

## A Study guidelines Problems and solutions Personnel administration of school administrators of School Administrations under Chonburi Primary Educational Service Area Office 2

Kittisak Ungkanawin<sup>1</sup>

### Abstract

The purpose of this research was to study the guidelines for studying the problems and solving problems of personnel administration of school administrators under the Office of Chonburi Primary Educational Service Area 2 to compare personnel management problems of administrators Educational institutions under the Office of Chonburi Primary Educational Service Area Zone 2 classified by school size, administrative experience And educational level and to find solutions to personnel management problems of personnel administrators of school administrators under the Office of Chonburi Primary Educational Service Area 2. The sample groups are school administrators under the Primary Education Area Office Education Chonburi Area 2 Number 112 people for the sample group that used 12 interview techniques the results of the study showed that the personnel management of the school administrators under the Office of Chonburi Primary Educational Service Area 2 was overall. Significant problems in the administration of school administrators. Under the Office of Conjure Primary Educational Service Area 2, in the overall picture, at a high level

The results showed that the comparison of personnel administration problems of school administrators under the Office of Chonburi Primary Educational Service Area Zone 2 classified by school size as a whole was not different, classified by administrative experience as a whole, not different. Classified by educational level, overall, not different, and guidelines for solving problems in personnel management of school administrators Under the Office of Chonburi Primary Educational Service Area Zone 2, schools should analyze according to the capacity rate framework that the Subcommittee on Teacher Civil Service and Educational Personnel should set up to train students to study, give knowledge to teachers in various forms and subcommittees for teachers and teachers. Educational personnel should adjust the teacher ratio criteria to the number of students to suit the size and context of each school.

**Keyword:** Administration, personnel

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<sup>1</sup>Lecturer in Department of Industrial Education, Faculty of Industrial Education and Technology

<sup>1</sup>King Mongkut's Institute of Technology Ladkrabang Bangkok 10520, Thailand, E-mail:kittisak.un@kmitl.ac.th

Tel.094-961-5665

### Background and Significance of the problem

Education reform in the last decade 2 (2009-2018) the government focuses on quality Thai people to learn throughout life with goals within 2018, focusing on 3 main points. Namely (1) quality and standard of education and learning of Thai people, learners development, educational institutions, learning resources, environment, curriculum and content, professional development to be a valuable profession, able to attract talented people, good-natured people to become teachers The faculty can be sustained under an effective management system. (2) Educational and learning opportunities increase educational opportunities and thorough learning. Each quality to all citizens of all ages have access to education and lifelong learning (3) to promote the participation of all sectors of society in administration and education, by increasing the role Those outside the educational system are not part of the system and consider education and learning systems as part of the national development system, which must be linked to other systems development, economic, social, political. Agriculture, public health, employment, etc. by analyzing these 3 main issues that will result in the modern Thai people can learn by themselves, love reading Have a habit of learning Have the ability to communicate, think, analyze, solve problems and have a public mind with morality and ethics (Uppamaiathichai, 2014)

How successful the management of the organization depends on the ability to manage various obligations to achieve the goal, whether it is planning, organization management, organizing work, guiding and controlling. In these processes, human factors play the most important role in driving various functions in accordance with the direction or goal set, especially the duty of organizing people who have developed into one academic science. Called the current human resource management or

human resource management (Vilawan Rapeepisan, 2011, page 1) which is consistent with the Act National Education Act 1999 and amended (No. 2) 2002 and (No. 3) 2010, Section 39 stipulates that the Ministry of decentralization of administration and educational management both academic Budget for personnel management and general administration to the committee and office of educational service area and educational institutions in the educational area directly (Government Gazette, 2010, Page 12). Flexibility and freedom to manage the fulfillment process of education reform in two decades (2552-2561).

