. Not strong, the "busy" phenomenon is very prominent. The main reason is the lack of a sound management system, the difficulty in forming the rules and codes of conduct that office workers can abide by; the lack of an effective evaluation system and incentive mechanism for office work; and the lack of standards and methods for self-evaluation. Wait, the work is in a disordered state, and the overall work level is slow to improve.

With the continuous improvement of the level of higher education, the school is entering a comprehensive network environment. The rapid development of the information technology profession has made computers and related technologies widely used, providing an unprecedented impetus to the development of society. At present, all walks of life are developing in the direction of informationization, and the school office is no exception. This undoubtedly puts higher and newer requirements for the office to improve the quality of work and service level, especially the systematic and time-sensitive nature of the office processing information. The existing office equipment and facilities in the school office are backward, as well as the traditional working methods and models. Obviously, it has been difficult to adapt to the actual needs of the development of the information society. Realizing the automation, informationization and networking of the office facilities of the school office has become an urgent requirement for improving the management level and work efficiency.

5. The Countermeasures to Optimize the Implementation and Coordination Ability of School Offices

Transforming functions, clear goals and objectives are guidelines for action. The school office should clarify its specific business content, scientifically formulate work plans, and form an office management target system. At the same time, the traditional work styles of the office, such as hard work, writing an article, and acting in accordance with the regulations, have been unable to adapt to the development trend of the school under the new situation. This requires the office to establish a new management concept and master effective management methods. (1) On the premise of changing administrative functions, reducing direct management, increasing macro control, and rationalizing relationships as the key, rationalizing the relationship between the party, the government, and the group, as well as with government functions and schools, thus achieving reasonable Functional configuration. (2) Re-examine the functions of defining the school office.

First of all, based on the reformed school management system, it is necessary to clarify the role of the office under the new situation and conditions in the school work, and secondly, to further refine the specific business content of the office; Each specific business content clearly specifies the division of responsibilities of each office staff. (3) Scientifically formulate work plans and form a target system for office management. The formulation of plans and goals can be determined around the central work of the school party committee and the administrative center of work, and the objectives are subdivided, such as the short-term goals, the medium-term goals, and the long-term goals. After the target is formulated, the target should be decomposed into people and the target responsibility system and post responsibility system should be implemented.

Improve the quality and establish the "people-oriented" management concept, the quality of the office staff, is the premise and basis for effective implementation of the office work. Among them, political thought is the premise of doing a good job, and business knowledge is the basis for doing a good job. Therefore, office workers should first strengthen political ideology and party spirit, maintain a high degree of consistency with the Party Central Committee in terms of ideology and actions, consciously safeguard the authority of the school party committee and administration, and study hard to learn Marxism-Leninism and Mao Zedong Thought, and learn Deng Xiaoping. The theory and the important thinking of the "three represents" constantly improve the policy level and avoid policy errors. Secondly, office workers should improve their cultural literacy and comprehensively improve their word processing skills, organizational and coordination skills, comprehensive analytical skills, ability to deal with emergencies, and the ability to operate modern office equipment, thereby improving the quality of service and performance of the office. Third, office workers must also improve their professionalism. The quality of the business is the fundamental guarantee for the successful completion of the post work tasks. With the development of science and technology, the speed of knowledge update is accelerating. Office workers must have a sense of advancement, establish the concept of lifelong learning, continuously improve their own business quality, and master the methods and means of modern management of the office to adapt to the increasingly complicated School management work. Specifically, the quality of the business includes two aspects: the mastery of business knowledge and the strong practical ability to work. Therefore, office workers must not only have certain professional knowledge in secretarial, management, economic, legal, and archives, but also be familiar with education. They must learn to master the theory of higher education management and the rules of education, and establish professional settings and disciplines for schools. And scientific research work, etc. must have some understanding. In short, the office staff should have the skills of "Wanjin Oil" in order to perform the duties of the office. In addition, office work has the characteristics of sporadic and sudden. In order to properly do this kind of work, office workers should go deep into the front line of teaching and research work, observe more, diligently think, analyze and solve problems on the spot. Through practical exercise, enrich work experience improve resilience and practical work ability.

While improving the quality of personnel, the school office should pay special attention to the management philosophy of "people-oriented". "People-oriented" is an important principle for doing a good job in the office. Adhering to "people-oriented" in the work is to establish the concept of active service. Human-centered management is to establish the dominant position in the management process, and then to carry out the work of how to mobilize people's enthusiasm and creativity, how to embody "humanistic care" when carrying out work; human-centered management emphasizes the most important thing for people as a unit. Resources, scientifically arrange more suitable jobs according to the comprehensive situation of people's abilities, interests, specialties, psychological and physiological conditions, and fully consider the growth and value of people in their work. The goal of human management is to ultimately enable staff to achieve self-management, and self-management is the highest level of management. The process of implementing humanistic management thoughts is the process of improving the quality of employees and improving work efficiency and level.

Standardizing the working system, achieving efficient operation and perfecting the system, and standardizing management are the basic requirements for ensuring the efficient operation of the

school office. When the school office is working, if it does not follow certain rules and does not establish scientific rules and regulations, it is an empty talk to achieve the standard operation of office work. To this end, the school office must pay attention to the establishment of the system. First, to improve the work norms, we must establish and improve a series of rules and regulations in accordance with the principle of "strictness, precision, and truthfulness", standardize the procedures for handling papers, handling affairs, and organizing meetings, and strive to make the work of the school office Can follow, there are rules to follow. In order to promote the further normalization of office management and further improve office efficiency, some routine work should also be procedurally defined, that is, clearly define the order of work, specific steps and related requirements.

6. Conclusion

School office management innovation not only affects the quality of school management, but also restricts the realization of innovative projects. Office managers must strengthen learning, strengthen the staff consultation function, emancipate the mind, advance with the times, and strive to improve their own quality and ability. On the basis of fulfilling the basic functions of organization, coordination, service, supervision, etc., further strengthen the implementation and coordination functions of the office.

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