



PRACTICUM REPORT

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Yiwu Industrial & Commercial College

No. 2, Xueyuan Road, Yiwu City, Zhejiang Province, China

BY

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REQUIREMENTS,

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**Praise for the practicum in Educational
Administration
to Mr. Xiaohu Luo**

Xiaohu Luo is the perfect person to this job position because he is an enthusiastic student provides practical steps for the Educational Administration. Not only does his practicum brings new energy, but also he shows us that professional knowledge base can be your superpower if you want to achieve your goals.

Signature

(吴媛)

Head of General Section

Yiwu Industrial & Commercial College Principal's Office



Abstract

The purpose of this practicum in Educational Administration is to discuss and explain my experiences during my practicum exercise. The exercise was designed by the program to expose graduates to more practical applications of learned theories, principles and ethics of administration. The exercise was carried out in Yiwu Industrial & Commercial College (Government Secondary School). This report was organized in five sections, each having subunits. Section one presents an overview of the organization, its background, objectives, internship positions and main job. Section two meanwhile, focused on the literature review about concept and theory of the practicum in educational administration. Section three emphasis on the methodology and experiences gained by author. Information related to my work schedule, duties, working relationship with staff and the knowledge acquired were thoroughly discussed in this section. Section four, on the other hand, focused on analysis and results of the practice and learning of the practicum in Office of the Principal. Section five presents the conclusion, discussion, and recommendation by analyzing strengths and weaknesses of the Office of the Principal, suggestions for improvement and conclusions were all made. It was recommended that the duration for this practicum exercise be valuable experience to demonstrate practically how to plan, organize, direct and carryout other administrative duties.

Keywords: Practicum, Educational Administration, Coordination, Task performance, Structure optimization.

ACKNOWLEDGEMENTS

At the very beginning, I would like to express my deepest gratitude to Yiwu Industrial & Commercial College for giving me the challenge and the opportunity to complete my Practicum in Educational Administration course.

During the period of my practicum, I have received generous help from colleagues in Office of the Principal of Yiwu Industrial & Commercial College.

First and foremost, I am grateful to my supervisor, Mrs. Wu, the head of Principal's Office, faculty of Educational Administration Program. Her guidance, encouragement, and suggestions provided me the necessary insight into the problem and paved the way for the meaningful ending of the work in a short duration.

I have no hesitation to say that, without his constant support and valuable advice from time-to-time, I would probably fail to complete the work in an appropriate manner.

My special gratitude goes to Mr. Fan, for his modern outlook and meticulous supervision to carry out the job perfectly.

I am grateful especially to I am also thankful to colleagues from all other departmental heads, officials, and also all office staffs for their sincere co-operation and support for giving me the opportunity and always help and support me for making a standard report.

Xiaohu Luo

JUNE, 2021

TABLE OF CONTENTS

Page

PRELIMINARY PAGES

Title page.....	1
Praise for the practicum in Educational Administration to student	2
Abstract	3
Table of contents.....	5
SECTION ONE – INTRODUCTION.....	7
1.1 Background.....	7
1.2 Objectives.....	8
1.3 Internship positions.....	9
1.4 Main job.....	10
SECTION TWO – LITERATURE REVIEW.....	12
2.1 The history of the school and the overall situation.....	12
2.2 Description of the organization.....	14
2.3 Functions of the organization.....	15
2.4 Structure of the organization.....	16
2.5 School administrative decision-making body.....	17
2.6 Academic Committee.....	18
2.7 Funds, assets and logistics.....	19
SECTION THREE – METHODOLOGY.....	21
3.1 Experience.....	22
3.1.1 Schedule of operations and duties	22

3.1.2 Knowledge Acquired.....	25
3.1.3 Working relationship with the staff.....	26
3.2 Related literature search.....	26
SECTION FOUR – Results of the practice and learning.....	28
4.1 Position situation	28
4.2 The basic requirements of the job.....	29
4.3 Feeling and gaining.....	30
SECTION FIVE- Conclusion, Discussion, and Recommendation	31
5.1 Conclusion.....	31
5.2 Recommendation.....	31
REFERENCE.....	37
APPENDIX.....	39
AUTO BIOGRAPHY.....	42

SECTION ONE

INTRODUCTION

1.1 Background

Practicum is a practical experience offered to individuals as a means to enable them put into practice, theoretical knowledge learned during the process of education. It seems to make sense that an effective way to enable author to understand the linkage between theory learned in university courses and practice in the real world of schools.