Problems of educational personnel at present, in the group of school administrators are considered important factors for educational quality. Also, found that school administrators lack management skills. Including the lack of features of being a good school administrator Later, the problems of the teachers From the summary of the data collection of Ton Soontrayut (Soontrayut, 2007), it was found that (1) a small number of teachers did not change the teaching-learning behavior Still teaching the same by relying on the pace and opportunity of the academic leadership of the administrators and the lack of a clear monitoring and evaluation system of the school (2) A small number of teachers are not accurate in academic content in the subject areas that they are responsible for because they are not well-educated and do not care to learn more. Saw the problem, did not see the development guidelines (3) a small number of teachers who did not know the basic information of the students taught, therefore organized a sowing course with teaching methods In the whole room, regardless of the principle of differences between individuals Of the teachers were mocked as "delivery plan" because they did not write in what they actually taught Due to lack of knowledge, lack of experience And did not develop systematic and continuous teaching and learning in real life

Human resource is a resource that is very important to the production or operation of the agency. To obtain quality human resources, it needs to have good management and planning. This is because human resource planning is important, allowing the organization to be able to predict future conditions, whether it is economic and technological changes. Which, if anticipated, will be prepared to accommodate the incident the school is an organization of society that has to manage the work in order to achieve educational objectives efficiently. Therefore requires personnel to assist in the operation because the quality of the educational administration is high or low, depending on the personnel working in that organization, but the performance of the personnel in the school when performing the work One is often disgusted by disability as a result of inadequate work, especially if teachers lack enthusiasm for teaching and learning. As an image, it is necessary to develop a teacher in various ways from time to time (the scholar. Than Tawanich, 2002: 52) The Ministry of Education (2003) has defined the personnel management framework as follows: Personnel management in educational institutions is an important mission aimed at promoting educational institutions to be able to work in response to the mission of the school. In order to carry out human resource management in order to create flexibility and freedom under rules and regulations according to good governance principles, teacher civil service and educational personnel have been developed Knowing the ability, morale, being honored, being stable and advancing in the profession which will significantly affect the educational quality development of the learners. School administrators in basic education institutions must proceed in the main mission. Plan manpower and determine positions, recruiting and packing, appointing, enhancing efficiency in civil service practice, discipline and

treatment And the retired person, but management is cumbersome and complex, because it involves working with people.

From the above conditions and problems, the researcher is interested in studying the guidelines for studying the problems and solutions for personnel management of the school administrators under the Office of Chonburi Primary Educational Service Area 2 in the personnel management process in 5 aspects. Including planning, manpower and position determination in recruitment and appointment. And was disciplined for leaving the service. In order to bring the research results to be used in the development, support, correction and improvement of personnel management to be more effective

### **Objective**

1. To study the guidelines for the study of problems and solutions for personnel management of school administrators under the Office of Primary Educational Service Area Chonburi
2. To compare personnel management problems of school administrators Office of Primary Education Area, ChonBuri District 2, classified by school size, administrative experience and educational background
3. To find ways to solve the problems of personnel management of school administrators Chonburi Primary Educational Service Area Office 2

### **Benefits of research**

1. Know the guidelines for the study of problems and solutions for personnel management of school administrators under the Office of Primary Educational Service Area Chonburi.
2. To know the results of the comparison of personnel management problems of school administrators in Chonburi Educational Service Area Office

2 Classified by school size, administrative experience and educational background

3. To know the guidelines for solving personnel management problems of school administrators in the Chonburi Primary Educational Service Area Office 2

## Literary Review and Concept

### Basic school administration

Definition of basic school administration School administration is an important mission of school administrators to be important in various operations in a systematic manner. For the achievement that will occur with the school in the administration of the school Have scholars Give the following meanings

Amporn Phutmee (2008) said that the school administration refers to the joint operation of school administrators, teachers, personnel in educational institutions and related persons by using appropriate processes and resources to achieve the set goals. Efficient and effective Importance of personnel management There are scholars and educators offering the importance of personnel management as follows.

Thongchai Santiwong (1997: 18–19) discusses the importance of personnel management as follows.

1. Because of the organization's conditions today, there are changes in various aspects at all times, regardless of economic, technical, social science, resulting in changing attitudes and values of people.

