Theoretical Foundations of the Organization of Information Service in the Management of General Secondary Schools

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Abstract: This article discusses the role of information technologies in the educational system, the effectiveness of using information services in school management. In the management of educational institutions, information service, financial, economic and other types of data collection, data analysis issues are covered.

Key words: information, information service, analysis, information in management, trend, strategic decision, information technology, information system.

Decree of the President of the Republic of Uzbekistan No. PF-5349 dated February 19, 2018 "On measures to further improve the field of information technologies and communications" on the development of modern information technologies and communications, creation of an integrated system of interactive state services, communication of state bodies with the population consistent work on the introduction of new mechanisms implies the provision of quality information services in the field of wide introduction of information and communication technologies holds [1].

It is determined that consistent work will be carried out to ensure the freedom of information, to form the institutional and legal foundations of the development of information technologies and mass media. Ensuring the realization of citizens' constitutional rights to freedom of information and speech, forming the culture of correct use of information by the population is given as an important issue [2]. In the world education system, special attention is paid to scientific research aimed at improving the mechanisms of training teachers for innovative activities based on modern development principles, training creative thinking personnel, introducing pedagogical innovations in accordance with development trends and evaluating their effectiveness. In particular, the use of information technologies in the management of school education serves to increase the effectiveness of management.

"Information service in the management of educational institutions" is a service involved in the collection, analysis and distribution of information in public and private educational organizations. The main tasks of the information service are to collect financial, economic and other types of data, analyze the received data and draw conclusions, deliver the information to the appropriate addresses or decision-makers,

envisages the establishment of cooperation between educational institutions. The effectiveness of information services in the management of educational institutions is of great importance in making strategic decisions of the organization.

Informatization of the field of education in the 21st century information age, in every educational institution:

- ✓ teaching and learning process;
- ✓ educational institution management;
- ✓ departments of the educational institution;
- ✓ the environment of the educational institution requires information [3].

By S. Allayarova, the role of information and communication technologies in improving the quality and efficiency of the educational process in the management of the educational process in Uzbekistan, the compatibility of information and communication technologies and advanced pedagogical technologies in the educational process, the analysis of the dynamics of the reforms carried out in relation to the promising trends of the field, and the educational process possibilities of modern forms of organization and digital technologies are analyzed [4].

Information technology in management is a certain management activity, and it is an interrelated set of tools, methods and employees used in the collection, storage, processing and output of information through information systems.

A. Abdukadirov "emphasizes that the number of people turning to the Internet in society is increasing, and evaluates their opportunities in the educational process[4]".

One of the most important features of the globalization of information and communication technologies is explained by the increase of various information.

M.M. Vakhobov believes that "... in the age of accelerated information exchange, one of the most important tasks of the educational system is to protect students from various information attacks and destructive foreign ideas by developing media literacy and media culture" [6].

There are internal and external factors determining the emergence and development of information technologies, which can be described as follows.
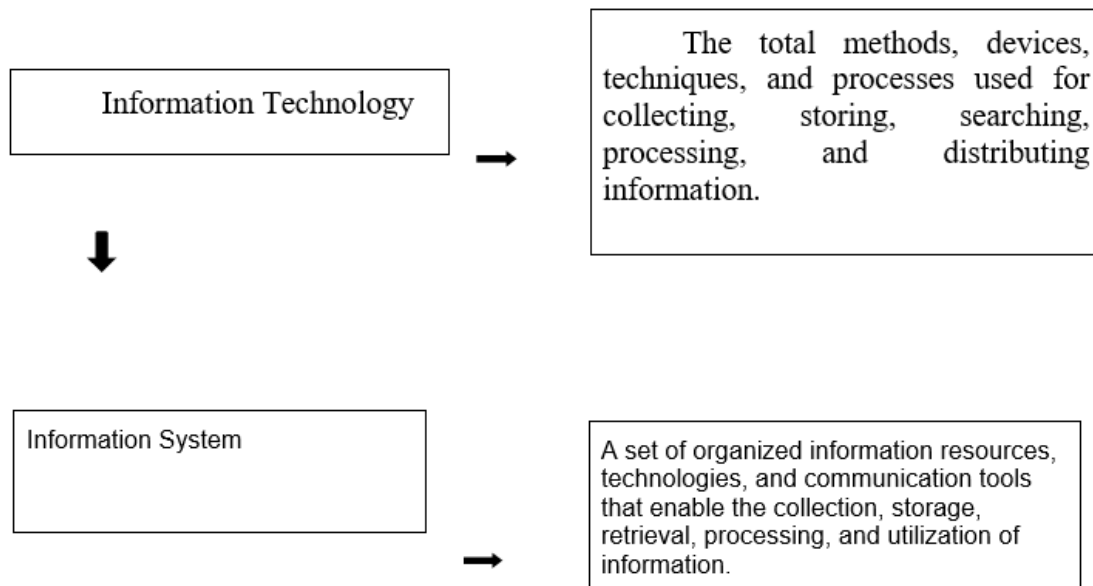
- ➢ internal factors - the emergence (creation) of information, its types, properties, performing various actions with information, their collection, transmission, storage, etc.

- ➢ external factors - this means the implementation of various tasks with information through the technical equipment of information technologies.

Based on the introduction of information technologies in the management of the educational institution, it is possible to increase the effectiveness of school management, that is, to manage educational activities, to monitor results, to control processes, to plan activities, and to use information systems. Today, information systems for the management of educational institutions in the educational system have been developed in order to fulfill certain tasks. Information systems perform tasks of storing, collecting, processing, changing, transmitting, receiving and monitoring data-based data, and preparing reports. The information system provides the management and teaching staff with necessary information for planning, managing and evaluating work activities. The information system is the organizationally arranged information resources, technologies and means of communication that allow the collection, storage, processing and use of information.

In the pre-school and school education system, the implementation of information and communication technologies in the educational process is being carried out on a large scale. In

particular, the work of providing general education institutions with modern computer equipment and equipment is being continued consistently.

The information system is the organizationally arranged information resources, technologies and means of communication that allow the collection, storage, processing and use of information.

Information Technology	→	The total methods, devices, techniques, and processes used for collecting, storing, searching, processing, and distributing information.
↓		
Information System	→	A set of organized information resources, technologies, and communication tools that enable the collection, storage, retrieval, processing, and utilization of information.

In the preschool and school education system, extensive efforts are being made to integrate information and communication technologies (ICT) into the educational process. For instance, the consistent provision of modern computer equipment and devices to general education institutions continues.

The level of students' academic performance in various subjects can be analyzed by school, class, and even on an individual student basis. One of the key indicators of a school principal's effectiveness is the extent to which students of the educational institution master the curriculum in accordance with state educational standards. This reflects the creation of a healthy environment in the school, the productive work of the school community, and the ability to organize the educational process effectively to meet contemporary demands, achieving better outcomes.

The system allows the determination of this indicator through the performance evaluation feature. The level of students' academic achievement is monitored through daily, weekly, monthly, quarterly, and annual reports, which are formed and analyzed regularly.

The use of information technology services depends on the skills and competencies of users interacting with them. Therefore, enhancing training programs and methodologies in the field of information technology, addressing the shortage of qualified personnel in the labor market, and ensuring continuity in information and communication technology (ICT) education are critical tasks. Integrating advanced methods into the training systems for managerial staff in the ICT sector is considered a pressing issue.

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