1. Enabling the author to deepen his understanding of professional positions, gradually clarify his own development positioning, overcome unrealistic thoughts about the future and blindly climb, and objectively determine the development path of life;

2. Strengthen the author's practical ability exercise, improve the author's practical operation ability, and narrow the gap with the actual needs of the unit;

3. Improve the author's professional quality, cultivate the author's professionalism, teamwork, sense of responsibility, and a good professional attitude and style;

4. Make the author gradually understand and familiarize with the school, understand the social rules, learn to do things, learn to be a man in the practice of the post, and be fully ideological and psychologically prepared for trying to be a leader.

The importance of a quality internship that provides opportunities to apply knowledge and skills with the support of experts and mentors. This internship should provide opportunities to work with and to learn from administrators in schools. Through field-based experiences, author can not only master knowledge more deeply, but also learn to apply professional

knowledge of education management at the graduate level to strengthen skills.

Moreover, the program uses the practicum in educational administration at the master's degree level as its primary vehicle in preparing school administrators.

The general purpose of the practicum was to give students an opportunity to experience diverse working situations. Therefore, it seems like duties, responsibilities of the higher education institutions as production sectors to develop administrators and relevant agencies had the cooperation in production and development graduates in educational administration to have quality competencies in the 21st century. In addition, educational leadership candidates considered school based practicum activities that enabled them to apply new knowledge into practice and received mentoring from practicing administrators as the most highly valued program experiences .

1.2 Objectives

The objectives and expected outcomes for the practicum were: to discuss and explain my experiences during my practicum exercise, to gain practical experience in applying administrative skills, techniques, and theory by working with a professional administrator. There are mainly the following aspects:

1. Allow me to improve my understanding of the job, gradually clarify my own development positioning, overcome the confusion of the position, and objectively determine the future development path;
2. Strengthen practical ability exercise, improve practical operation ability, and narrow the gap with school leaders' expectations;
3. Improve professional quality, cultivate professionalism, team spirit, sense of responsibility, and a good professional mentality and style;

4. Get familiar with the school, learn to do things and to be a man in practice;
5. Summarize the work, think deeply about overall coordination, and improve work efficiency;
6. According to the internship situation, complete the internship report under the guidance of the instructor, job leader and colleagues.

1.3 Internship positions

My department is Yiwu Industrial & Commercial College Principal's Office. The main responsibilities of the department: The Principal's Office is a comprehensive office of the school's party committee and administration. It is the core hub for uploading, distributing, coordinating, and contacting both internal and external parties. Implement various decision-making arrangements, take accuracy, timeliness, efficiency, and implementation as the basic work requirements, ensure the normal and effective operation of the school's party and government work, and provide guarantee services for the entire school's teachers, students and employees. The main responsibilities include official document processing and comprehensive written materials work, comprehensive coordination and supervision work, school official reception and external liaison work, comprehensive conference work, special research and development planning work, seal management and confidential confidentiality work, alumni work, archives Management and information disclosure work.

Department setting: Comprehensive Section, Secretarial Section and Alumni Liaison Section.

1.4 Main job

The main tasks of the Comprehensive Section of the principal's office where I work are:

-1. Responsible for the party committee, president's office meeting, meetings and conference affairs; responsible for the comprehensive coordination and guidance of major school meetings (activities) and important tasks.

-2. Broaden the channels of external contact, strengthen the contact and exchanges with fraternal universities and related departments; be responsible for receiving visits and visits from higher-level leading agencies or fraternal organizations.

-3. Supervise and inspect the implementation of higher-level documents and school party committees, administrative decision-making and deployment, and the implementation of important instructions from school leaders by all colleges and departments (units), timely feedback information, make suggestions, and supervise

-4. Be responsible for the organization and implementation of school information disclosure, receiving letters and visits from the masses, and doing a good job in letter and visit.

-5. Deepen the school's "maximum run once" reform and advance the school's digital reform work.

-6. Guide the business work of the school's secondary colleges and departmental offices.

-7. Be responsible for the dispatch and management of public vehicles for school leaders.

-8. Be responsible for the assessment of the school's annual work tasks.

-9. Management of school staff canteen.

-10. Review of school law related matters.

-11. Approval of school activities and use of lecture hall.

SECTION TWO

LITERATURE REVIEW

The review shows that the focus of this practical activity is to understand all the conditions of the school, as well as the accumulation of experience, and the ability to deal with various emergencies and mobilize existing resources. Through on-the-job internships, understand the importance of job adaptation. The first point is to analyze the job position based on the actual situation of the company itself, to fully understand the job requirements, and to select the right talents. The second point is to combine the positions. The third point is to resolve the contradiction between people and positions to ensure the dynamic stability of the match between employees. In the actual work process, misunderstandings and conflicts will inevitably occur between employees. The fourth point is to create stability and appropriateness. Environment to stabilize employees.

