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| **UNIVERSITY OF NIŠ** | | | | | | |
| **Course Unit Descriptor** | | **Faculty** | | | **Faculty of Philosophy** | |
| **GENERAL INFORMATION** | | | | | | |
| Study program | | | | Pedagogy | | |
| Study Module (if applicable) | | | | / | | |
| Course title | | | | **Methods of Work of a School Pedagogue** | | |
| Level of study | | | | Bachelor  Master’s  Doctoral | | |
| Type of course | | | | Obligatory  Elective | | |
| Semester | | | | Autumn Spring | | |
| Year of study | | | | 4 | | |
| Number of ECTS allocated | | | | 5 | | |
| Name of lecturer/lecturers | | | | Jelena Ž. Maksimović | | |
| Teaching mode | | | | Lectures Group tutorials  Individual tutorials  Laboratory work  Project work  Seminar  Distance learning  Blended learning  Other | | |
| **PURPOSE AND OVERVIEW (max. 5 sentences)** | | | | | | |
| **Course requirements:** Passed exams in *Research in Pedagogy* and *School Pedagogy*  **The aim of the course**  Content of this course combines theoretical knowledge from all field specific teaching subjects. In this way, the open system of usable knowledge and skills is made, which is necessary for successful practical work of a school pedagogue; Fundamental areas of a pedagogue’s work in school are introduced; skills, habits and values ​​necessary for pedagogic work in improvement of school activities are practiced and developed; Through the examples from practice, students are introduced to the system of methodical procedures and functions of a school pedagogue  **Course Outcomes**  Training for understanding the initial theoretical basis of practical activities of a school pedagogue; Theoretical and practical training to work with pupils, teachers, parents and other contributors; Acquiring knowledge on the role of pedagogue in the school; Encourage the development of appropriate knowledge and skills needed for practical work. | | | | | | |
| **SYLLABUS (brief outline and summary of topics, max. 10 sentences)** | | | | | | |
| **Contents**  *Theory study*  1. Methodology of work of a school pedagogue (MWSP) as a subject; MWSP relation to other pedagogical disciplines; Characteristics of a school pedagogue; 2. Development of pedagogical-psychological services in school; Teamwork and cooperative relations; Areas of work of a school pedagogue; 3. Planning and programming the school’s educational work; 4. Pedagogue and educational functioning of a school; Evaluation of the work of a school pedagogue; 5. Documentation of a school pedagogue; 6. Cooperation of a school pedagogue and pupils; 7. Pedagogical-instructive work of a pedagogue and cooperation with teachers, professional associates and the school principal (teamwork and cooperative relations, complementary functioning); 8. Cooperation between the school pedagogue and students’ parents and the local community; 9. School pedagogue in the function of professional orientation of students; 10. Relationship of the school pedagogue and the teaching processes; 11. Analytical research work of the school pedagogue; 12. Observation and introspection; 13. The action research of the school pedagogue and improvement of the school work. 14. Instruments for the work of a school pedagogue; 15. The role of the school pedagogue in the professional development of teachers; Professional development and self-improvement of the school pedagogue.  *Practical teaching*  The exercises are performed in the form of discussions, analysis of pedagogical scientific work and professional literature, individual and group presentations of students, creating instruments for conducting a research in pedagogue’s practice, making the research project. | | | | | | |
| **LANGUAGE OF INSTRUCTION** | | | | | | |
| Serbian (complete course)  English (complete course)  Other \_\_\_\_\_\_\_\_\_\_\_\_\_ (complete course)  Serbian with English mentoring Serbian with other mentoring \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **ASSESSMENT METHODS AND CRITERIA** | | | | | | |
| **Pre exam duties** | **Points** | | **Final exam** | | | **points** |
| **Activity during lectures** | **5** | | **Project** | | | **10** |
| **Practical teaching** | **5** | | **Training** | | | **10** |
| **Teaching colloquia** | **20** | | **Written exam** | | | **30** |
|  |  | | **Oral exam** | | | **20** |
|  |  | | **OVERALL SUM** | | | **100** |
| **\*Final examination mark is formed in accordance with the Institutional documents** | | | | | | |