

ABSTRACT

Administration is very important in education system. Headteachers of various public secondary schools have a great challenge in achieving the education goals and hence an administrator needs to be well informed to manage the institutions. However, there are problems that one encounters often during day-to-day running of the institutions. Head teachers being the managers of the institution then need to know how to solve the problems he or she encounters. The main objective of this study was to investigate the administrative problems that public secondary head teachers face in Kisii Central District. The research studied three aspects in the administration that head teachers face while doing their administrative work. These include Finance management, Discipline, Staff relation. Discipline has been among the major concern of head teachers in running of the institutions. Indiscipline has been associated with poor management of schools; In this research discipline is still a major problem from the research findings head teachers find it hard in handling students of influential parents and so to how to administer punishment to students. Lack of cooperation from parents, lack of trained personnel in counseling and guidance, leads to high indiscipline in schools. Effective school management needs the head teachers to be involved with the interdisciplinary approaches that are idealistic styles where the head is wise 'tolerant, balanced and focused on standards of excellence in school matter in ways that provides an exemplary vision for followers. In financial management, lack of transparency, accountability and minimization in expenditure leads to poor management of school finance. In staff relation, head teachers have a problem in coping 'with the staff, delegation of duties to the staff, however they do give suggestions that regular meetings with the staff can lead to good working relation and also they do note that most teachers do not observe professionalism in their work and hence making the task of the head teachers hard. The methodology of the study was cross-sectional study where the researcher visited the various centers and questionnaires were given to head teachers to fill 111. The justification of the project was aimed at establishing the administrative problems that public secondary head teachers face in Kisii Central District in Nyanza province, as this will be significant in knowing the problems facing the public secondary head teachers and how they are trying to manage them, so as to improve their administration in the respective institutions