

Discussion on the current situation and countermeasures of the professional development of teaching secretaries under the background of "Double High education" -- Taking Wenzhou Vocational and Technical College as an example

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Abstract

"play dates" background, the educational mode of connotative development of Wenzhou vocational & technical college, for vocational colleges and universities of teaching secretary professionalization development provides the development basis, in order to innovate vocational colleges training mode, to establish a consistent with the high vocational colleges vocational colleges and universities of teaching secretary professionalization development path. This paper studies the current situation of the development of Wenzhou vocational and technical college teaching secretary and the professional development model, and through the study of vocational colleges teaching secretary capacity analysis of consciousness, exploring the combination "under the background of Wenzhou vocational & technical college teaching secretary professional development countermeasure, strengthen vocational colleges related functional department organization adjustment, promote the improvement of quality of the teaching secretary's own work, Open teaching secretary career development channel, optimize the teaching secretary job, business scope expanding teaching secretary and reasonable construction organization setup, personnel configuration is moderate, work division of labor clear teaching management team, optimize the teaching secretary title appraisal system and the teaching secretary work management system, perfect training system, develop a career path, eventually improve the teaching secretary's execution. Thus promote Wenzhou vocational and technical college teaching secretary management reform more scientific and reasonable. The cultivator of teaching work, the manager of basic teaching, analyzes the current situation and countermeasures of teaching secretary work, and explores innovative ways of teaching secretary management, so as to improve the teaching quality of the college and promote the strategic position of Wenzhou vocational and technical College in the development of regional economy.

Keywords

Vocational college; Teaching secretary; Work innovation; countermeasures.

1. Introduction

Wenzhou Vocational and Technical College has made a series of achievements in recent years, and has been rated as national model higher vocational college, National high-quality higher vocational College, Key higher vocational college of Zhejiang Province, and national "double universities". The Opinions of the Ministry of Education and Finance on the Implementation of the Plan for The Construction of High-level Vocational Schools and Majors with Chinese Characteristics call on vocational colleges to serve the construction of a modern economic system, so as to achieve high-

quality and fuller employment and the strong integration of industry and education in vocational colleges, so as to promote school-enterprise cooperation and focus on the high-end industries of the country and industry. We will promote vocational education to serve the national development strategy and regional revitalization strategy, and occupy a highland of technical and skilled personnel.

Wenzhou Vocational and Technical College, a full-time comprehensive vocational college established in 1999 with the approval of the Ministry of Education, has become a national demonstration higher vocational college and a pilot college of four-year higher vocational education personnel training in Zhejiang Province. In the face of the rise of artificial intelligence, "Internet plus" and big data and other emerging technologies, the school of Digital Economy has been actively responding to the fourth scientific and technological revolution, and has successively set up artificial intelligence, international business, virtual reality, intelligent manufacturing and other majors to continuously cultivate skilled talents with strong hands-on ability and high professional quality. Wenzhou Vocational and Technical College constantly builds a development-oriented production and education system that meets the needs of the new era and conforms to the goal of "double high", providing new opportunities for the teaching secretary profession. Teaching secretary is the practitioner of teaching management work, is the bridge to communicate with schools, teachers and students, shoulder important mission and responsibility. In the process of the development of Wenzhou vocational & technical college, teaching secretary as college grassroots workers ongoing management innovation, and actively to the innovation of the teaching management methods to explore, under the background of "combination", solve the problem of the long-term development of Wenzhou vocational & technical college, to help the development of vocational colleges, adhere to the evaluation index of high-standard professional colleges, We will further improve the quality of teaching in vocational colleges and universities. At present, Wenzhou Vocational and Technical College is changing from scale development to connotation development. As the direct implementer of teaching operation and management, teaching secretary's daily work is complicated and complicated, including teaching files, student files, students' scores, textbook subscription, teaching syllabus, examination arrangement, teaching plan and so on, all of which need high timeliness of work. The professionalism of teaching secretary has an important influence on the development of teaching management in vocational colleges.

