



Resource management is concerned with the prudent utilization and maintenance of human, material, financial and other available resources for the optimal achievements of educational goals and objectives. Management of resources is to be the efficient, and effective development of organization's resources as at when needed. The aim is it to be the effective acquisition, utilization and maintenance of the supplies needed in the educational system.

Definition:

Resource management is concerned with the procurement, acquisition, utilization and maintenance of teaching and learning equipment and facilities by the managers of educational institutions through an effective training of the teachers.

Prudent, efficient and effective management of the available but scarce institutional resources hinges on the leadership of the education institutions who are expected to be dynamic and up and doing in the training of the teachers. Basically, educational resources to be managed by the managers of the institutions are both human and material. Among such material resources are physical, financial and information resources in educational institutions. These resources are crucial inputs to be well managed by the institutional heads through their well trained teachers in their job performance.

- Human resource are truly the highest assets of an organization, because no matter the amount of capital invested in an organization, its success or failure depends on the quality of people who plan and execute its programme. Human resource management has big impact on team work and consequently affects organization performance.
- Material resources such as physical facilities, classrooms, textbooks, libraries, laboratories, workshops, furniture and fittings are required for effective academic work.
- Financial resource refers to the available money allocated to any organization for spending. This can probably be in form of cash for schools in order to be able to operate efficiently and sufficiently well towards the attainment of overall sustainable development.
- Achieving effective school resource management is a set of activities which are classified as planning, organizing and leading are required by administrator in order to use the available resources to achieve desired outcome in the most effective way. Teachers in the school system need to be well acquainted with efficient use of these resources.
- Education sector is an active process of producing quality teachers through training of pedagogical skills for overall improvement.

Concept of Education Resources

- Education resources refer to all human, material, non-material audio-visual school environment and community materials available in an academic environment to facilitate school administration and simplify the teaching learning process. They also include other fundamental materials used in the school to make teaching very easy and learning more meaningful and comprehensible to the learners. Education resources covers all those materials human and non-human, drawn or photographed, built manually or electronically





operated, books and all forms of related materials used in teaching and learning process.

- Education resources includes the teachers in the school, human beings in the community, real objects, specimen or models, and display boards, school buildings and layout, the community at large and other fundamental materials like pencils, pens, exercise books etc. which the learners are expected to have at any point in time to facilitate learning. Education resources are no doubt important in the development of a conducive teaching-learning environment. The use of these resources could give more valuable and powerful direction to the teacher than any personal efforts without the materials.
- Education resources can be effectively and efficiently managed when management activities are properly harmonized, organized, coordinated and controlled by the school management team.

Classification of Education Resources

I. Material/Physical Resources

These are the tangible resources that can easily be seen and observed in any institution.

The physical resources include the structure, the machines, raw materials, vehicles, and other tools, which can facilitate organizations activities and processes. The physical resources may not be the same in all organization. In educational system, the physical resources would include the classrooms/lecture rooms, staff offices, vehicles, health centers, library, laboratory, and so on, which directly or indirectly contribute to the achievement of goals. This can achieved by

- Preventive maintenance
- Routine maintenance
- Emergency Repairs
- Predictive Maintenance

II. Financial Resources

Financial management covers such areas as the procurement of funds, their allocation, monitoring their use in the interest of accountability and producing financial reports for the relevant stakeholders. Effective financial management ensures that:

- All financial regulations and procedures are complied with,
- All financial transactions are recorded accurately,
- Adequate controls are in place to ensure that expenditures do not exceed income, and
- Only authorized expenditures are incurred. Financial management is, therefore, an integral part of the responsibility as an education manager because, without good financial management practices, schools would find it difficult to achieve their goals.

III. Time Resources





Time utilization refers to the proper allocation of time to the various stages and tasks of administrative activities. The application of hours of duty to organizational activities is to ensure equal combination of time with other resources. The use of time is one of the parameters to measure an effective school administration. In a school system, time is managed through the use of a time table. Consequently, time management stands as an effective tool necessary for the organizations effectiveness in realization of set out objectives and goals.

Significance of Time Management in School Administration.

Proper time management in the workplace has a number of positive effects, ranging from making you a more focused and valuable employee to reducing the stress of your job. Time is a precious commodity on any job. Employers appreciate employees who can get the maximum amount of good work done in the minimum amount of time. This can achieved by

- Setting Priorities and Goals
- General Life Improvement
- Reducing Stress and
- Productivity and Performance
- Developing Employees Practicing good time management.

