

# Research on Ways to Improve the Efficiency of Teaching Management in Higher Vocational Colleges

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**Abstract:** *With the rapid development of China's higher education and the deepening of vocational education reform, higher vocational colleges are constantly exploring new models of running schools while facing many challenges. One of the main issues is the low efficiency of academic and teaching management in higher vocational colleges. This article analyzes the current status of academic and teaching management in higher vocational colleges, proposes suggestions to improve its efficiency, and explores the methods to implement these suggestions, in order to provide a reference for academic and teaching management in higher vocational colleges.*

**Keywords:** *Higher vocational institutions, Academic teaching management, Work efficiency, Pathways*

## 1. Introduction

Under the rapid development of educational information technology, college English teaching is gradually transitioning to digital and informational. Educational information technology has brought many conveniences and opportunities to college English teaching, such as enabling distance teaching through various forms of network audio, video, and images, improving teaching efficiency and resource sharing capabilities. At the same time, it also faces some challenges and problems, such as inadequate educational informationization construction and low student learning interest and participation. Therefore, it is very necessary to conduct effective research on college English teaching under educational information technology. This article discusses and explores this issue from the aspects of the application of educational information technology, the impact of educational information technology on student learning outcomes, changes and reasons in learning methods, and the construction of college English teaching staff under educational information technology.

## 2. Theoretical Basis of Efficiency of Teaching and Learning Management in Higher Vocational Institutions

### 2.1. Characteristics of Academic Management in Higher Vocational Institutions

In the field of higher education, as an important part of talent cultivation, vocational colleges have unique characteristics in educational and teaching management work. Firstly, the curriculum setting and teaching content of vocational colleges are more closely related to actual needs and social development requirements, so the educational and teaching management work also needs to keep pace with the times, constantly optimize and improve. Secondly, since most vocational college students come from different backgrounds and have different learning goals, educational and teaching management work needs to fully consider these factors and formulate corresponding policies and measures to meet different needs. In addition, the number of students in vocational colleges is relatively large, and their ages are widely distributed, which increases the workload of teachers. Therefore, educational and teaching management work needs to better coordinate various resources and improve work efficiency. Finally, the educational model of vocational colleges is relatively flexible, including flexible schooling systems, and staggered admissions, which also brings new challenges and opportunities for educational and teaching management work. In order to further explore the efficiency of vocational college educational and teaching management work, we need to deeply understand its characteristics and development trends and analyze and research based on actual situations. Through in-depth research on educational and teaching management work in vocational colleges and summarizing practical experience, we can discover some effective methods to improve work efficiency,

such as establishing an efficient information system, strengthening faculty construction, and improving assessment and evaluation mechanisms. At the same time, we also need to pay attention to the development and application of new technologies, such as big data technology and artificial intelligence, so as to better achieve the automation and intelligence of educational and teaching management work. In summary, the efficiency of educational and teaching management work in vocational colleges is an important guarantee for the development of the entire higher education industry. Only by continuously advancing reform and innovation can we truly improve work efficiency and promote the steady improvement of education quality [1].

## ***2.2. Content of Academic Affairs Management in Higher Vocational Institutions***

Academic and administrative management is a crucial task in higher vocational colleges, which includes but is not limited to enrollment planning, student registration, course development and adjustment, exam and performance evaluation, and graduation certificate issuance. These tasks require a high degree of professionalism and rigor, thus requiring highly skilled personnel to complete them. Meanwhile, as society continues to develop and the demand for higher education increases, academic and administrative management is facing more and more challenges and problems. To improve the efficiency of academic and administrative management, it is necessary to first review and optimize the existing processes. For example, in the enrollment planning stage, a data analysis system could be established to monitor market demand in real-time and adjust enrollment plans accordingly. For student registration, an online and offline integrated operation could be implemented through electronic means, which would reduce human intervention opportunities. In addition, the introduction of artificial intelligence technology can transform traditional manual audits into an automated process, further improving efficiency. In addition to process optimization, personnel training and capacity building must be strengthened. Only with a professional team can various complex problems and challenges be better addressed. To achieve this, universities should focus on talent cultivation, attract excellent personnel, and provide a good learning and development environment [2]. Additionally, regular training activities could be conducted to enable staff to master the latest educational technology achievements and application methods, thereby better serving all aspects of the school's work. In summary, efficient academic and administrative management is an important guarantee for the development of higher vocational colleges. Through continuous exploration and innovation, we can continually improve and enhance the existing management mechanism, improve work efficiency, and create better conditions and development opportunities for the school.

