

Appendix C

Part I : Administrative Abilities

INSTRUCTIONS : Below is given the background of a hypothetical case of the Director of a big school, Mr. Sompoom. In relation to this case, certain problematic situations are given which require a decision to be made on the part of the Director. The probable decisions are also given under the column choices. Any one of the these decisions can solve the problem.

Now, you read the background of the case and suppose, that, you are the Director. Read each situation and the choices a, b, c, d carefully. Indicate your actual decision by tick marking () any one of the given choices. Please note that there is no wrong answer in any choice. Your answer is only to show how you would face each problem.

BACKGROUND Sompoom is the director of a big school under the Officer of the National Primary Education Commission (ONPEC). His school has been selected to be the exemplary primary school for 3 subsequent years. That's why he was asked to present the project called 'The Development for the Perfect Primary

School in the seminar for the school directors all over the country next month. He and the teachers in his school for this project have to work hard. They are all serious.

No.	Situation	Choices
1	Sompoo was asked by the Director of the Office of Provincial Primary Education (OPPE) to take responsibility for "Suggestions for Improving Academic Tasks in Primary School". He has 3 days to decide whether to accept the job or not. What should he do?	<p>...a. Discuss it with the teachers in his school within 3 days, then say "yes" or "no".</p> <p>...b. Refuse and also tell the director that he's busy.</p> <p>...c. Suggest that OPPE should set up a program for a practical seminar.</p> <p>...d. Ask the director for one more week to think about it carefully.</p>
2	Sompoo's plan was accepted by the director. The director assigned him to take total responsibility. Which is the best way to appoint the chairman for each committee?	<p>...a. Appoint the chairman from the Province Primary Education Committee by himself.</p> <p>...b. Ask for volunteers from the planning group.</p> <p>...c. Suggest the people for the</p>

director to appoint.

...d. Ask for advice from the
Province Primary Education
Commission.

3 The chairman were already appointed. Now it is the time to form the committees. Which way is the best way for Sompoom?

...a. Set lists of the committees himself, then hand it to the chairman.

...b. Hand lists of the committees to the director to forward to the chairman.

...c. Let the chairman set up the committee themselves.

...d. Discuss selection with the chairman.

4 Now planning process is going on what should Sompoom do for coordination?

...a. Meet with the group coordinators every week.

...b. Have discussions with each coordinator every 3 days.

...c. Let the coordinators take responsibilities fully.

...d. Meet with the coordinators everyday.

5 Sompoom's wife has a heart- ...a. Stop work and stay at home

attack. She has to be taken
care of at home for at least
3 weeks. What should Sompoom

to take care of his wife for
2 weeks.

...b.Go on working but ask the
school nurse to take care of
his wife at home.

...c.Work 3 days a week and ask
his cousin to take care of
his wife.

...d.Work everyday but some days
in the afternoon go back
home and phone up to school.

6 To-morrow will be annual
meeting, Sompoom has heard
that his assistant director
in academic affairs and some
weachers are not satisfied
with him because they have
to work hard. The case may
be a problem at to-morrow's

...a.Keep quiet,it's may be only
a rumour.

...b.Have the assistant director
report to him.

...c.Ask the assistant director
to stop his movement for the
sake of the school.

...d.Report to the director of
OPPE about the rumour and
ask for his advice.

BACKGROUND

Though Kindergarden Ruangwit School under ONPEC is a very big school, but no one wants to be administrators because there're a lot of problems in the school, specially personnel problems with the 3 groups; teachers, authorities and workers. The school plants are also a problems. Nevertheless, Wipak who is appointed to be the administrator is very happy because he is challenged by those problems.

No.	Situation	Choices
7	After he achieved a good understanding along with the groups and individuals. What should he do next?	...a.Call a meeting and explain all work to everyone clearly. ...b.Check all collected data with persons who are familiar. ...c.Get more data from the School Committee. ...d.Discuss how to develop the work with the assistant directors and heads each group.
8	Wipak also tries to improve his work to be more	...a.Punish the person who makes a mistake under his authority.

- efficient. What should he do?
- ...b. Encourage more work be done during office hours and work harder himself.
 - ...c. Note the need to set work priorities and then call for discussion to find solution.
 - ...d. Discuss and advise everyone in a friendly manner.
- 9 The alumni donated computer to school as Wipak asked, but Wipak knows nothing about computers. What should he do?
- ...a. Study about computers with an expert.
 - ...b. Learn all the computers' system
 - ...c. Study seriously how to use computers by himself.
- 10 Sopa, the typist is very inefficient. She always makes mistakes and works very slowly because she is inattentive and unambitious. What should Wipak do?
- ...a. Ask that a good typist with high responsibility works with her.
 - ...b. Critize Sopa for her poor work and give her another chance.
 - ...c. Force her to do more work and to improve her skills.
 - ...d. Advise her to study and practice typing as much as possible.