IV. Human Resources

Human resource constitutes a vital vein of any institution. The human resource in the school system includes teachers, support staff in the school, students, parents, community members and a host of other interest and social groups. Human resources is responsible for planning, organizing, coordinating, controlling, manipulating and maintaining other forms of resources, its administrative and forecasting ability placed it ahead of other forms of resources. The availability of human resources is not only required in school administration, but their quality and quantity must be considered if effective and efficient administration is to be guaranteed. Three major trends are typically considered, they include

- Demographics.
- Diversity.
- Skills and Qualification
- **Relevance of Human Resources Management in School Administration.**

A school cannot build a good team of working professionals without good Human Resources. The key functions of the Human Resources Management (HRM) team include recruiting people, training them, performance appraisals, motivating employees as well as workplace communication, workplace safety, and much more. The beneficial effects of these functions are discussed thus:

- Recruitment and Training
- Performance Appraisals
- Maintaining Work Atmosphere
- Managing Disputes





- Developing Public Relations

V. Information and Communication Technology (ICT) Resources

- ICTs stand for information and communication technologies and are defined, for the purposes, as a “diverse set of technological tools and resources used to communicate, and to create, disseminate, store, and manage information.” These technologies include computers, the Internet, broad casting technologies (radio and television), teleprompter and telephony.
- Information and communication are vital resources in any establishment more particularly for planning, policy making and decision making, information and communication serve as means of getting the feedback from the public, clientele and consumers.
- Some of the information communication Technologies in school administration includes the global system for mobile communication telephone, intercom, television, overhead and film projector, internet/radio, cable, etc. All these enhance quality communication within and outside the school environment.
- ICTs are a potentially powerful tool for extending educational opportunities, both formal and non-formal.

Relevance of ICT Resources in School Administration

1. The use of ICTs help improve the quality of education:

ICTs can enhance the quality of education in several ways: by increasing learner motivation and engagement by facilitating the acquisition of basic skills, and by enhancing teacher training. ICTs are also transformational tools which, when used appropriately, can promote the shift to a learner-centered environment.

2. Sharing knowledge

Students can use ICT to present their work in a highly professional format. They can create documents and slideshows to demonstrate what they have learned, and then share this with other students, with their teacher, and even via email with people all around the world. Additionally, certain types of ICTs, such as teleconferencing technologies, enable instruction to be received simultaneously by multiple, geographically dispersed learners (i.e., synchronous learning).

3. ICTs help prepare individuals for the workplace

One of the most commonly cited reasons for using ICTs in the classroom has been to better prepare the current generation of students for a workplace where ICTs, particularly computers, the Internet and related technologies, are becoming more and more ubiquitous. Technological literacy, or the ability to use ICTs effectively and efficiently, is thus seen as representing a competitive edge in an increasingly globalizing job market.

4. Access to remote learning resources

Teachers and learners no longer have to rely solely on printed books and other materials in physical media housed in libraries (and available in limited quantities) for their educational





needs. With the Internet and the World Wide Web, a wealth of learning materials in almost every subject and in a variety of media can now be accessed from anywhere at any time of the day and by an unlimited number of people. This is particularly significant for many schools in developing countries, and even some in developed countries, that have limited and outdated library resources. ICTs also facilitate access to resource persons, mentors, experts, researchers, professionals, business leaders, and peers—all over the world.

5. Processing knowledge

Students and teachers can use ICT as part of a creative process where they have to consider more carefully the information which they have about a given subject. They may need to carry out calculations (by using Microsoft Excel), or to check grammar and spelling in a piece of writing (perhaps using Microsoft Word), or they may need to re-sequence a series of events (for example by re-ordering a series of Microsoft PowerPoint slides).

VI. Community Resources

The human community resources include teachers, learners, curriculum developers, parents and other members of the society. The School administrator is to attract the movable community resources to the school or alternatively, the school could also arrange for the learners to visit the immovable resources in the community so that they would have a glimpse the real structure of what they have learnt and could have imagined, perhaps with an erroneous conception.

Relevance of Community Resources in School Administration.

- Leveraging community resources and local partnerships supports high quality academic and enrichment opportunities by broadening the experiences that may be typically offered to students and by expanding access to local expertise.
- Better aligning and utilizing these resources can also help the school system identify and access low-cost services and facilities to support learning opportunities on an off school sites. Likewise, community based activities can help students fulfill desired learning outcomes in a manner that is more engaging than traditional textbooks and assignments.
- The use of community resources can further enhance the school curriculum through expanding the goal of environment education by preparing students for the real world and helping students to become “world class” citizens.
- Community resources can help teachers teach effectively by providing motivation to students, helping students achieve learning objectives and exposing students to positive role models and real life situations. It enables the students to see the connection between the classroom and the real world.
- Community resources such as hospitals, markets, parks/recreation and other entities can effectively maximize opportunities for students, teachers and the school system.