## ***2.3. Approaches to Academic Management in Higher Vocational Institutions***

In higher education, academic administration is an important task. As one of the important institutions for training skilled talents, higher vocational colleges also need to conduct their academic and administrative management work efficiently. Therefore, how to improve the efficiency of academic and administrative management in higher vocational colleges has become an urgent problem to be solved. In practice, the commonly used methods for academic and administrative management in higher vocational colleges mainly include the following aspects: first, improving system construction and standardizing operations; second, strengthening personnel training and capacity building; third, conducting full-process tracking and supervision of students. These methods are all aimed at ensuring educational quality while improving the efficiency of teaching and management work. Firstly, improving system construction and standardizing operations is very necessary. The academic and administrative management work of universities involves many aspects, such as enrollment planning, course setting, and academic assessment, etc. It is necessary to establish a complete system to regulate the operation process. At the same time, relevant regulations must be strictly implemented to ensure that all work conforms to standards and procedures. This can effectively avoid unnecessary risks and losses and improve work efficiency. Secondly, strengthening personnel training and capacity building is also a very important aspect. Teachers and administrative personnel are the core force of academic and administrative management in universities. Only if they have solid professional knowledge and rich experience can they better complete various work tasks. Therefore, universities should pay attention to the training and development of teachers and administrative personnel, so that they can constantly update their professional knowledge and skills, and enhance their competitiveness and leadership. Finally, full-process tracking and supervision of students is also very important. Universities should use various methods to understand the situation of students, including academic performance, behavioral performance, etc., timely discover problems, and take measures to correct them. In addition, some technological means, such as intelligent recognition technology, electronic

monitoring systems, etc., can also be used to achieve comprehensive student management and supervision, thus ensuring the quality and safety of teaching.

### **3. Problems of Teaching and Learning Management in Higher Vocational Colleges and Universities**

#### ***3.1. Inadequate Human Resource Allocation***

The importance of academic and administrative management in higher vocational colleges is self-evident. However, due to the lack of sufficient manpower and professional skills, the efficiency of this field is relatively low. Specifically, there are personnel shortages in the following areas: Firstly, the construction of the teacher team is not perfect. Although the universities have established corresponding teacher training mechanisms, due to the special nature of the education industry and high-intensity work pressure, many teachers find it difficult to engage in this industry for a long time. Therefore, universities need to strengthen the professional quality and ability training of teachers, improve their stability and loyalty, and better meet the needs of students. Secondly, there is also a shortage of administrative personnel. Although some universities have begun to introduce advanced information technology methods to assist teaching and management work, for the specific operation processes and data analysis and other aspects, professional personnel are still needed to handle them. Therefore, universities should increase recruitment efforts for administrative personnel, pay attention to talent cultivation, to ensure that they have the necessary professional knowledge and skills. Finally, the lack of technical support is also an important reason affecting the efficiency of academic and administrative management work. Currently, many universities still use traditional manual office methods, which not only increase the time cost of staff, but also prone to errors and omissions [3].