This section has been organized under the following sub-headings:

- 2.1 The history of the school and the overall situation
- 2.2 Description of the organization
- 2.3 Functions of the organization
- 2.4 Structure of the organization
- 2.5 School administrative decision-making body
- 2.6 Academic Committee
- 2.7 Funds, assets and logistics

2.1 The history of the school and the overall situation

This practicum exercise was carried out in Yiwu Industrial & Commercial College No. 2, Xueyuan Road, Yiwu City, Zhejiang, Yiwu Industrial &

Commercial College was founded in 1993 at the Yiwu branch of Hangzhou University, creating a precedent for a county-level city-run university in Zhejiang Province. Over the past 28 years, the school has always been rooted in Yiwu, upholding the spirit of "Sponsoring morality, advocating culture and entrepreneurship", insisting on establishing the school with "creation", forming three distinctive educations of entrepreneurship education, creative education, and international education. road. The school currently has 597 formal teachers, 11,132 full-time students, and 33 enrollment majors, including 6 national key majors and 10 provincial-level "13th Five-Year Plan" characteristic superior majors.

In recent years, with the care and support of all sectors of society, the school has accelerated its development and continued to produce a series of landmark results, showing vigorous vitality and a good momentum of development: in the teaching work and performance evaluation of higher vocational colleges in the province Ranked in the A rank for four consecutive years; it has been rated as a national university practice education innovation and entrepreneurship base, a national innovation and entrepreneurship typical experience university, and one of the top 50 national higher vocational colleges in terms of education effectiveness, service contribution, and international influence. State-level media such as CCTV, People's Daily, Xinhua News Agency and other state-level media report on the school's school-running characteristics.

In September 2020, the school successfully passed the construction and acceptance of Zhejiang Quality Vocational Schools with excellent results. In December of the same year, it was ranked seventh in the Zhejiang Provincial Higher Vocational and High-level School Construction List. The two professional groups of International Economics and Trade and Computer

Information Management were rated as A-class professional groups. The school has officially entered the "double high" era and started a new journey of "14th Five-Year" career development.

2.2 Description of the organization

The obvious resources available to teachers and students in this school include 1. Classroom 54703 square meters, 2. Library 11697 square meters, 3. Practice classroom 63795 square meters, 4. Gymnasium 14342 square meters, 5. Studio and lecture hall 20276 square meters, 6. Administrative office space 18900 square meters, 7. 73,730 square meters of student dormitory. I think these resources are used fairly for the teachers and students of the school, in order to ensure the normal operation of the school, though efforts still need to be made for improvement.

The principal of the school is Ma Guang, second-class professor. Member of the National Machinery Manufacturing Specialized Steering Committee. Director of the Collaborative Innovation Center for Modern Agricultural Machinery and Equipment Application Technology of the Ministry of Education, Director of the Zhejiang Engineering Laboratory of Agricultural Machinery Technology and Equipment, Zhejiang Province Supervisor, Leader of the Jinhua City Excellent Innovation Team.

Academic achievements and honors: Mainly engaged in the research of agricultural machinery, presided over 1 National Spark Plan project, 4 Provincial Science and Technology Plan projects, Provincial Agricultural Science and Technology Extension Fund Project, Provincial Education Department Project, Municipal Science and Technology Bureau Project, and many horizontal scientific research projects; Published more than 20 papers,

including 1 in SCI and 5 in EI; 10 authorized invention patents, 6 utility model patents; 2 provincial science and technology third prizes, and 2 provincial natural science academic prizes. The 7th Municipal Youth Science and Technology Award, 1 first prize of the Municipal Natural Science Outstanding Paper. National Demonstration Professional Leader, Zhejiang Province Teaching Teacher, Zhejiang Province Higher Vocational College Professional Leader. He runs the school with effective administrative skills which include: Global control ability, good decision making skills, technical skills, human relation skills, and good communication skills.

2.3 Functions of the organization

Yiwu Industrial & Commercial College is a public higher vocational college established by the Yiwu Municipal Government, focus on cultivating vocational skills talents.

The main functions of the school are: 1. Taking talent training as the fundamental task, actively carry out teaching, scientific research, social services, cultural inheritance and innovation activities, and is committed to cultivating applied talents who are good at innovation and entrepreneurship. 2. Persist in and give play to the unique advantages of entrepreneurship education, and integrate into and serve the locality by co-constructing entrepreneurial incubation bases and entrepreneurial laboratories, and conducting public welfare training on entrepreneurial skills. 3. Give full play to the function of cultural education, take the socialist core values as the guide, promote the national spirit; cultivate scientific and humanistic spirit, enrich and develop modern university culture, realize the organic combination of university cultural construction and talent training, and

promote the all-round development of students. 4. The school encourages teachers individually or collectively, and colleges to independently carry out scientific research, technological development and social services according to their own conditions; encourages cooperation with other colleges, enterprises, institutions, scientific research units and other social organizations in scientific research, technological development and achievements. Various forms of cooperation are carried out in promotion and other aspects. 5. Realize knowledge innovation, technological innovation and achievement transfer through active scientific research, promote professional construction, talent training and scientific and technological progress, and enhance the school's scientific and technological innovation capabilities and social service capabilities.

