

## **SECTION 13**

# **Teachers' Records**

### **Introduction**

Effective teacher management depends on having both an accurate record for every teacher and a data-base which is the foundation of a Management Information System.

Teachers' records supply the data necessary for determining educational qualifications, salary scale, pension rights and all the other essential historical documentation about individuals.

The database provides the aggregated figures which are crucial for planning the future needs of the education service. This includes summary information for every teacher in service recording age, sex, qualifications, nationality, appointment date, post held etc and from which teacher wastage, teacher demand, trends in qualifications, training needs can be calculated. From databases of this nature, in a form which permits ready interrogation, educational planners can ensure that the correct number of teachers, appropriately qualified, will be available to meet future demand.

### **Checklist**

- (1) Is the existing structure for maintaining teacher records appropriate to the needs of your country?
- (2) Can those officers responsible for day-to-day teacher management gain direct access to individual records?
- (3) Are all records maintained accurately and are they up-to-date?
- (4) What security arrangements are in place?
- (5) Can aggregate information about every teacher in service be obtained without recourse to sending questionnaires to schools?
- (6) Is this information in a form which can be interrogated?

### **Policy Suggestions**

As the size of the teaching force in most countries runs into thousands, individual teachers' records should be maintained at regional or district level. This ensures that the accuracy of the records can be checked from time to time and, with the registry being of a reasonable size, records can be maintained in an acceptable condition. Additionally, the loss of records is less likely to arise when they are filed locally in a relatively compact registry. If effective decentralisation of day-to-day teacher management is the aim, then the record should be kept where it is most used.

With computers and modern telecommunication facilities it is entirely feasible to maintain an accurate and up-to-date database, which handles only figures, at a central point. It should be relatively easy to send the essential details about individual teachers, when changes in their circumstances arise, from districts/ regions to the Planning Department of the Ministry of Education.

## **Procedures for Consideration**

When a teacher appointment is made the teacher's file should be opened. The file should then be passed to the district/region to which the teacher is posted. All written documentation relating to the teacher including school appointment, salary scale and allowances, confirmation, transfers, promotions and other personnel matters will be maintained in this file.

Notification of the initial school posting and of each subsequent change in the circumstances of individuals must be notified to the central point where the computerised data-base is maintained. This could be by a casualty return, sending a computer disc containing a weekly or monthly summary of changes or a direct message using a modem. The important factor is that changes are notified on a regular basis and that a backlog of information is not allowed to develop in the District/Regional Office.

Steps should be taken to ensure that teachers' records are maintained in the registry under secure conditions with access to them being strictly controlled. Training for the staff of the registry, covering these and other responsibilities, is essential. Their performance should be monitored regularly.

## **References:**

### **Developing a Professional Teaching Service**

*Chapter 10*

### **Turning the Tables on Teacher Management**

*Chapters 7, page 33  
15, pages 62-65*

### **Developing a Data-Base for Teacher Management**

### **Good Registry Practices**

### **Teacher Morale and Motivation in Sub-Saharan Africa: Making**

### **Practical Improvements**

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