#### ***3.2. Insufficient Information Sharing Between Departments***

In higher vocational institutions, the efficiency of teaching and learning management is crucial. However, the lack of information sharing and communication among departments has led to many problems in the management of teaching and learning. Specifically, several aspects have obvious problems: Firstly, information exchange between different departments is not close enough. For example, there is a lack of effective communication channels between the student affairs department and the finance and accounting department, resulting in difficulties in timely correcting errors in student files. At the same time, there is also an information asymmetry problem between the teacher evaluation office and the curriculum setting office, making it difficult for teacher evaluation results to accurately reflect students' true level. The emergence of these problems not only affects the efficiency of academic and administrative management work but also brings certain risks to the school. Secondly, the information system construction of some departments lags behind the development pace of the times. For example, some universities' outdated computer equipment and software can no longer meet the needs of modern information technology, directly affecting the school's informationization process. In addition, some departments' database storage methods are not standardized enough, which can easily cause data loss or damage problems. Such situations severely restrict the smooth progress of academic and administrative management work. Finally, some employees' professional quality still needs to be improved. For example, some staff members are not proficient enough in computer operation skills, causing important files to be accidentally deleted or frequently modified. Some employees also have a low level of understanding of relevant laws and regulations, which also affects the quality of academic and administrative management work.

#### ***3.3. The Existing Information System Lacks Integrity and Intelligence***

In the current higher education environment, the application of information technology has become an indispensable part. However, for higher vocational colleges, there are still some shortcomings in the informatization degree of their academic and administrative management work. One of the main problems is the deficiency in integrity and intelligence of the existing informationization system. Firstly, many universities currently use traditional manual methods to carry out academic and administrative management work. Although this method can ensure the accuracy and reliability of data, it is prone to human factors and errors due to the need for manual operation. In addition, this method cannot achieve real-time monitoring and analysis of data, nor provide effective decision support. Therefore, it is necessary to introduce advanced information technology tools, such as ERP software,

cloud platforms, etc., to improve the efficiency and quality of academic and administrative management work. Secondly, some current informationization systems also have limitations. For example, some systems can only handle single types of business processes and cannot meet the needs of different fields; some other systems are too complex and not user-friendly enough, resulting in high learning costs for staff.

### ***3.4. The Quality of Individual Teachers Varies***

In higher vocational colleges, the uneven individual quality of teachers is a common problem. On the one hand, some teachers have high professional literacy and rich teaching experience, which enables them to provide high-quality educational services for students; on the other hand, there are also some teachers who lack necessary professional knowledge and practical experience, which cannot meet students' needs. This difference not only affects the teaching effect of teachers on students but also affects the teaching quality of the entire school. Therefore, how to improve the overall quality of teachers has become one of the urgent problems to be solved currently.

## **4. The Path to Improve the Efficiency of Teaching and Learning Management in Higher Vocational Institutions**

### ***4.1. Raise Awareness and Establish the Concept of Modern Teaching Management***

In modern society, with the development of information technology and changes in educational concepts, traditional teaching and management methods can no longer meet the needs of students. Therefore, universities need to establish a modern teaching and management system to adapt to the constantly changing social environment and student needs. Firstly, universities should strengthen research and application of modern teaching and management theories, and improve the professional literacy and teaching level of teachers. Only by doing so can they better provide students with high-quality learning experiences and promote their comprehensive development. Secondly, universities should actively explore new teaching methods and technological means, such as online classrooms, multimedia teaching resources, etc., to make teaching more lively and interesting and attract more students to participate. In addition, universities should also pay attention to the design and implementation of practical sessions, allowing students to consolidate what they have learned through actual operations, enhancing their hands-on abilities and innovative consciousness. In addition to the above measures, universities also need to attach great importance to the construction of the teaching staff, cultivate a group of high-quality and skilled talents, and promote the steady improvement of teaching quality. At the same time, universities should also strengthen cooperation and exchanges with other units, learn from others' experiences and successful cases, and jointly promote the development of higher education. In summary, enhancing the efficiency of educational and teaching management work in higher vocational colleges is a long-term and complicated process that requires the joint efforts of the entire school's teachers and students. Only by persistently pursuing excellence, can they truly achieve talent cultivation goals and make greater contributions to the country and society.

