

TITLE: Management functions and their delegation in the nursery school.

AUTHOR: Iva Amin

DEPARTMENT: Charles University Prague

Faculty of Education

Education Management Centre

SUPERVISOR: Mgr. et Bc. Jiří Trunda

ABSTRACT:

The aim of this study is to define some terms and theoretical theories concerning the issue of management, managerial functions and some knowledge, skills and responsibilities of managers adhere to the principles of a successful delegation of tasks and selecting the appropriate delegate. Whether the director of the kindergarten can select the appropriate taand delegate to observe the principles of a successful delegation, showed the results of empirical research. Method for empirical research was a survey. The questionnaire was designed for stand-alone nursery school director with legal personality. It addressed a total of 100 managers from kindergarten in Usti region, the return of questionnaires was 57%. The results of the survey were analyzed and processed into graphs. The outcome of this work is a set of views, recommendations and methods that managers use to manage specific activities (so-called management functions) and their delegation in kindergarten.

KEYWORDS:

delegation, management, management function, manager, nursery school