2. Analysis of the professionalization status of teaching secretaries

The professional quality of teaching secretary needs to summarize and refine a set of innovative work thinking mode in teaching management from the perspective of established secretary occupation in vocational colleges and universities. In secretary professional activities cultivate scientific thinking methods, after a long career of teaching management, teaching professional forging, develop teaching management professional experience and wisdom, improve the efficiency of teaching management work practice, the teaching management professional response capacity to form a conditioned reflex, form occupation sensitive, form the professional instincts, And be able to think creatively. The professional consciousness of teaching secretaries in vocational colleges is the key to teaching management, and it is the power and source of teaching management performance. Professional professional work is a summary of professional development in western developed countries in the past 100 years, with an independent system framework. As vocational colleges for the improvement of teaching secretary management requirements, the teaching secretary's job burnout problems directly affect the efficiency of teaching management professional, disconnect between supply and demand problem, teaching secretary is the teaching management staff, multi-line, complicated and professional identity is very important, work hard to quantify, Cause the identity of the teaching secretary of teaching management is low, limited career development, vocational colleges of teaching secretary training, promotion, reward policy concern is not enough, or even cancel the teaching secretary management title promotion channels, vocational colleges need to teaching management staff career development planning, make the teaching secretary of teaching management, the feeling of belonging and obtain Avoid job burnout. Therefore, it is necessary to improve the professional

concept of teaching secretary and improve the efficiency and benefit of management. Teaching secretary is the facilitator, executives, led by higher vocational colleges, receive notifications in teaching management, upload issued and assist the department leader in organization of the teachers and students, timely and accurately convey information, the management of teaching affairs, to stabilize teaching order, to promote sustainable vocational colleges management work, ensure that vocational colleges education work develops to respect of normalized. Functions of the vocational colleges need to clear the teaching secretary professional qualification requirements, set up the teaching secretary professional qualification model, careful analysis of teaching secretary professional ability structure, improve the efficiency of teaching secretary professional aptitude optimizing, a good teaching secretary professional basis, solve the contradiction between demand and teaching management, teaching secretary to promote teaching quality guarantee.

3. Ability analysis of teaching secretaries in vocational colleges under the background of "Double High Schools"

(1) Communication skills

In the teaching management in vocational colleges, teaching secretary is both are first-line managers, and teaching management of the operator, needs to have the ability of leadership, control, planning, organization, the need for the implementation of the school teaching plan, for the transmission of teachers' teaching work, organize the teachers' teaching and researching activities, maintaining the order of school teaching, establish archives for schools and students Ensure the normal order of the vocational colleges and universities teaching management, teaching secretary need to grasp the dynamic vocational colleges teaching, familiar with the school management system, grasp the teaching law, school of information resource integration, talent cultivation reforms for the school to provide detailed data, the use of school teaching and management system of information management, timely and effective data integration, Effective data can be mined through data research and provided to deans, teachers and students for effective communication among them and a tight bond can be established (as shown in Figure 1). Therefore, teaching secretary should grasp the teaching information of vocational colleges in the first time, master the overall teaching dynamics, and provide suggestions and suggestions with reference value. To provide teaching advice for the teaching reform and curriculum optimization of vocational colleges under the background of double high schools.

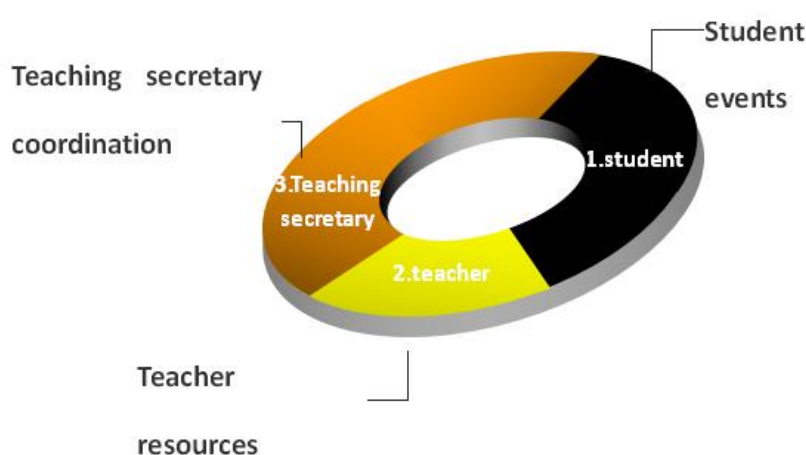


Fig. 1 The relationship between teaching secretary, teachers and students

(2) Have digital office capacity

The combination of big data technology and paperless office brings opportunities to teaching management. Teaching secretaries need to be familiar with all kinds of information platforms, master the operation of office software, and carry out timely information transmission and problem solving. In the information age, online and offline network services depend on electrical network technology.

