

TITLE:

Professional competence of teachers in particular- Communications teachers' in terms of informing, reporting, administration

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ABSTRACT: The bachelor thesis deals with the competence of teachers, communication in particular, how teachers communicate in a professional context in terms of reporting, informing, administration.

The theoretical part deals with the competence of teachers, classroom management, what the relationship of classroom management and school management is. I deal with one teacher's competence in detail -mainly the communication in terms of informing, reporting, and administration.

In the second part I write about the research and the method which was carried out. The aim of the research is to analyze, clarify, describe how teachers communicate within the organization and outside the school. Who do they communicate with most frequently, in which way, and what are the pitfalls of communication. More precisely it is about the teachers' communication mapping in terms of information, reporting and administration. The research was descriptive, qualitative. I contacted 3 kindergarten teachers and three primary school teachers. An interview took place during which the teachers stated what they mean by informing, reporting and administration. Afterwards they answered the questions which I had prepared and I added some more, depending on the situation.

KEYWORDS:

competence, professional teacher competence, management, classroom management, communication, communication functions, informing, reporting, administration