

Research on the Mixed Educational Administration Mode under the Background of "Internet Plus"

Lulu Ding*

College of Media Engineering, Communication University of Zhejiang, Hangzhou, China

*cuzmath@126.com

Abstract

Novel coronavirus pneumonia has been increasing rapidly in the era of "Internet plus". With the expansion of higher education and the deepening of teaching reform, the amount of educational information has increased dramatically. Especially since the outbreak of the new crown pneumonia in 2020, new teaching methods such as online learning and cloud lectures have been rising to ensure that classes are suspended, suspended, and taught. It has a great impact and challenge on the traditional educational administration management mode, and puts forward higher requirements for the professional ability and information level of the educational administration secretary. Starting from the current educational administration, this paper aims at exploring how to improve the information level of the educational secretary team, innovate the management concept, explore a new mode of mixed teaching management under the line and line, and integrate the "Internet plus" with the educational administration management to meet the new needs of the new era of higher education development.

Keywords

"Internet Plus"; Educational Administration; Mode Exploration Information Reform.

1. Introduction

Novel coronavirus pneumonia has been increasing rapidly in the era of "Internet plus". With the expansion of higher education and the deepening of teaching reform, the amount of educational information has increased dramatically. Especially since the outbreak of the new crown pneumonia in 2020, new teaching methods such as online learning and cloud lectures have been rising to ensure that classes are suspended, suspended, and taught [1]. It has a great impact and challenge on the traditional educational administration management mode, and puts forward higher requirements for the professional ability and information level of the educational administration secretary. At present, there are the following problems in educational administration management.

(1) Extensive educational administration management mode

At present, most of the educational administration management is traditional extensive management. Most of the educational administration managers deal with the regular routine inspection of the school. The early teaching inspection, mid-term teaching inspection and final teaching inspection on schedule pay more attention to the inspection results rather than the implementation of management, which is contrary to the sustainability and scientificity of specialty construction and curriculum cultivation in colleges and universities.

(2) The online management burden of teaching secretaries is heavy

The academic secretary has a wide range of management business and many ideas, including daily management, curriculum arrangement, examination arrangement, textbook subscription, curriculum construction, teaching reform and other aspects. The processing data is huge and the work is cumbersome. Especially during the epidemic period, in addition to the traditional

offline business management, the teaching secretary must organize and prepare various preparations for online teaching, explore various teaching platforms and software, try new instant messaging tools, and double the workload among teachers, students and platforms. If the teaching secretary cannot skillfully use the information means, he will not reduce the workload, but increase the work intensity and difficulty.

(3) Lack of personalized function of educational administration system

Educational administration system is a software developed by a third party, which can basically meet the universal needs of colleges and universities, but some plates cannot meet the characteristics and personalized needs of specific colleges and universities. Many practical works cannot be connected online, but still need offline operation. When the educational administration system is updated, there are many detailed problems that need users to feed back the user experience item by item. However, the third party takes a long time to improve the software, which makes the educational administration personnel subject to the system and reduces the work efficiency. Therefore, it is necessary to constantly improve the personalized processing and business process setting of the educational administration management system.

(4) The management concept of teaching secretary is old

On the one hand, educational administration managers are busy with tedious educational administration work, lack of thinking and data sorting, on the other hand, lack of opportunities for professional training, and cannot improve innovative ideas, update knowledge and unlock new skills in time. In addition, universities do not formulate perfect and feasible incentive measures for the management of educational administration, which causes most university educational administration personnel to update and improve knowledge system consciously and timely. They are only accustomed to mechanically repeating daily work, and lack of innovation spirit seriously, and are unwilling to actively explore the "Internet plus" educational administration means. This leads to the stagnation of educational administration and the inability to improve work efficiency, which affects the play of the existing role of educational administration.

(5) Limited professional development of teaching secretary

Compared with other administrative personnel, teaching secretaries cannot continue on-the-job training, improve their academic qualifications, or participate in professional title evaluation. There are few posts in charge of teaching management, and the promotion space of ordinary teaching secretaries is narrow. The secretary is busy, but the business process is single, and there is little communication and interaction with other departments. Even if there are competitive opportunities, the competitiveness is not large, and the career development is limited, which directly affects the work enthusiasm, initiative and creativity.