2.4 Structure of the organization

Below is the organizational chart of Yiwu Industrial & Commercial College Organization.

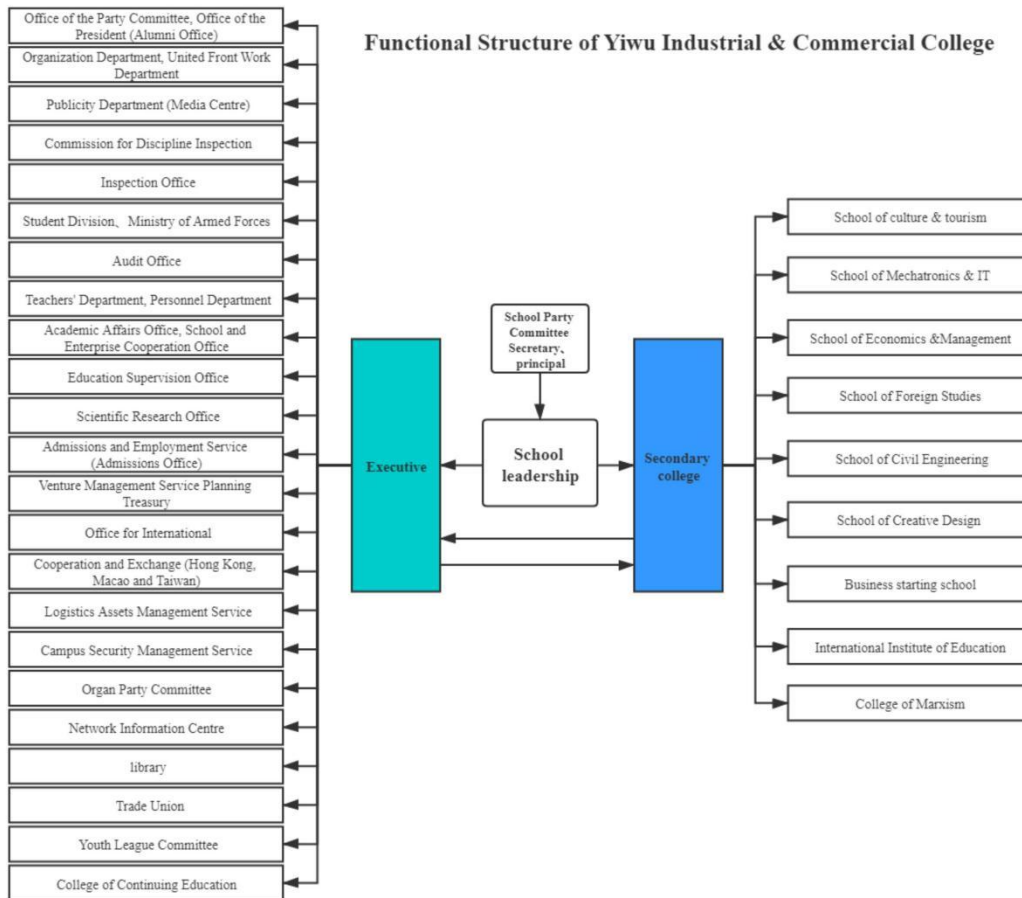


Fig 2.4 Organizational structure of Yiwu Industrial & Commercial College
Organization system

2.5 School administrative decision-making body

The principal's office meeting is the school's administrative decision-making body. It mainly studies and proposes plans for important matters to be discussed and decided by the party committee, specifically deploys and implements relevant measures of the party committee's resolutions, and studies and handles teaching, scientific research, and administrative management. The meeting is convened and presided over by the principal, and the members of the meeting are generally members of the school's administrative leadership team. The topics of the meeting were put forward

by members of the school's leadership team and determined by the principal. The meeting must have more than half of the members present before it can be held. The principal shall make decisions on the matters discussed and researched on the basis of extensively listening to the opinions of the participants. Party committee secretaries, deputy secretaries, and disciplinary committee secretaries may attend the meeting depending on the subject situation, and the office director may attend the meeting as non-voting delegates.