2. To understand the psychological or mental needs of employees

3. To pay attention to research, study the problems of personnel management deeply in order to get more facts or knowledge that will help the

quality of personnel management.

Payomwong Sarasri (1997: 8) has proposed the importance of personnel management as follows.

1. Help develop the organization, get the right person to work in the organization, which will make the organization grow because human resource management is a medium for coordinating various tasks.

2. Make people morale and motivation in the work, loyalty to the organization

3. Build stability for society and the nation when human resource management is carried out effectively

### Principles of personnel management concepts

The basic concept of personnel management, whether it is the operation of the organization, is small or large, needs personnel with knowledge, capability and experience to be able to control operations to catch up with various changes, whether Being economic, social, political, and technological Ruling organization would like to morale and motivation to work together for everyone. Therefore, it is necessary for the personnel in the organization to show their ability. With the opportunity to express opinions in the work to promote and support the personnel to use their knowledge and abilities in full. In addition, it must also consider the values, culture, ethics and discipline of the organization's performance Wan Rapeepisan, 2011, Page 1-9) Presently, such a concept Not only focusing on knowledge and ability, but also expanding the concept in the new human resource management process to a wider extent, which is considered to promote the management process to be virtuous. In using strategies that will help the human resource management drive the organization to find a position and advantage in Users can leverage the competition for quality management.

**How to conduct research**

1. Population including school administrators, Chonburi Primary Educational Service Area Office 2, academic year 2017, a total of 112 places.

2. The sample group consisted of school administrators, Chonburi Primary Educational Service Area Office 2, academic year 2017, a total of 92 people were obtained by stratified random sampling. The sample group was assigned using the Krejcie and Morgan table.

3. Tools used in data collection. Researcher classified research tools into 2 types of questionnaires and structured interviews, interviewee groups to find solutions to the problems of personnel management of school administrators, Chonburi Educational Service Area Office 2, selected from experts with knowledge, competence and experience. Management of 12 people including the district director, the deputy director of the area and the director of the educational institution

4. Data analysis, data analysis from the data analysis questionnaire, this time, the researcher uses the ready-made program. The statistics used in this data analysis are as follows: The questionnaire is divided into 2 parts.

Part 1 about the status of the sample analyzed by looking at the percentage (Percentage)

Part 2 about the state and problems of personnel management of the school administrators, Chonburi Educational Service Area Office 2, by calculating the mean ( $\bar{x}$ ) and standard deviation (SD), classified by each aspect and by image And then compare the mean value with the comparison criteria of the Office of Primary Education Area, Chonburi District 2, classified by school size and based on experience using One-way ANOVA analysis. When statistically significant differences are found, the mean difference is compared in pairs according to Schaffer's method.

The statistics are set at the implied level. Important .05 and comparison of classification with educational program in the analysis by t-test Independent

5. Data analysis from the interview the researcher read all the information and understood the contents of the interview according to the opinions of the informants.

And then tick by highlighting the words or phrases in each person. Read, review all the group words that are grouped until they understand the ideas of the contributors and analyze by interpretation in the form of content analysis (Content analysis) or interpret the inductive conclusion (Inductive method) is to consider the similarities, differences and interrelationships to come to conclusions

**Research result**

1. Personnel management conditions of school administrators in the Chonburi Primary Educational Service Area Office 2 the overall picture was at a high level when considering each aspect. It was found that it was at a high level in all aspects. In terms of planning, the rate was the highest mean.

2. Personnel administration problems of school administrators, Chonburi Educational Service Area Office 2 the overall picture was at a high level when considering each aspect. It was found that it was at a high level. 2 Aspect and being in the medium level, 3 aspects, with the highest recruitment and appointment

3. Comparison of personnel management problems of school administrators Chonburi Primary Educational Service Area Office 2 Classified by school size, classified by administrative experience and classified by educational level, found no difference.