### ***4.2. Improve the System and Regulate the Teaching Management Behavior***

In improving the efficiency of educational and teaching management work in higher vocational colleges, it is very important to improve the system and standardize teaching management behavior. Firstly, universities should establish a complete system of educational and teaching management regulations, clarifying the responsibilities of each department and relevant process regulations. At the same time, it is necessary to strengthen education and training for teachers and students, enhance their ideological awareness and sense of responsibility, and create a good atmosphere for teaching management. Secondly, universities should formulate a series of strict standard operating procedures to ensure the stability and reliability of teaching quality [4]. For example, regulations regarding course offerings, textbook selection, exam arrangements, etc. should have a certain degree of authority and stability. Finally, universities should also strengthen the construction of assessment and evaluation mechanisms for teaching management personnel to motivate their active participation in teaching management work and ensure their level of work continually improves. In addition, to better promote the efficiency of educational and teaching management work in higher vocational colleges, it is necessary to pay attention to the professional literacy and ability development of teaching management personnel. Universities can carry out various forms of training activities, such as lectures, seminars, practice projects, etc., to allow teachers and students to gain a deeper understanding of the basic theories and methods of teaching management, master relevant skills and knowledge, and provide

strong support for educational and teaching management work in higher vocational colleges. In summary, improving the system and standardizing teaching management behavior is one of the important ways to improve the efficiency of educational and teaching management work in higher vocational colleges. Only through continuous exploration and improvement can more efficient and high-quality teaching management services be realized, creating a better learning environment and development space for teachers and students.

#### ***4.3. Strengthen Supervision to Ensure the Effectiveness of Teaching Management***

The importance of educational and teaching management work in higher vocational colleges is self-evident. However, due to various factors such as uneven teacher quality and differences in student learning abilities, the efficiency and stability of teaching management work are not high. To solve these problems, it is crucial to improve the efficiency of teaching management work. In this study, we propose an effective method to improve the efficiency of teaching management work - strengthening supervision. Through comprehensive monitoring and evaluation of teaching management work, problems can be timely discovered and solved, ensuring the effectiveness of teaching management. Specifically, the following measures can be taken: (1) Establish a sound assessment system. By setting reasonable assessment standards and evaluation criteria, regular assessments and feedback can be conducted to promote teachers' professional development and continuous improvement of teaching level. At the same time, big data technology can also be used to monitor and analyze the teaching process in real-time to better grasp the teaching situation and student performance. (2) Strengthen the supervision mechanism. By setting up special working groups or personnel responsible for supervising teaching management work, problems can be timely discovered and corrected, providing powerful support for the smooth implementation of teaching management work. In addition, various forms of communication and exchange can be adopted, such as organizing symposiums and conducting questionnaires, to understand the opinions and suggestions of teachers and students and further improve teaching management work. (3) Pay attention to training and motivation. By holding special lectures, seminars, etc., advanced educational concepts and teaching methods can be popularized among teachers, encouraging them to actively participate in teaching management work and play their professional advantages and innovative spirit. At the same time, various means such as incentive systems can be used to stimulate teachers' enthusiasm and creativity, promoting the continuous progress and development of teaching management work. In summary, strengthening supervision is one of the important ways to improve the efficiency of teaching management work. Only by fully grasping the current status and rules of teaching management work, can teaching management work be effectively promoted and optimized, ultimately achieving efficient operation and high-quality results.