2.6 Academic Committee

The Academic Committee is the highest academic institution of the school, and it coordinates the exercise of academic affairs decision-making, deliberation, evaluation and consultation. The school formulates the academic committee charter in accordance with the actual situation, and plays its important role in professional construction, academic evaluation, academic development and style of study. The main responsibilities of the academic committee are:

1. Review major academic plans such as majors, faculty construction and development plans, scientific research, and foreign academic exchanges and cooperation;
2. Review plans for adjustment of professional settings, construction of key professional platforms at the provincial level and above;
3. The review, evaluation or recommendation of scientific research plans, scientific research project recommendations, and scientific research project achievement awards;
4. Review the evaluation standards and assessment methods of teaching and scientific research achievements and the quality of talent training;

5. Review the relevant academic evaluation standards for the appointment of professional and technical positions, evaluation and appointment of professional and technical positions;

6. Other academic matters that the school considers to be submitted for deliberation.

The composition method and rules of procedure of the Academic Committee will be formulated separately.

2.7 Funds, assets and logistics

1. The school's funding sources are mainly financial appropriations, supplemented by other channels for raising school funding, including financial subsidy income, business income, superior subsidy income, income from affiliated units, operating income and other income.

2. The school actively expands the sources of school funding sources and raises funds for career development; encourages and supports all units in the school to raise teaching, scientific research funding and various award funds for the society.

3. The school insists on running the school diligently and thriftily, regulates financial revenue and expenditure behavior, improves the performance of fund use, and builds a conservation-minded campus.

4. The school implements a financial management system of unified leadership, centralized accounting, and hierarchical management, implements comprehensive budget management, and establishes a sound internal control system, economic responsibility system, and audit and supervision system.

5. The school's state-owned assets are owned and used by the school, and are legally recognized as the sum of various economic resources owned by

the state that can be measured in currency. The manifestations of school assets are current assets, fixed assets, construction in progress, intangible assets and foreign investment.

6. The school strengthens the protection and rational use of intellectual property rights such as patent rights, land use rights, trademark rights, copyrights, and school reputations.

7. The school establishes a sound asset management system, reasonably allocates resources, improves the efficiency of resource use, and ensures the safety and integrity of school assets.

8. The school continues to improve the logistics management and service system to provide protection for the study, work and life of students and faculty.

SECTION THREE

METHODOLOGY

According to the structure and design of field experiences can be completed in phases. Therefore, this practicum report in the first phase was conducted in February to June 2021, mainly use observation method, literature research method, qualitative analysis method to analyze the internship job.

1. Observation method

Observation method refers to a method in which researchers use their own senses and auxiliary tools to observe the researched object directly for a certain research purpose, research outline or observation table, so as to obtain information. Scientific observations are purposeful and planned, systematic and repeatable.

2. Literature research method

The literature research method is a method to obtain information through investigating literature according to a certain research purpose or topic, so as to fully and correctly understand and master the research problem. The functions of the literature research method are as follows: ① To understand the history and current situation of related issues, and to help determine the research topics. ②It can form a general impression about the research object, which is helpful for observation and visit. ③Comparative data can be obtained from actual data. ④Help to understand the whole picture of things.

3. Qualitative analysis

Conduct a "qualitative" analysis of the research object. Specifically, it is to use methods such as induction and deduction, analysis and synthesis, and abstraction and generalization to process the various materials obtained, so as to remove the roughness and the essence, remove the false and preserve the truth, from the other, from the outside to the inside, to achieve the understanding of the essence of things, Reveal the inner law.

3.1 Experience

This section focused on the personal experiences acquired during the practicum exercise. Thus, this section is divided into three sub-sections:

3.1.1 Schedule of operations and duties

Serial number	Observations	Description of Observations / Duties
1	Administrative tasks	Official reception approval, official car approval, official car rental approval, vehicle maintenance and repair approval, approval of the signing of contracts in the name of the school, approval of the use of lecture halls and conference rooms, approval of school collective activities.
2	Roles and responsibilities	Head of General Section, Office of the Principal. Assist the director in the work, do a good job of uploading and distributing and coordinating between the school leaders and the internal departments of the unit, contacting local governments and higher education ministries, focusing on the central work of the school, actively implementing various decisions and deployments, so as to be accurate, timely, and Efficient and implementation are the basic work

		requirements, to ensure the normal and effective operation of the school's party and government work, and to provide guarantee services for the entire school's teachers, students and employees.
3	Scope of work in educational institution	<p>-1.Responsible for the party committee, president's office meeting, meetings and conference affairs; responsible for the comprehensive coordination and guidance of major school meetings (activities) and important tasks;.</p> <p>-2.Broaden the channels of external contact, strengthen the contact and exchanges with fraternal universities and related departments; be responsible for receiving visits and visits from higher-level leading agencies or fraternal organizations.</p> <p>-3.Supervise and inspect the implementation of higher-level documents and school party committees, administrative decision-making and deployment, and the implementation of important instructions from school leaders by all colleges and departments (units), timely feedback information, make suggestions, and supervise</p> <p>-4.Responsible for the organization and implementation of school information disclosure, receiving letters and visits from the masses, and doing a good job in letter and visit.</p> <p>-5.Deepen the school's "maximum run once" reform and advance the school's digital reform work。</p> <p>-6.Guide the business work of the school's</p>