Big data management mode under the background of the digital teaching adopts closed loop management, teaching secretary need to change management ideas, to develop data management innovation thinking ability, social marketing, network education and cloud platform information transmission way to realize the teaching practice, course selection, teaching evaluation, through information skills and new management means, reduce the manpower expenses for teaching management in colleges and universities, Big data analysis and network information application are the general trend of smart campus construction in vocational colleges and the result of information technology development.

(3) Scientific research ability

Support the teaching secretary in carrying out research work. "Play dates" background, the teaching secretary is the teaching management of scientific research are of great help to improve the level of teaching management, but the reality situation, vocational colleges teaching secretary scientific research ability is generally low, the teaching secretary scientific research ability tedious business, lack of power for scientific research, also can't spare more time engaged in scientific research, Can not make full use of information construction teaching online and offline teaching management, for information technology can not teach systematic learning and research, lack of research results, lack of teaching management and reform suggestions and self-consciousness, teaching management lack of innovative thinking, can not better improve the teaching secretary's work level. Vocational colleges need to support the scientific work of teaching secretaries, using information technology to improve the work efficiency, in order to make the teaching secretary has essential scientific research ability, need targeted teaching secretary design distinctive research projects, research tradition and form a vocational colleges to study advantages, actively encourage to optimize teaching management, teaching secretary the teaching management of vocational colleges was quickly promoted.

4. Countermeasures for the professional development of teaching secretaries in Wenzhou Vocational and Technical College under the background of double High Education

(1) Strengthen the organizational adjustment of relevant functional departments of vocational colleges and promote the improvement of teaching management ability

To strengthen the organizational management technology of vocational college education and teaching management and educational administration department. These departments, as the core level of teaching management, lead and even decide the height of vocational college teaching and management with their ideas and organizational systems. So, it is necessary to optimize field leadership management function, and promote the teaching quality and efficient management structure, build a solid education theory, the efficiency of management efficiency of middle management cadres and the successful completion of the task, to promote the core teaching management to guarantee to be responsible for the teaching management at the grass-roots level and the service of teaching secretary can play its due role, it is the necessary condition to improve teaching quality of vocational colleges. , therefore, to strengthen the top design, vocational colleges turn professional colleges and universities teaching management idea, develops the vocational colleges transformation development and efficient management of the weak and strong situation, optimization of vocational colleges teaching secretary team, in the ideological level, teaching management level change ideas, the teaching secretary in vocational colleges has a clear role in teaching management system and form the higher understanding, In particular, the top-level design of the management level of vocational colleges should be strengthened to promote the change of the management concept of administrative force from the top to the basic level, and the teaching secretary team of the gold layer should be strengthened to lay a solid management foundation for the teaching quality and school-running level of vocational colleges.

(2) To promote the improvement of teaching secretary's own work quality

In vocational colleges multi-level organization structure, need to face the complicated teaching environment, teaching secretary for their high standards and strict, first in the field of consciousness to promote the renewal of the thought idea, meet new concept, new system seriously, learning and innovation, excellent scientific management mode, add new knowledge, enrich the new idea, improve the ability of logic and expression ability, Under the background of "Double High", update the concept and improve the new understanding; Secondly, in the management activities, we should be brave in practice and innovation, promote the teaching management mode to eliminate the old and adopt the new, dare to process new exploration, try new creation, experiment new schemes, and constantly improve the business quality, professional quality and scientific research ability, so as to make the daily work efficient and simple.

(3) Unimpeded teaching secretary career development channel.

