

Research on the Construction of Educational Administration Information System in Higher Vocational Colleges

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Abstract: With the rapid development of information technology at this stage, the construction of a high-level management information network and information management system in the field of education can not only further improve the quality and efficiency of information management, but also promote the orderly development of school teaching. As a teaching base for training highly skilled talents, higher vocational colleges aim to improve the quality and efficiency of information management through good teaching work arrangement and teaching task allocation, achieve high-quality teaching and cultivate more talents. Therefore, based on the construction of educational administration information system in higher vocational colleges, this paper explores the connotation and importance of the construction of educational administration information system, analyzes the problems existing in the construction of the plan system and puts forward corresponding optimization countermeasures, so as to play a certain reference role in the construction and improvement of educational administration information system in the next stage.

Keywords: Higher Vocational Colleges; Educational Administration; Promotion of Information Technology

1. Introduction

The educational administration management system can play a very important supporting role for the educational administration information management of teachers and students and the organization and arrangement of the whole teaching process in the teaching process of colleges and universities. In order to improve the level and quality of the management work of higher vocational colleges, college leaders should pay attention to the educational administration management work and effectively manage the educational administration work by constructing an information management system during the whole work period. Only in this way can we ensure the quality and efficiency of school educational administration, improve the management level, and promote the educational administration to improve the comprehensive efficiency of educational services, so as to further promote the optimal development of teaching in higher vocational colleges.

2. The significance of constructing educational administration information system in higher vocational education

In the process of teaching development in higher vocational colleges, the traditional educational administration management system has not met the management needs and standards of student information and educational administration information under the background of big data at this stage. Only through the construction of educational administration information system in higher vocational colleges, and ensure that the teaching system and information system can further reflect their roles, so as to help teachers more accurately analyze the stage contents and requirements of the current teaching work in colleges and universities, carry out high-quality information management work and ensure the stability and process of educational administration management information.

3. Problems in the construction of higher vocational educational administration information system

Although the construction of higher vocational educational administration information system can further improve the level of educational administration information, ensure the normal operation of teaching management, and improve the effectiveness and quality of teaching management, there are still many problems in the construction process of the information system. This paper mainly analyzes these problems and introduces their causes, so as to provide important reference data for the optimization and improvement of the educational administration management system of higher vocational colleges in the next stage.

3.1 School leaders' attention to the construction of educational administration information system

At present, most of the teaching leaders of higher vocational colleges may pay more attention to the construction and improvement of the information system in the actual process of educational administration management, or think that the teaching management goal can be achieved only by the development of the information management system by the corresponding staff. During the construction of the actual educational administration management information system, the staff are not arranged to track the whole development process of the system, the developed educational administration management information system can not match the current requirements of teaching management in higher vocational colleges, and there is a large gap with the standards of educational administration management in higher vocational colleges, which will not only affect the quality of work, slow down the efficiency of work, but also cause a waste of many teaching resources or capital resources.

3.2 The informatization level of educational administration staff is not high

At this stage, most of the staff engaged in educational administration management in higher vocational colleges are experienced. However, with the rapid development of information technology, the educational administration staff did not learn the information management requirements, management standards, management contents and supplement new knowledge in the process of realizing educational administration management. In the process of information management, the management level needs to be improved and the information literacy needs to be strengthened. It is difficult to deal with various management problems under the educational administration information system of higher vocational colleges, which affects the maximum role of the educational administration management system and lowers the operation quality of the entire higher vocational educational administration information system.

3.3 Low degree of data and information interconnection

At this stage, there are many systems in the management of higher vocational colleges, resulting in some related data in multiple systems, which still need to be manually updated by the staff. For example, student turnover data may exist in the system of student work and educational administration; Teacher changes may exist in the system of educational administration and personnel. When manually updating the associated data, there are time differences and technical operation differences, which may lead to data delay and omission, thus affecting the quality and efficiency of the work. This is because in the development of the school, the procurement management system of each functional department has its own sequence. When purchasing, the relevant departments or communication is not enough. For the reading and generation of related data, each department does its own thing and does not form a channel. Thus, data islands appear, affecting the speed of information management.

4. Optimization measures for the construction of educational administration information system in higher vocational colleges

In order to ensure that the effectiveness of the construction of educational administration information system in higher vocational colleges can be further reflected, corresponding optimization countermeasures must be put forward in

combination with the informatization and construction problems summarized above. It is hoped that through the effective application of these methods, a high-quality and high-level educational administration information system in higher vocational colleges can be constructed to ensure that in the next stage of development, under the application of the information system. The whole educational administration management system of higher vocational colleges can run normally.

4.1 Improving the attention of college leaders to the development of educational administration information system

The importance attached by the leaders of higher vocational colleges to the educational administration management system will directly affect the construction of the entire educational administration management information system, the allocation of construction resources and the quality of construction work. Only by improving the importance attached by the leaders to the development of the educational administration management information system can we ensure that in the subsequent system construction process, in order to improve the quality and efficiency of system construction.

Therefore, for the construction of the information system, the staff of the educational administration department of higher vocational colleges need to submit it to the leaders of higher vocational colleges in the form of visual reports and show the importance and role of the construction of the educational administration information system, so as to arouse the leaders' attention to the construction of the educational administration information system, so as to ensure that the developed information management system can meet the requirements and standards of the current educational administration management in higher vocational colleges, and improve the comprehensive efficiency of educational administration management.

4.2 Strengthening training, introduce talents and improving the informatization level of school educational administration

Under the current information technology background, in order to further improve the effectiveness of the construction of educational administration information system in higher vocational colleges, it is necessary to train high-level system managers for the information system and system, and ensure that they can master the application and maintenance of the information system. In the next process of school educational administration management, the quality and efficiency of educational administration management can be improved through the effective operation of the information system.

Therefore, higher vocational colleges need to organize corresponding training on the construction, development and management of educational administration information system to improve the information literacy of educational administration personnel. They can also introduce corresponding professionals, and jointly build an information talent training mechanism with the school to provide educational guidance to the school's educational administration staff and improve their educational administration information level, in order to ensure that the construction efficiency of the educational administration information system in higher vocational colleges is further strengthened.

4.3 Opening up data nodes, eliminate data islands, and realizing information and data interconnection

Under the leadership of the information management department, the information management department will organize the educational administration, students and workers, personnel, recruitment and employment and other functional departments to sort out the data relationship, clarify the associated data, determine the only entry and exit of the data, and adjust the interface nodes of the relevant functional management systems, so as to realize the interconnection, mutual access and interworking of the associated data between the functional departments, modify one place, update the systems synchronously, and eliminate the data island, which can realize the barrier free sharing of the management data in the school.

Only in this way can we strengthen the construction of educational administration information system from the connotation and ensure the high quality and efficiency of educational administration information construction in higher vocational colleges.

5. Conclusion

In order to further improve the effectiveness of the construction of the educational administration information system in higher vocational colleges, the school's educational administration management staff need to start with the importance of the development of the educational administration information system, eliminate the management data island and strengthen the quality of the school's educational administration information through the submission of visual reports and the training and introduction of advanced management talents, so as to provide an important driving force for the construction of educational administration information system in higher vocational colleges in the subsequent stage, and ensure that the construction of the system is more scientific and effective.

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