		<p>secondary colleges and departmental offices.</p> <p>-7.Responsible for the dispatch and management of public vehicles for school leaders.</p> <p>-8.Responsible for the assessment of the school's annual work tasks</p> <p>-9.Management of school staff canteen</p> <p>-10.Review of school law related matters</p> <p>-11.Approval of school activities and use of lecture hall</p>
4	Knowledge, Skills, Attitude (Competency)	Education management knowledge, legal knowledge, communication and coordination ability, statistical analysis ability
5	Types of Instructional supervision in educational institution	<p>The Academic Affairs Office is responsible for the most extensive supervision and feedback of teaching quality.</p> <p>The Education Supervision Office is responsible for spot checks and reports on teaching quality.</p>
6	Professional Learning Community (PLC)	Provide high-quality teaching leadership and administrative management capabilities at the school level through leaders, mentors, and colleagues.
7	Process in helping teachers to effectively organize their learning activities	<p>- Enhancing skills and confidence of teachers in specific areas.</p> <p>-Organize professional training and salons at the right time.</p> <p>-Share and impart knowledge through the school OA system.</p>
8	Leaders in driving education	The principal of the school and 8 other deputy principals.

	policy into practice in schools	
9	Problems of the organization In planning, evaluation, and decision making	<p>-There are situations in the organization that the organization setting cannot be adjusted in time according to the development of the school, and the position setting is adjusted according to the personnel.</p> <p>-The school principal's office meeting is the school's highest decision-making body.</p> <p>Major decisions of the school are made through the school principal's office meeting.</p>

3.1.2 Knowledge Acquired

1. Familiar with basic administrative principles and related laws and regulations, understand simple daily administrative affairs handling principles and official document handling skills.
2. Have knowledge of strategic planning and be able to plan administrative management from the school's perspective
3. Able to properly coordinate the relationship between the various departments in the school, the relationship between the school and the government, the relationship between the school and the sister colleges, etc., and at the same time do a good job in school public relations and image publicity.
4. Perfectly realize the management of the fleet and arrange the dispatch of vehicles.
5. Proficiency in performing the whole process of official reception.

6. Use the campus OA management system proficiently, create management items, and realize online approval of items.
7. Strong work judgment ability.

3.1.3 Working relationship with the staff

1. Treat each other equally. Colleagues are kind and friendly when getting along, and don't distinguish between close and close. Under normal circumstances, treat colleagues equally and impartially.
2. Do a good job of unity. Colleagues should not only pay attention to business affairs, be honest and outspoken, but also dare to criticize and self-criticize.
3. Mutual support. Colleagues are their own partners at work, and they take the initiative to care for and help each other during work. When colleagues need support, they should come forward. Do your best to help, without attaching other conditions or requirements.
4. Avoid arrogance and rashness. At work, be open-minded and be good at learning from colleagues around you.
5. Respect employees. Recognize the dedication and effort of employees, explore and cultivate the initiative of employees in charge, and realize the self-worth of employees through work.

3.2 Related literature search

Some books have unique perspectives, professional analysis, and vivid case demonstrations, which inspire me very well.

“Educational Management: Redefining Theory, Policy and Practice” by Tony Bush , Les Bell , Jane Bolam , Ron Glatter ; “Educational Administration Policy, and Reform”by Wayne K. Hoy (Editor), Cecil G.

Miskel (Editor); “What They Don't Tell You in Schools of Education about School Administration” by John A. Black (Author)”;The Schools Our Children Deserve: Moving Beyond Traditional Classrooms and “Tougher Standards” by Alfie Kohn (Author).

SECTION FOUR

RESULTS OF THE PRACTICE AND LEARNING

4.1 Position situation

My department is the office of the principal of Yiwu Industrial & Commercial College. The main responsibilities of the principal's office are: Yiwu Industrial & Commercial College Principal's Office is a comprehensive office of school administration. It is the core hub for uploading and distributing, coordinating left and right, and contacting inside and outside. It mainly focuses on the school's central work and actively implements various decision-making arrangements to be accurate, timely, efficient, and Implement it as a basic work requirement, ensure the normal and effective operation of the school's party and government work, and provide guarantee services for the entire school's teachers, students and employees. The main responsibilities include official document processing and comprehensive written materials work, comprehensive coordination and supervision work, school official reception and external liaison work, comprehensive conference work, special research and development planning work, seal management and confidential confidentiality work, alumni work, archives Management and information disclosure work.