Optimize teaching secretary posts, expand the business scope of teaching secretary, construct a teaching management team with reasonable organization, moderate staffing and clear division of work. So perfect vocational college organization configuration, is clear about the teaching secretary responsibility becomes necessary, in the teaching and teaching management office of the secretary in the process of post setting, the formation of the teaching secretary job, business specific organization system, effective play to the basic teaching management worker's ability to work, more conducive to professional colleges and universities teaching management and improving the efficiency of personnel training.

Optimize the teaching secretary title appraisal and employment system and the teaching secretary work management system

Teaching secretary is the disadvantaged in vocational colleges and universities teaching management system, in order to reflect the professional identity of teaching secretary, play to the teaching secretary's work enthusiasm, improve the teaching secretary, management and service potential needs to reform the teaching secretary title appraisal system, and open teaching secretary job career development way of promotion, optimize the teaching secretary post responsibility and access system, Improve the professional ability of teaching secretary, enrich the teaching secretary knowledge structure, teaching secretary job experience, increase teaching secretary salary welfare management, strengthen the teaching secretary job incentives, optimize the teaching secretary's performance appraisal system, take the diversified management, routing management teaching secretary, improve the teaching secretary promotion mechanism Avoid the teaching secretary's work in volume.

③ Perfect the training system, expand the career path, improve the executive ability of teaching secretary

Vocational colleges need to pass through the improvement of external environment and internal environment improvement, on the secretary to establish training system, vocational colleges teaching for teaching secretary, executive force training, training of teaching secretary service consciousness, innovation consciousness, service consciousness and service quality, enhance teaching secretary personal comprehensive quality, to promote the teaching secretary career development, organization intercollegiate teaching secretary business salon, Carry out teaching secretary exchange lectures, enrich the life of teaching secretary, explore the development channel of teaching secretary.

5. Conclusion

Teaching secretary is an important part of vocational colleges to improve teaching ability under the background of "double High", vocational colleges

Colleges and universities need to improve the teaching secretary environment and attach importance to the teaching secretary work. Wenzhou Vocational and Technical College is a full-time higher vocational college approved by the Ministry of Education of the People's Republic of China, a national demonstration higher vocational college, and a four-year vocational training pilot college in Zhejiang Province. Wenzhou vocational and technical college is located in the forefront of China's

reform and opening up, the regional economic development is rapid, flexible mechanism, with 35 industry association, more than 310 private enterprises, the approaches to model, to do in production with study and study, and personnel training mode, with enterprises as the carrier, engineering alternation of school-running mode, Create "Zhengtai Class", "Aokang class", "Delixi class" and other "school-enterprise cooperation, work-study combination" order class, "Wenzhou model of higher vocational education". Although the number of teaching secretaries in Wenzhou Vocational and technical College is not large, they are also an important group in the development of vocational colleges and play an important role in teaching management. With the reform of running school mode of Wenzhou Vocational and technical College, teaching secretaries are advancing with The Times, exploring teaching rules and improving management ability in their work. Therefore, to ensure the orderly in Wenzhou vocational and technical college teaching work, need to have a high quality team of teaching secretary, to establish and optimize the teaching of Wenzhou vocational and technical college and the secret training system and promotion system, completes the teaching secretary career development prospects, secretary for the teaching management work to solve trouble back at home, establish an effective evaluation mechanism and promotion system of reward, Enhance the professional identity of teaching secretary and the sense of belonging to the school.

The teaching secretary of vocational colleges should conform to the national strategic needs, study the development personality and demand of students, promote the benign development of the running mode of new vocational colleges, and train the socialist builders and successors of vocational college students in the new era with all-round development and excellent academic and ideological and political qualities.

The depth and breadth of the school-running mode of Wenzhou Vocational and Technical College are in the development process from quantitative change to qualitative change. Under the "double high background", Wenzhou Vocational and technical College keeps innovating its development mode, leading the high-level development of similar vocational colleges in China. The career planning and management system of the teaching secretary of Wenzhou Vocational and technical College is discussed. For the construction logic and reform practice of vocational colleges, it provides development basis for the overall development, model construction and development logic of the "14th five-year" Wenzhou Vocational and Technical College.

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