#### ***4.4. Reinforcing Services to Achieve Teaching Management Goals***

In higher education, educational and teaching management is a very important task. To improve the efficiency and quality of educational and teaching management work in colleges and universities, a series of measures should be taken to strengthen the service awareness, in order to better achieve the goals of teaching management. Firstly, it is necessary to establish a sound educational and teaching management system. This includes setting reasonable course plans, establishing scientifically and rationally based assessment standards, and providing timely feedback on student performance. At the same time, attention should be paid to the construction of the teaching staff, continuously improving their professional level and teaching ability to ensure the quality and effectiveness of teaching. Secondly, it is necessary to enhance the attention to students' needs. This can be achieved through various forms of student surveys to better understand their needs and opinions to better meet their educational needs. In addition, by providing diversified learning resources and support, a better learning environment and conditions can be created for students. Finally, communication and exchanges with parents should be strengthened. This can help schools better understand students' family backgrounds and social situations, thus better guiding and directing students' development. Meanwhile, it can also enable parents to better understand the situation and development direction of the school, thus better supporting the development and progress of the school. In summary, the efficiency of educational and teaching management work in vocational colleges is an important guarantee for its normal operation. Only by fully realizing the importance of service and actively providing service can the goals of teaching management be truly achieved, promoting the development and progress of education.

#### ***4.5. Actively Create a Learning Organization Atmosphere***

In vocational colleges, the efficiency of educational and teaching management work is an important guarantee for students to successfully complete their studies. In order to improve the efficiency of

educational and teaching management work, it is necessary to actively create a good learning organization atmosphere. Specifically, several aspects can be addressed: Firstly, it is necessary to strengthen the professional training and ability development of the teaching staff. Only with high-level professional knowledge and skills can they better guide students in learning and practical operations. At the same time, attention should also be paid to the cultivation of the work attitude and social responsibility of teachers, encouraging them to constantly innovate and develop their professional qualities. This not only enhances the competitiveness of teachers themselves but also provides better educational services for students. Secondly, it is necessary to establish a sound evaluation mechanism to promptly discover and solve problems. Through regular assessment activities to evaluate the teaching effectiveness of teachers and the academic performance of students, feedback can be provided to teachers in a timely manner to help them improve teaching methods and optimize course settings, thereby improving teaching quality and efficiency. In addition, various forms of information communication such as online classrooms and video conferences can be used to make communication between teachers and students more convenient and effective. Finally, it is important to value the development of teamwork spirit and collaboration consciousness. Educational and teaching management work involves multiple departments and personnel, so it is necessary to give full play to the complementary advantages of each department and form a synergetic development situation. Platforms can be built, seminars can be held, and various other methods can be used to promote mutual exchange and sharing of experiences among experts and scholars in different fields, and jointly promote the process of teaching reform and talent cultivation. In summary, actively creating a learning organization atmosphere is of great significance for improving the efficiency of educational and teaching management work. Only by constantly exploring new development models and ideas can we promote the sustained and healthy development of higher education.

## 5. Conclusion

In this study, we explored the issue of efficiency in educational and teaching management work in vocational colleges and its influencing factors. Through a review of relevant literature and data analysis, we have reached some important conclusions: firstly, there are some obvious shortcomings in educational and teaching management work in vocational colleges, such as lack of effective organizational structure, unreasonable personnel allocation, and non-standard processes. These problems directly affect the performance of teaching quality and student satisfaction. Therefore, measures need to be taken to optimize the internal working mechanism of educational institutions, improve the professional quality and service awareness of teachers, in order to better meet the needs of students. Secondly, the problems existing in educational and teaching management work in vocational colleges are closely related to changes in the social environment. With the continuous development and progress of society, the quality standards of higher education are getting higher and higher, and traditional teaching models can no longer meet the requirements of these changes. Therefore, it is necessary to strengthen the reform and development of educational and teaching management work in colleges and universities, explore new teaching methods and approaches to achieve better teaching effectiveness and social benefits. Finally, our study also found that educational and teaching management work in vocational colleges has certain limitations, such as insufficient support and protection for certain special groups of students, such as disabled people or elderly people. Therefore, policies and regulations should be further improved, and more support should be provided for these groups of people to provide them with better educational resources and services.

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