The main tasks of the Comprehensive Section of the principal's office where I work are:

-1. Responsible for the party committee, president's office meeting, meetings and conference affairs; responsible for the comprehensive coordination and guidance of major school meetings (activities) and important tasks.

-2. Broaden the channels of external contact, strengthen the contact and exchanges with fraternal universities and related departments; be responsible for receiving visits and visits from higher-level leading agencies or fraternal organizations.

-3. Supervise and inspect the implementation of higher-level documents and school party committees, administrative decision-making and deployment, and the implementation of important instructions from school leaders by all colleges and departments (units), timely feedback information, make suggestions, and supervise

-4. Responsible for the organization and implementation of school information disclosure, receiving letters and visits from the masses, and doing a good job in letter and visit.

-5. Deepen the school's "maximum run once" reform and advance the school's digital reform work.

-6. Guide the business work of the school's secondary colleges and departmental offices.

-7. Responsible for the dispatch and management of public vehicles for school leaders.

-8. Responsible for the assessment of the school's annual work tasks.

-9. Management of school staff canteen.

-10. Review of school law related matters.

-11. Approval of school activities and use of lecture hall.

4.2 The basic requirements of the job

-1. This position requires a good understanding of the job responsibilities of other departments of the school. Accurately judge the various departments involved in a document from a higher level and a task assigned by school

leaders, and organize and coordinate. You must have a good understanding of the professional settings and running characteristics of each second-level college, so that you can accurately issue tasks. At the same time, it is required to have a clear understanding of the working style and cognitive ability of the person in charge of each department, so as to carry out the assignment and coordination of tasks in a way that is conducive to the development of work.

-2. It is necessary to have a correspondingly rich reserve of legal professional knowledge, discover the school's legal problems in time, and protect the school's interests from harm.

-3. The development of the times changes with each passing day, and the administrative management of colleges and universities will also gradually progress. This is a long way to go and a work that continues to advance. In order to ensure that we can always keep up with needs and develop and progress, we must regularly participate in training and learning, and constantly train and learn new ideas, new skills, and new experiences in place to enhance our ideological awareness and professionalism.

4.3 Feeling and gaining

I feel a lot about this position. On the one hand, I deeply feel the importance of the management of the Party Academy. On the other hand, management is an art. Only the knowledge of management theory is not enough in actual work. The combination of theory and practice can do a good job. Management work, so during the internship, I humbly learned from the office director, and rationally used the educational management knowledge to accumulate some experience for future work. To Management work is first to recognize the objects of management, and to have a

preliminary understanding of the objects of management, otherwise your management will be blind, management will not be in place, and coordination will be hindered. Only when it is targeted, education management can be convincing.

SECTION FIVE

CONCLUSION, DISCUSSION, and RECOMMENDATION

5.1 Conclusion

Studies have shown that the position of Head of General Section, Office of the Principal requires a lot of time to learn, a lot of experience accumulation, a high degree of understanding of the school's internal functional departments and secondary colleges, as well as professional management and legal knowledge and skills. Inheritance and sharing are particularly important to the work of this post. At the same time, this position may have too many responsibilities and insufficient staffing. Through systematic education and management studies, my administrative management level has been rapidly improved, and I have looked at problems more profoundly and comprehensively. Coupled with the application of specific knowledge, my work has been highly recognized by colleagues, department leaders, and school leaders.

Therefore, I will not hesitate to recommend that this course be continuing the program. This will enable graduates to gather valuable experience in education management actually demonstrate how to plan, execute, act, and perform administrative duties.

5.2 Recommendation

Based on my position, I thought about the school's organizational structure and the development of personal abilities and made the following suggestions:

1.Strengthen the construction of organizational culture

To scientifically apply the learning organization theory, this requires progress from many aspects. To from the cultural level, we must pay attention to the construction of a learning organization culture and pay attention to sustainability. To continue the creation of a learning cultural atmosphere, the administrators themselves must strengthen their lifelong learning attitude degree. Give full play to the positive role of learning organization theory. The development provides motivation, by actively shaping the learning-oriented organizational culture, encouraging education managers to study and accumulate energy, which will help improve the quality of the administrative management team.

2. Effective implementation of learning strategies

Actively encourage senior administrators to play a demonstrative and leading role. Those with qualifications and rich experience in the team must play their own value and invest in new organizational team building activities through the application of learning organization theory. Therefore, senior administrative management personnel should take the lead in fully reflecting their own management experience and professional attitude. Senior administrators should pay attention to

experience sharing, and explain and guide through the identity of a mentor, so as to promote the efficient learning of the team.