- 11 Now, everyone in the school has better morale. They work hard and cooperate with the other group very well. However, Wipak needs the school to be in the top form. What should he do?
- ...a. Encourage everyone to do more and more work.
 - ...b. Set the rules for working hard seriously.
 - ...c. Praise everyone's ability sincerely.
 - ...d. Promise to work hard with everyone for the school.

BACKGROUND Chalee is principal who is a symbol of the new breed of teachers. He was elected to be the representative of the school cluster. He is innovative and fights for right. Today, there's a meeting of the District Primary School Committee (DPSC) and Chalee has to present the criteria to increase the extraordinary salary as he was assigned at the last meeting. He comes to school very early to get everything ready.

No.	Situation	Choices
12	When Chalee reaches his office There are 3 items on his table. The first is a note to call back to his	...a. Study the information in the complaint because he is their representative. ...b. Call back to his friend

friend who is a principal,
the second is a complaint
from the teachers in his sch-
ool cluster and the third is
a note from the Director of
the Province Primary School
Office asking him to solve
some problems. What should
he do?

because the last time his
friend voted for him.

...c. Study the problem in the
director's note because it
is most likely an
important.

...d. Go over and revise the paper
he prepared because he must
present it well.

13 Chalee concludes that the
cause of the problem is the
increase of double steps on
salaries. The teachers crit-
icize principal for being
unfair. What should Chalee
do?

...a. Report to the director with
all the information he has
gathered.

...b. Report to the director only
on the conclusion and tell
him that it's time to get
more information from
others.

...c. Report that it can't be
concluded now, but he will
try his best to arrive at a
conclusion.

...d. Don't do anything now, when
he has checked everything,
then report it.

- 14 The most important thing for Chalee is to get more information to find the conclusion to solve the problem. What is the best way for Chalee to do this?
- ...a.Keep note and information in the file "Express" and ask his secretary to remind him.
 - ...b.Keep them in the file "Private" and lay the file down on the table.
 - ...c.Let all documents lay down on the table to remind himself.
 - ...d.Ask the secretary to keep them in the file "Staff Personnel" because it's easy to process.
- 15 When the meeting started, one member boasted about his success and the others did too. Chalee felt that the objective of the meeting was changed. It is sure that the chairman is not satisfied, but he still keeps quiet. What should Chalee do?
- ...a.Keep quiet,only the member chairman has to take responsibility.
 - ...b.Wait till the noisy calms down, then propose to discuss only sitting the criteria.
 - ...c.Ask the boasters to suggest how to work successfully.
 - ...d.Propose everyone hold off discussion unit later and finish the meeting on time.

- 16 The meeting finished at noon, it's the time that Chalee has a date with his assistant principal in his room. However when he left the meeting room, the chairman asks to discuss some thing with him for 10 minutes. What should he do?
- ...a. Ask the chairman to wait for 2-3 minutes, then go out to see his assistant principal.
 - ...b. Tell the chairman that he has no time because he has a date with his assistant principal.
 - ...c. Have the discussion with the Chairman because he should be the most important person.
 - ...d. Ask his secretary to tell his assistant principal, then he has a meeting with the chairman.
- 17 Chalee went back to his office at 1.00 p.m. sharp. After he his urgent work, he's already to manage the conflict between the principal and the teachers which is his responsibility. what should he do in making his report's conclusion?
- ...a. Write a letter to the principal and the did all representative of the teachers who complained, asking them to report all the details and hand them in within 3 days.
 - ...b. Teel his secretary to have

both sides writ a report
for him.

...c. Phone both sides himself
for other details.

...d. Meet both sides himself and
ask them to present details
of the conflict.

18 Chalee found that the cause
of the problem is a misunder-
standing. The principal is
dictatorial. It's also a case
of nonatisfaction from a big
group of the teachers, What

...a. Report to the director that
is a common problem in
every school, after that
the problem will solve it
self.

...b. Report all cause and tells
the director that the
principal must adjust his
behaviour and
administrative style.

...c. Tell the principal that he
will report his week points
to the director

...d. Tell the teacher who
complained that he will
process everything fairly.

The Scoring Keys (Administrative Abilities)

The following lists give the correct responses for each of the numbers.

Planning					Organizing					Controlling				
No.	Scores				No.	Scores				No.	Scores			
	a	b	c	d		a	b	c	d		a	b	c	d
1.	4	1	2	3	7.	1	2	3	4	13.	2	4	3	1
2.	3	2	4	1	8.	1	3	4	2	14.	4	3	2	1
3.	1	2	3	4	9.	3	2	1	4	15.	1	2	3	4
4.	4	3	1	2	10.	4	2	1	3	16.	4	2	1	3
5.	1	3	2	4	11.	3	1	4	2	17.	2	1	3	4
6.	1	2	4	3	12.	3	2	4	1	18.	1	4	2	3