

The Positive Effect of Undergraduate Teaching Qualification Assessment on the Daily Teaching Management of Teaching Secretaries and the Discussion of Existing Problems

Xiaomeng Yang

Xi'an Aeronautical University, School of Electronic Engineering, Shaanxi, Xi'an, 710077, China
421471602[at]qq.com

Abstract: *This article discusses the positive effects of undergraduate teaching qualification assessment work on the daily management of teaching secretaries through several aspects, and considers the problems that still exist in teaching secretaries.*

Keywords: Undergraduate Teaching Qualification Assessment, Teaching Secretaries, Teaching Management

1. Introduction

Undergraduate teaching qualification assessment is an important measure for newly-built undergraduate colleges to strengthen undergraduate construction and improve teaching quality. It is an important part of my country's higher education quality assurance system. [1] Whether it is during the undergraduate teaching evaluation period of newly-built undergraduate colleges and departments, or during the daily teaching management work, teaching secretarial work plays an important auxiliary role in basic teaching units and is in an indispensable position. [2] In this article, a series of discussions and reflections are made on the positive effects of undergraduate teaching qualification assessment on the daily management of teaching secretaries and the existing problems.

2. The positive effect of undergraduate qualification assessment on the daily management of teaching secretaries

2.1 Conducive to the improvement of the teaching management system

According to the requirements of the evaluation, the teaching management system should be standardized and complete. Schools should further improve the teaching management system and documents to ensure their standardization and feasibility. As a teaching manager, you should strictly implement the teaching management system, strengthen the management of each teaching operation link, ensure the smooth and orderly operation of daily teaching, and keep the corresponding process data files.

2.2 Conducive to the improvement of the quality control system

The quality control and guarantee system plays an important role in the daily operation of teaching. Improving the quality monitoring and guarantee system is conducive to promoting communication and feedback between teachers and students and relevant management departments, so that teaching-related information can be resolved in time, and ultimately promote the standardization of teaching management and the improvement of overall teaching quality.

2.3 Facilitate the enhancement of teaching secretary service awareness

As a teaching secretary, you must not only have proficient business skills, a good professional attitude, and lofty professional ideals, but also a sense of standing high and serving the overall situation. [3] In order to meet the requirements of evaluation, teaching secretaries need to continuously improve their own service awareness, standardize management, provide enthusiastic service, perform their duties, do their own work, be student-oriented, serve teachers and students, and provide quality for teachers, students and teaching management service.

2.4 Conducive to improving the cooperation of teachers and students with daily teaching management

In the process of teaching operation, all the work is led by teachers and carried out by students as the main body, which cannot be separated from the active cooperation of teachers and students, such as the collection and filing of course examination papers, graduation design (thesis) and other materials, and student status management, Teaching resource management and other work. In the context of welcoming the undergraduate teaching qualification assessment, the cooperation of teachers and students in various tasks has been improved, so that the teaching management staff, teachers, and students form a joint force to jointly promote the orderly development of various teaching management tasks.

3. Current problems and solutions

Although the undergraduate teaching qualification assessment will play a certain role in promoting the daily work of teaching secretaries, the following problems still exist in the actual work of teaching secretaries

3.1 The teaching secretary has a heavy workload and a heavy psychological burden.

The daily work of the teaching secretary is arduous and complicated. During the assessment period, in addition to completing the daily work, it is also necessary to provide and prepare corresponding welcome assessment materials, which increases the workload. At the same time, the importance of teaching management is likely to put a greater psychological burden on teaching secretaries. At this stage, the teaching secretary should actively adjust his mentality and maintain a calm mind. The college should also give proper care and help psychologically and work.

3.2 The limitations of the development of teaching secretaries

As a grassroots teaching manager, the teaching secretary serves as a bridge between the college and teachers and students, and shoulders an important mission. However, at the same time, there is a lack of advantages in out-of-office training, study, academic research, and promotion of professional titles, which leads to certain limitations in the development of teaching secretaries [4], which makes it difficult to improve the level of work. Schools should strengthen the construction of system guarantees for teaching management personnel, and create conditions as much as possible for teaching secretaries to go out for training and study, so as to improve the professionalism of teaching secretaries and play a positive role in improving the level of teaching management.

4. Conclusions

Undergraduate qualification assessment is both a challenge and an opportunity for universities. As the teaching secretary of a university, he should be used to face challenges and actively seize opportunities when facing the undergraduate qualification assessment work. Persist in combining daily work with assessment requirements, face up to the problems that exist in oneself, and use a good attitude and positive actions to work seriously, improve oneself, and solve problems.

References

- [1] W.Y. Wen, C.N. Lv, "Reflections on the teaching management of secondary colleges (departments) in universities under the background of undergraduate teaching qualification assessment", *Education Modernization*, (38), pp. 41-42, 2017.
- [2] L.H. Sun, "Research on the working State of teaching Secretary under the background of teaching qualification assessment in newly-established universities", *Teaching*

and Educating (Higher Education Forum), (09), pp. 33-35, 2016.

- [3] S. Tian, Y.M. Fang, S.M. Han, "On the Cultivation of vocational Ability of teaching secretaries in colleges from the perspective of evaluation vision", *Journal of Liupanshui Normal University*, (03), pp. 49-53, 2019.
- [4] K. Sun, "Research on teaching Secretarial Work in application-oriented universities under the background of undergraduate teaching Qualification Assessment", *Standard Classroom*, (12), pp. 213-214, 2019.