

## **ABSTRACT**

The work of the headmaster of the primary school, which founder is village, is very exacting due to its variety. The headmaster's rule is to be a manager, teacher and state administrator all at once. He must have the basic knowledge of economy, law, human resources management, upbringing and education. The main intention of this dissertation is to notice headmaster's competences and responsibilities and to clarify the management process of the education, the process of the school economy, the procedure of the administration.

This dissertation is focused on the comparison of the time percentage that headmaster must dedicate to the education management, economy management, administration and additional organization managerial activity.