2. Research on Online and Offline Mixed Educational Administration Management Mode

(1) Establish the concept of process educational administration

Extensive educational administration affects the effectiveness of teaching management. It is an inevitable trend to innovate the management mode and change the extensive management mode to refinement and process. Colleges and universities should strengthen the management of grass-roots teaching organizations from the micro level, grade and grid the extensive management, refine the responsibilities of grass-roots teaching management organizations, establish the concept of fine management, and strengthen the construction and guarantee of teaching management system. In addition, we should establish a scientific assessment and evaluation mechanism, change the traditional extensive educational administration management evaluation method to a fine evaluation method, guide teachers to do a good job in

process management, cultivate teachers' management habits, and improve the efficiency of teaching management.

On the other hand, strengthen the management of educational administrators, strengthen the construction of daily maintenance mechanism of teaching secretaries, and run the concept of process management through the whole process of educational administration management. This requires the educational administration personnel to detail, reduce and implement their daily work, and make business process records, such as work log, student consultation register and seal register, to provide effective evidence for year-end assessment and data tracking. As one of the most important links in the whole teaching process, curriculum examination management is an important reference basis for detecting students' mastery of knowledge, evaluating teachers' teaching quality, teaching feedback and teaching reform.

(2) Optimize educational administration management platform

First of all, we should ensure the maturity and advanced nature of the educational administration system. On this basis, according to the characteristics and personalized needs of specific colleges and universities, improve the system development and setting, and improve the user experience and system efficiency. Keep up with the times, support multi-user online operation, support hardware and software load balancing, ensure data exchange and share smoothly, support online plus office work in the Internet plus era, especially in post epidemic era, reduce manual workload of teaching secretaries, and improve online office efficiency. Since various teaching platforms, curriculum construction platforms and learning software emerge one after another and are not related to each other, colleges and universities should optimize and integrate various software platforms, connect with the educational administration system, realize real-time data synchronization, reduce the burden of teachers and students, and really use their time and energy in teaching and learning.

(3) Improve the informatization level of educational administration team

Under the background of "Internet plus", educational staff should not only have solid business foundation, but also have strong learning ability, be familiar with information technology, skillfully operate information software and platform, and enhance the ability and level of online office. Universities should first provide professional pre job training to educational administrators, secondly, give regular and special opportunities to study outside, strengthen exchanges and cooperation with brotherhood institutions, learn from advanced experience, and provide opportunities for training in management, information and psychology, raise their management level, information skills and comprehensive quality, and advance with the times, Internet plus. Deeply integrate with the daily educational administration management, explore the online and offline hybrid management mode and path, and improve the management efficiency.

(4) Establishing two-level educational administration database of colleges and universities

The application of Internet plus has a tiger with wings added to educational administration. Educational administration management involves a wide range of contents. In order to facilitate the effective sorting and archiving of data, we can try to establish educational administration big data of colleges and secondary colleges at different levels. Through the big data educational administration platform, educational administration managers can timely and accurately grasp educational administration data, implement all-round real-time management of teachers' teaching, examination, teachers' Course Scheduling and students' scores, grasp the dynamics of teachers and students, accurately control relevant data, and provide good advice for the decision-making of college leaders. In addition, the establishment of educational administration big data can also help educational administration managers sort out their own management experience and case analysis, build an online archive, realize experience sharing and

permanent data storage, and provide a certain guarantee for the continuity of teaching management.

(5) Broaden the promotion space for academic administrators

Colleges and universities should establish a plan for the construction of educational administrators. On the one hand, educational administrators are allowed to carry out short-term exchange projects such as domestic and foreign study visits, learn advanced management experience and methods, learn from each other's strengths to make up for their weaknesses, and improve their own management mode. On the one hand, it provides educational administrators with opportunities for further study and doctoral study, and promotes the professional development of teaching secretaries in Colleges and universities. Actively improve the system of teaching secretary team construction, vigorously expand the career development space of teaching secretaries, continuously enhance the professional identity and sense of belonging of teaching secretaries, improve the professional competitiveness of teaching secretaries, and vigorously broaden the career development space of teaching secretaries by building the career development platform of teaching secretaries, professional learning platform, scientific research promotion platform and business discussion platform.

References

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