



MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS 2019/2020 ACADEMIC YEAR FOURTH YEAR FIRST SEMESTER

SCHOOL OF EDUCATION BACHELOR OF EDUCATION

COURSE CODE: EDA 4105

**COURSE TITLE: EDUCATIONAL ADMINISTRATION
AND LEADERSHIP**

DATE: 16TH DECEMBER, 2019

TIME: 1430 – 1630HRS

INSTRUCTIONS TO CANDIDATES

Answer question 1 (ONE) and any other two questions

Q1. a) Define the following concepts of educational administration and leadership

- i. Leadership (2 marks)
- ii. Decision making (2 marks)
- iii. Educational administration (2 marks)
- iv. Motivation (2 marks)

b) Highlight **four** functions of educational management (8 marks)

c) Discuss **four** strategies a Principal may employ to practice democratic leadership style in school administration (8 marks)

d) Explain **three** factors that are likely to hinder effective coordination in secondary schools (6 marks)

Q2 a) Discuss **five** ways how a school headteacher may apply administrative principles of Max Weber to educational administration and leadership (10 marks)

b) Elaborate Five benefits of involving parents in Decision Making in Secondary school management (10 marks)

Q3 a) State four functions of the Teachers Service commission in Kenya (4 marks)

b) Using appropriate examples, explain seven roles of effective communication in achieving school goals. (12 marks)

Q4 a) “Whenever a new Programme is introduced at Secondary schools, a number of teachers resist its implementation” in relation to this statement, elaborate on the reasons behind such scenario. (10 marks)

b) Using five examples, discuss administrative issues that hinder positive discharge of principals duties in Secondary schools (10 marks)

Q5 a) Discuss key issues addressed by any five Ministry of Education Circulars that have shaped the development of Basic Education since the year 2000 in Kenya (10 marks)

b) Explain five strategies a school administrator may employ to motivate the teaching and non-teaching staff by applying Maslow theory of needs (10 marks)