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Signed: [Signature] Date: 4th MARCH 2000
MANAGERIAL ACTIVITIES OF A SECONDARY SCHOOL
PRINCIPAL: A CASE STUDY

Siti Hawa bt Hashim

A Project Paper Submitted to the Faculty of Education,
University of Malaya in Partial Fulfilment
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2000
I humbly dedicate this piece of work to my late sister, Habibah, who by the will of Allah did not live long enough to share in the joy and exhilaration that comes with culminating a journey as this one.

To my mother, Hjh Santiqah and my father, Hj Hashim...
...whose fortitude and vision began my dedication. Their persistent self-denial, constant nurturing and devoted prayers brought my efforts to fruition.

May Allah shower his choicest blessing and mercy upon all of them.
ABSTRACT

This study attempts to provide an overview of the managerial activities performed by a secondary school principal. The purpose of this study is to determine if there are any discernible pattern of managerial duties being carried out by the said principal, in term of intensity and consistency. Further, to determine if there is a pattern that can be ascertained from the activities being carried out and what, if any, are the activities that warrant the most time spent. Finally, to ascertain whether the results of this study are consistent with research carried out by earlier researchers.

The subject of this study is the principal of an all girls’ secondary school in Petaling Jaya, Selangor. The study is carried out using the qualitative method, where a structured observation was done on the subject to collect data pertinent to this study.

It is seen from this study that the principal does indeed carry out several managerial activities that can be categorized into several different work patterns based on the importance of a particular function. She was observed as having set up some kind of routine in order to carry out the said function.
The time spent and the intensity of a particular activity each day, too, exhibits a varied pattern.

The pattern observed too does exhibit common and similar characteristics to those found by earlier when comparisons are made. It is also found that the principal's main activities are handling paper work followed by monitoring and interacting with outsiders. In general, the results obtained from this study are consistent with the results obtained by various researchers in earlier studies.
AKTIVITI PENGURUSAN SEORANG PENGETUA SEKOLAH MENENGAH: SATU KAJIAN KES

ABSTRAK

Kajian kes ini merupakan satu usaha ke arah mendapatkan satu gambaran berkenaan aktiviti pengurusan yang dilaksanakan oleh seorang pengetua sekolah menengah dalam tempoh satu minggu persekolahan. Tujuannya adalah untuk menentukan sama ada terdapat sebarang pola pelaksanan tugas yang tetap berdasarkan penekanan tumpuan dan kekerapan yang dijalankan oleh pengetua tersebut. Seterusnya kajian ini juga adalah untuk memastikan sekiranya terdapat corak tertentu daripada aktiviti-aktiviti yang dijalankan dan apakah, seandainya ada, aktiviti-aktiviti yang diberikan tumpuan yang lebih mengikut masa yang diperuntukkan. Akhirnya, dapatan kajian ini akan dibandingkan dengan hasil kajian pengkaji-pengkaji lain sebelum ini untuk melihat persamaannya.

Subjek kajian ini ialah seorang pengetua dari salah sebuah sekolah menengah perempuan di Petaling Jaya, Selangor. Kajian ini dijalankan dengan menggunakan kaedah kualitatif, iaitu, melakukan pemerhatian atas pengetua tersebut sebagai cara perolehan dan pegumpulan data.
Daripada tinjauan kajian ini dapat dikesan bahawa pengetua tersebut menjalankan beberapa aktiviti pengurusan yang boleh dikategorikan dalam beberapa corak kerja yang berbeza berdasarkan kepentingan fungsi kerja tersebut. Masa yang diperuntukkan serta pertambahan kekerapan aktiviti yang dijalankan juga memperlihatkan kepelbagaian corak yang tertentu. Sejajar dengan ini, didapati fokus aktiviti utama pengetua tersebut adalah dalam mengendalikan urusan kerja-kerja rencam perkeranian dan diikuti oleh urusan melayan dan berinteraksi dengan orang luar.

Secara am, dapanan kajian ini adalah konsisten dan sejajar dengan dapanan kajian pengkaji-pengkaji lain sebelum ini.
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