3. Strengthen the rational optimization of the organizational structure

Optimize and adjust the administrative organization structure of colleges and universities, and integrate the essence of learning organization theory into it. Use the learning organization theory scientifically to optimize the organizational structure, promote organizational innovation based on research and demonstration, decentralize decision-making power, and mobilize the enthusiasm of the responsible body through the role of the responsible body at all levels, and combine the specific work situation. Scientifically adjust the organizational structure, give full play to the advantages of the organizational structure, reflect the advantages of flattened and flexible organizational structure in specific work, and create a scientifically structured administrative management team.

4. Focus on effective improvement of work efficiency

By breaking organizational boundaries to maximize organizational effectiveness, quickly transforming data into useful knowledge and the courage to take risks, effectively improving the quality of the administrative management team. Through the policy forces of administrative agencies to break through organizational boundaries, colleges and universities form partnerships, strengthen mutual cooperation, give full play to the role of the overall coordination of

action, and strengthen mutual cooperation and exchanges, so as to effectively improve the overall quality of the administrative management team.

5. Provide on-the-job learning opportunities and learning support

Providing learning support is the fundamental condition for the growth of administrative personnel. Administrative staff is different from the full-time teacher series. They work relatively fixedly and have limited learning time. Only learning opportunities cannot complete the learning process. They also need learning support. Learning support is the support and guarantee provided by colleges and universities for learning when conditions permit. Colleges and universities need to provide policy guarantees for administrative staff and issue relevant documents for on-the-job learning or participating in training; increase investment in the economy, allocate special funds for learning or training projects, and offer tuition reductions and exemptions for in-service employees for Masters and Doctors.

6. Improve the enthusiasm of administrative staff

Improve the welfare guarantee for administrative staff and increase job satisfaction. On the one hand, colleges and universities should provide a better working environment as much as possible. Pleasant working conditions can improve the job satisfaction of administrative staff; on the other hand, they should pay attention to the life needs of administrative staff and establish a salary that is compatible with the

local economic and social development. Institutions and housing policies, etc., enhance the happiness of administrative staff at work. Provide learning opportunities and competitive platforms to encourage administrative staff to learn and act on their own initiative. On the one hand, administrators should improve their knowledge of the job position. Management is not a simple mechanical duplication of tasks. They should give full play to what they have learned to achieve fine and professional management; on the other hand, schools should provide learning and competition. The necessary conditions are guaranteed, such as establishing a regular learning and training system, evaluating and rewarding the effects of learning and training, strengthening the construction of peer-to-peer mutual assistance "elderly people bring newcomers" and other systems, motivating administrators to learn independently and develop the habit of lifelong learning.

7. Persist in the professional training of administrative personnel

The development of the administrative management profession is inseparable from the teaching of basic administrative knowledge. This is both a classic and a foundation. Only the basic skills of administrative management expertise can make subsequent in-depth learning the icing on the cake. In addition, it is also indispensable for the reading requirements of classic books on administrative management. The aim is to comprehend what the classroom has learned

from classic books and continuously improve the administrative quality of administrative management students.

-Insist on diversified cultivation.

As a branch of management, the major of educational administration management is a highly intersecting and comprehensive discipline, involving administrative, management, political science, law, economics and other disciplines. Therefore, it is necessary to proactively master and apply various knowledge in order to prepare for improving its competitiveness.

-Insist on specialization training

Local colleges and universities regard serving the local area as one of their teaching goals, and require the cultivation of relevant management talents based on the characteristics of the local economy. Our school is characterized by "entrepreneurship", "creative" and "international education". It is necessary to give full play to the characteristics of Yiwu Industrial & Commercial College and cultivate corresponding management talents. The combination of management and school-running characteristics is also a feature and opportunity for the development of the administrative management profession.

8.Strengthen the construction of management talent team

Increase the construction of the talent introduction system and the talent guarantee system, and introduce and retain high-level administrative talents. In addition, we must also pay attention to the age structure of administrative personnel, increase the reserve of young

cadres, and do a good job in linking new and old employees to avoid the phenomenon of "generation".

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Appendix



Yiwu Industrial & Commercial College



Receiving visiting guests



Receiving visiting guests



Our official car



Conference Services



Conference Services

Auto Bibliography

Student's Name: Xiaohu Luo

Date of Birth: March 1986

Education Background: Bachelor of Arts and Design from Zhejiang Sci-Tech University, Bachelor of Laws, Guanghua School of Law, Zhejiang University.

Workplace: Yiwu Industrial & Commercial College

Work Experience: Served as the assistant to the general manager for 2 years in the company, 6 years in the grassroots government, 7 years in the school, teacher work experience and educational administration management work experience.