THE ROLE OF CAPACITY BUILDING PROGRAMS IN SHAPING SCHOOL ADMINISTRATION

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ABSTRACT

The capacity-building program is essential to providing quality in any area. We are discussing the role of capacity-building programs in the school administration. These programs showed a significant impact on educational services. This article emphasises how capacity-building programs help improve skills in various areas and create a positive and efficient work environment in the school. This article explains the role of the school administration, emphasising educational challenges and strategies to improve performance, efficiency, and the school environment

KEWWORDS:- School Administration, Capacity Building, Leadership

INTRODUCTION

School is a mini social organization established by society for its purposes.In this contemporary era, when society is developing quickly, schools are also growing as formal agencies and are one of the most significant educational agencies. These schools are designed for the best teaching and learning process, where a child prepares for the future and develops knowledge and social skills through real-life experiences. These schools transmit different cultures, provide an educated environment, develop society, and create educated citizens for the nation.

The term "school administration" describes the collection of concerted efforts used to manage school operations, such as organizing, planning, monitoring, and assessing activities to ensure that institutional objectives are fulfilled. This procedure entails advising and persuading people to maximise school operations and enhance educational achievements(Sabayleh, 2024).All levels of school administration are responsible for daily operations. They are responsible for running each administrative function at schools. Daily and in times of emergency, a school administrator sustains programs and provides leadership. A school administrator maintains public relations, discipline, budgets, and logistics. The norms and rules that have been put in place for the school should be followed accurately for the administration to work effectively. The organization can achieve its goals by adapting to the changing society. Nevertheless, some school administrators have not considered how their administrative doctrines impact students' academic performance. Consequently, some administrators have difficulty running their schools (Akinnibagbe, 2003).

The act of creating and enhancing the abilities, procedures, resources, skills, and instincts that communities and organisations require to endure, adapt, and prosper in a rapidly changing world is known as capacity-building. Transformation created and maintained over time from inside is a crucial component of capacity-building; this type of transformation extends beyond job completion to include shifting attitudes and mindsets. Building increases something's quantity over time, and capacity is the ability to comprehend or perform an action. At the institutional level, it focuses on an organization's overall operating and performance ability and its capacity for change adaptation.Internal policy creation and reorganisation of procedures in the schools (Onuh Alfa Matthew et al., 2024).

Capacity building is the process of raising the knowledge, skills, and capacities of an individual, an organisation, or a system so that they can perform their work efficiently. In education, it becomes a deliberate strategy to enhance the skills of teachers so that they can adapt to changes, embrace new teaching methods, and continuously develop their professional competence (Kanwar, 2024).

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Capacity-building programs also focus on improving the school leadership to run schools effectively and efficiently. These programs offer different opportunities in the professional development area, training for teaching and non-teaching staff, and addressing the diverse needs of the schools. They are also helpful in creating an effective complex school environment. Increasing a person's, group's, organization's, or system's capacity to accomplish goals or function more effectively is known as capacity building or development. Different strategies are included in capacity-building programs to shape the school administration, such as training administrators in technical skills, management skills, system development, and networking and collaborations.
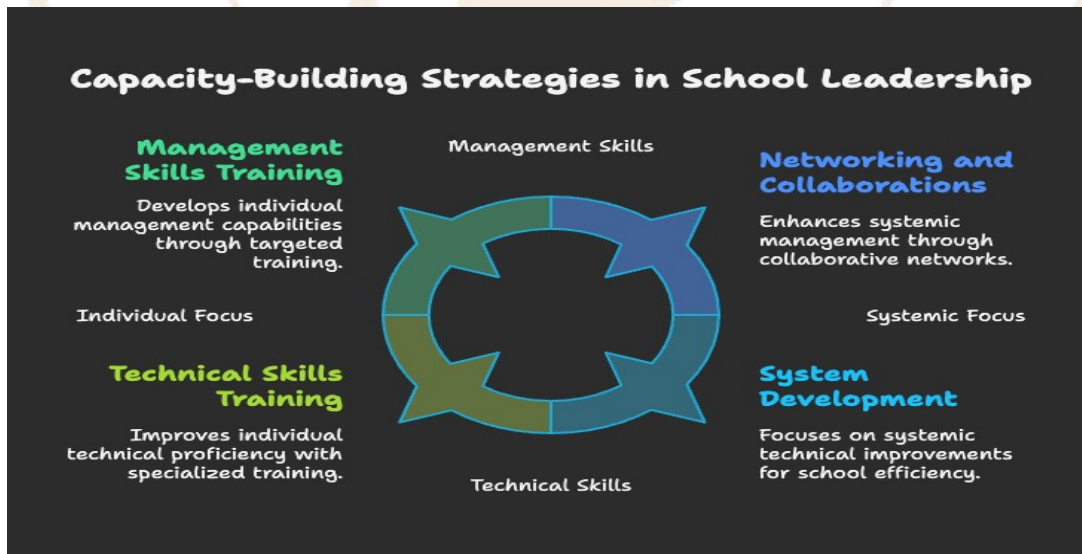
The points below are important key areas of capacity-building programs that can be helpful to shape school administration.

1. **Develop essential skills for excellence administration;** In the education system, the role of school administrators is more crucial. Developing staff skills is a form of support and a transformative impact that shapes the institution. These

capacity-building programs help complement the administrative functions and educational processes by focusing on the school's day-to-day operations. These essential skills empower the school leaders, enabling them to tackle challenges and hold them accountable for the school organisation.

