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## Guidelines of Innovation for Educational Management Information Administration in Primary Schools

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### Abstract

Educational management informatization has entered a new stage of development, how to further promote the application of educational management information technology, realize the integration of educational management information technology resources, give full play to the important role of information technology and big data in educational management, and integrate various tasks. By exploring the change and innovation of school educational management mode under the background of information technology, and studying the current situation and problems of school educational management informatization, the study aims to provide new ideas and methods for the development of school educational management informatization.

**Keywords:** Innovation for education, educational administration, primary schools

### Introduction

With the continuous development of information technology, China has gradually realized the modernization of education. In order to better implement the school educational management, school educational management personnel should be combined with the development process of the times, the Internet and educational management work, innovative management mode, give full play to the Internet management mode of



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sharing, equality, openness and other characteristics, rationally set up the relationship between the personnel responsible for the use of big data and information technology management tools to adjust the management work, to ensure that the school education and management level is improved. Ensure the improvement of school education and management level. (Hongliang Dong, 2023) Education managers fully integrate information resources, fully control the data through the educational management platform, and reasonably utilize the data in the educational management process, providing strong support for the efficient and orderly development of school management.

In the Internet era, the concept of universal interconnection and information technology has become an inevitable node for the innovative development of the industry, and the combination of the Internet and school educational management has also become "expected". In order to comply with the development of the times, Chinese schools take advantage of "Internet + ", actively innovate operation concepts, optimize work mode, and continuously improve the educational teaching and administrative management capacity of institutions, so as to enhance the competitiveness of institutions. (Tingyun Yang, 2023)

### **Current Situation of Educational Management Informatization Innovation Development**

The traditional school administrative work materials are paper-based, teachers and students and administrative staff need to cooperate with each other, the scene to complete the material declaration, information delivery and other processing. In today's booming Internet, this traditional mode of work has been difficult to meet the real needs of teachers and students, digitalization and information technology has become a school for teachers and students to provide services to protect. School educational management work using a large number of school teaching, teachers and students related to basic data and information, due to a clear division of labor, so such documents are basically divided into categories by the corresponding administrative workers responsible for collecting, organizing, storing and backing up, in various aspects of the work of the intersection, but also to carry out the information exchange and data sharing. In the Internet era, such sharing is also further computerized. Through online programs, online documents, online statistics and other technical means, relevant information is organized and can be accessed at any time. (Tingyun Yang, 2023)







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role of school management in nurturing people. (Xinyu Jia, 2023)

Secondly, the construction of educational management system in colleges and universities should be strengthened, and the professional development of the management team should be reinforced. Perfect system construction is an important prerequisite to promote the smooth implementation of the work, how to screen the appropriate teaching management platform, how to promote online learning platform, the school should strengthen the cooperation with government departments and related stakeholders, and jointly formulate policies to promote the reform, in order to create a favorable environment for innovation. All work cannot be designed and implemented without people, and the innovative development of educational management also needs a professional educational management team. Schools should provide relevant training and further training opportunities through multiple channels to enhance the overall quality and ability of the educational management team. On the one hand, we should pay attention to technical training and organize the management team to learn professional Internet knowledge, so that they can be promoted from users of the network to professional designers of network architecture. (Qinyang Jiang & Yi Sun, 2023) On the other hand, we should strictly control the hiring, pay attention to the improvement of the comprehensive quality of the management team, and increase the assessment in terms of ideological character, service spirit, awareness of rules and regulations, and business ability.

Schools should actively communicate with the local government for more policy resources and financial support, and also think about how to improve the school's own efficiency, provide the necessary support for innovation and change, and promote the sustainable development of educational management. educational management change and innovation in the information age requires a corresponding platform to support the development and construction of the school educational management platform is indispensable, and at the same time to seize part of the information dissemination media properties, prompting it to maximize the performance of its own functions. The construction of a relatively perfect database can enable education managers to quickly and clearly understand the information of the target students in the specific work, which is also a specific expression of the special value of big data in the work of the school. When developing and constructing an exclusive platform, schools need to synthesize internal and