4. Guidelines for solving problems of personnel management of school administrators in the Office of Primary Educational Service Area, Chonburi

Region 2 The planning of manpower is The school should analyze according to the rate of manpower that the teacher civil service subcommittee and educational personnel determine and should arrange training and study visit to educate teachers in various forms of recruitment and appointment, based on the rules on recruitment. And appointed to be in accordance with the criteria for the use of good governance system to be able to monitor transparency at all steps in enhancing efficiency In the performance of official duties, the school should have an assessment of the performance of regular employees and temporary employees continuously as information in considering wage increases and should prepare relevant documents regarding promotion. The current salary for discipline and discipline is the Office of Primary Education Area, Chonburi District 2 There is a project for lawyers at the educational service area office to give knowledge on discipline and discipline to teachers in the project for legal information traffic in order to reduce disciplinary action and civil service issues, the school should have a qualification examination. Strictly general and school administrators should be strict when finding that teachers and personnel lack general qualifications, school administrators should precede these strict regulations

## Discussions

From the study of guidelines for studying problems and solutions for personnel administration of school administrators under the Office of Chonburi Primary Educational Service Area 2 The researcher will discuss important issues from the findings in this study.

1. Personnel management conditions of school administrators in the Chonburi Primary Educational Service Area Office 2 the overall and individual aspects were at a high level, which was consistent with Pracharat Nonthanawong (2008) The research on

the study of conditions and problems of personnel administration in schools, municipalities under the Office of Education, KhonKaen Municipality has a level This may be because the executives now have knowledge and understanding in personnel management for the benefit of the organization. The most effective way to

2. Personnel administration problems of school administrators, Chonburi Educational Service Area Office 2 The overall picture and aspect are at a high level which is consistent with PhraMaha Kiatisak Chinnathommo (2009) conducted a research on the study of personnel management problems of the administrators of Phrapariyattidhamma schools in the general education department in the northeastern region. This may be because the management has encouraged the teachers to train and develop about the implementation of the work framework of the person as well as the executives still perform themselves as a good role model for the subordinates.

3. Comparison of personnel management problems of school administrators Chonburi Primary Educational Service Area Office 2 Classified by school size, administrative experience and educational background, it was found that the overall picture was not the same as the diamond Brave (2009) studied the study of conditions Problems and guidelines for solving personnel administration problems under the Office of Nakhon Ratchasima Educational Service Area Zone 7 This may be because today is the era of educational reform and the school administrators have knowledge and understanding of their roles in personnel management.

## Suggestion

1. Suggestions for applying research results  
1.1 Based on the results of the research, it was found that the guidelines for the study of problems and solutions for personnel management of

school administrators under the Office of Chonburi Primary Educational Service Area 2 were at a high level. Therefore, the Office of Educational Service Area should have supervision. Follow up on the performance of personnel management of school administrators in order to have strict performance, efficiency and benefit to the highest organization.

1.2 From the results of the research, it was found that personnel management problems of school administrators Under the Office of Primary Educational Service Area, Chonburi Region 2 Overall, at a high level when considering each aspect, it was found that There are 2 aspects and 3 levels of moderate level. Therefore, training should be provided to educate personnel management of school administrators and create awareness of being a good role model for subordinates strictly in regard to actions. Discipline of personnel

1.3 From the results of the research found that Guidelines for studying problems and solutions for personnel administration of school administrators under the Office of Chonburi Primary Educational Service Area 2 There are the following: The school should analyze according to the rate of manpower that the teacher civil service subcommittee and educational personnel define the subcommittee, teacher civil service and educational personnel should adjust the teacher ratio to the number of students to suit the size and context of each school and should promote Encourage teachers and personnel to study and exchange knowledge for self-development Continuous

## 2. Suggestions for further research

2.1 should study the development needs and guidelines for the development of educational management of factors that affect the success in educational management, school curriculum management of school administrators under the Office of Primary

Educational Service Area, Chonburi Region 2

2.2 should study personnel management problems arising from the work of subcommittee, teacher civil servants and educational personnel affecting school

2.3 should study about the satisfaction and effectiveness of personnel management of school administrators'

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