2. **Empower administrative staff to improve teaching learning process :** A well-structured capacity-building program offers comprehensive training that equips administrative staff with the necessary skills and knowledge to provide invaluable support to school teachers. An investment in capacity-building programs empowers administrative staff, such as through organizational skills, effective communication techniques, and innovative problem-solving strategies. These programs enhance the confidence and competence of staff members, which ultimately supports teaching quality. It helps sustain excellence and transformative educational experiences in the educational institution.

3. **Train administrative staff on use of digital tools and various platforms:** In today's rapidly evolving digital landscape, educational organisations or schools also ensure that team members in administration are equipped with the necessary skills to leverage modern technology effectively. Capacity-building programs essentially focus on staff with the knowledge and proficiency needed in digital tools and platforms. They support efficiency in streamlining the data management process and effective communication in the school organisation. This capacity-building program leads to enhanced productivity, future success, and sustainability in the digital world.

4. **Enhance interpersonal and communication skills:** Capacity-building programs play an essential role in developing interpersonal and communication skills, leading to improved interactions and a more cohesive educational environment. Capacity-building initiatives provide training that focuses on enhancing both verbal and nonverbal communication skills. Improved communication leads to effective classroom interactions and the ability to express ideas more clearly. These programs help participants develop empathy, cultural sensitivity, and emotional intelligence to support school teachers, students, and various stakeholders.

5. **Administrative staff education on institutional polices and governance:** Capacity building programs structured educational initiatives to enhance the skills, knowledge, and various kinds of competencies. They also deliver comprehensive training on academic and institutional policies and mandatory compliance. These programs are not only focused on providing information but also aim at a deep understanding and practical application of complex concepts. By participating in these programs, staff can learn comprehensive policies and govern the institutions. The school's Administrative staff can be equipped with the tools needed to translate policies into practical work situations and ensure that institutions can implement these policies efficiently and effectively to invest in future success, sustainable growth, and compliance excellence.

6. **Unlocking networking opportunities for administrative excellence:** Capacity-building programs catalyse professional growth to support and encourage networking among administrative staff members. These programs offer opportunities to exchange strategies and ideas that have proven successful in respective environments. Different professionals can connect and collaborate, drive innovation and excellence within the institutions to gain support, mentorship, and collective wisdom in their field. It promotes the power of networking in administrative professionals to reach new heights of achievement.

7. **Enhancing administrative support services:** Capacity-building programs play a crucial role in establishing an effective process to gather feedback from school teachers, students, and other staff members; they provide continuous feedback to improve the administrative support services in the school administration. These programs serve as a pivotal mechanism for fostering a culture of constant improvement. These programs equip administrative staff with the basic and necessary skills and knowledge to implement a systematic feedback process. These programs provide training on feedback collection methods and express their needs, challenges, and suggestions in administrative work. Educational institutions can efficiently ensure their administrative support services are aligned with the evolving needs of their community to create a dynamic, responsive, and student-centred academic environment.

8. **Evaluation of Administrative support, teaching quality and institution performance:** Capacity-building programs have become central instruments to strengthen administrative support, impacting teaching quality and institutional

performance. The principal aim is to evaluate how well-planned programs can strengthen administrative personnel, allowing them to better assist teachers. By promoting a strong administrative foundation, these programs are in a position to significantly improve teaching quality and the resultant enhanced learning environments for learners. It will emphasize the indispensable role of empowered administrative units in schools' delivering excellence and exceeding contemporary education challenges.

Enhancing the quality of education is largely dependent on school administrators' abilities. Proficient and productive administrative personnel can bolster educational institutions' organizational and financial success. Too much administrative capacity can result in economic losses, and sustainable performance depends on making the best use of human resources (Suryana et al., 2018).

Challenges and strategies in capacity building programs in relation to school administration.

1. Administrative staff must receive training and development to become more technically and professionally competent. This covers the development of managerial and administrative abilities and instruction in the use of information and communications technology (Nuraini et al., 2022).

2. Cooperation and collaboration that work. To raise the standard of education, the administration and teaching staff must work together effectively. This entails establishing trust mechanisms and a positive work environment, as well as planning seminars and collaborative training (Putri et al., 2024).

3. To ensure that technology is used successfully in schools, school administrators must also receive technology training. This training ought to be hands-on and relate technology to school administrators' professional lives. To properly perform administrative duties, one needs strong technological knowledge and abilities.

4. Leadership position in support and supervision. The principal and other school leaders oversee and assist administrative personnel. Principals can enhance their technical and professional competence by actively communicating and working with administrative staff (Abrori&Muali, 2020).

CONCLUSION

The capacity building program in relation to school administration plays an important role in improving the educational system or school system. These programs enhanced the efficiency and effectiveness in the school administration. The focused areas discussed on continuous development of staff, leadership training, empower with skills and knowledge, use of digital tools and platforms, depth knowledge on institutional policies and regulations. School management strategies contributing the ideas in the practices, decision making process, necessary skills to adapt accountable environment. As schools face ever-more sophisticated challenges, continued investment in capacity building can only be seen as a support mechanism and a strategic imperative for educational reform. Additional research will have to continue examining the long-term effects of such programs and their transferability to a wide range of educational contexts.

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