Abstract

The aim of this interactive document is helping the Pedagogical Director beginning in a triple orientation: On the one hand, it should serve as an easy consultation guide when orienting his/her work on a daily basis; for that, facilitating documents regarding different areas can be found in it. On the other hand, its aim is to be a sort of diary and storage to collect the different activities that make up the work of the Pedagogical Director in the educational stages of ESO and Bachillerato, in an environment with similar features to that of my reference institution, in this case, the La Salle School in Córdoba. In the third place, and I consider it as the most important one, the aim is to systematize the necessary information that is facilitated to teachers and students, while at the same time, controlling it. For this, it is necessary to make an inventory of the useful documents, update them, edit them in a homogenous format and give them to the teachers at the beginning of the course. Bearing these three possibilities in mind, we do not regard this document as a finished work. We think that the way it was conceived allows it to grow with the experience and work of the Director who assumes it an adapt to its needs.

Keywords

Management Project, technical management, context analysis, management profile, the mission of an institution, vision of future.