

Implementation of School Administration Management in SMK Negeri 1 Palembang

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ABSTRACT

This study aims to determine school administration management at SMK Negeri 1 Palembang. This research uses a qualitative approach to descriptive analysis methods. Data collection techniques are in the form of interviews, observation, and documentation. The location of this research was conducted at SMK Negeri 1 Palembang. The results of the study, (a) teacher administration by school administration staff at SMK Negeri 1 Palembang includes the activities of administering teacher completeness and the quality of implementing teacher administration at SMK Negeri 1 Palembang is carried out well, (b) the quality of implementing student administration at SMK Negeri 1 Palembang, in general, can be classified into *good criteria*. (c) the implementation of personnel administration at SMK Negeri 1 Palembang has several weaknesses, namely in planning for the needs of teaching and educational staff, which are usually carried out by the teachers themselves and in the processes of appointment, transfer, and promotion, which are still not optimal.

Keywords: Implementation; Management; Administration

INTRODUCTION

Education is the main investment for a developing nation. Development can only be carried out by human resources who are prepared through education, according to Minarti (2011, p. 247). Education is an element that cannot be separated from human beings. Education has been carried out, even simply, because, with education, humans will grow and develop properly and adapt to their environment. Education is like a light that demands that humans determine the direction, purpose and meaning of this life to achieve physical and spiritual well-being, said Hawi (2008, p. 45).

In education, especially school education, a plan or management must be used as a reference in carrying out educational activities to achieve effective and efficient learning objectives. The term management in schools is often juxtaposed with the term school administration. Research results from Balitbangdikbud show that school management or administration is one of the factors influencing the quality of education.

According to Gee (2000), school administration supports achieving organizational goals by doing operative jobs. The school administration is a series of activities or the entire process of controlling the cooperative efforts of many people to achieve educational goals systematically that is held in the school environment, especially in formal educational institutions. In addition, the school administration also has the duty and function of providing information that is important and needed for leaders in making appropriate decisions and actions for the smooth running of the organization in general.

Based on the theory and the findings of these observations, in this study, the focus of the research was to determine the implementation of administrative management at Palembang 1 State Vocational High School.

LITERATURE REVIEW

According to Fattah (2012, p. 123), education management is a tool for achieving educational goals through processing educational fields. The field of management of education includes all activities that are a means of supporting the teaching and learning process to achieve the educational goals that have been set. According to Baharuddin (2010, p. 55), the scope of education management includes leadership, infrastructure, financing, public relations, and student and administrative management.

1) Curriculum Management

Curriculum management is a system of management or arrangement of the management system or statement of the curriculum cooperatively, comprehensively and systematically. Curriculum management is integral to the education unit level (KTSP) and school-based management (SBM) curriculum. The scope of curriculum management includes planning, organizing, implementing, and evaluating the curriculum. (competence standards / basic competencies) with regional needs and the conditions of the school concerned so that the curriculum is a curriculum that is integrated with students and with the environment in which the school is located.

2) Facility and Infrastructure Management

Management of facilities and infrastructure is an activity on how to organize and manage educational facilities and infrastructure efficiently and effectively to

achieve the goals that have been set. The facilities and infrastructure management process generally includes planning, procurement, supervision, inventory storage, deletion and arrangement. This process is important so that the procurement of facilities and infrastructure is on target and effective in its use.

3) Finance/Financing Management

Financial/financing management is a series of planning, implementing, and evaluating activities and being accountable for transparently managing funds for the public and the government (Mulyasa, 2005. p. 47). Good financial management in institutions will increase the efficiency of education delivery. With the availability of funds, achieving educational goals that are more productive, effective, efficient, and relevant allows the needs to be realized soon.

4) Public Relations Management

Public Relations is a management function to assess and conclude public attitudes and adjust agencies' or organizations' policies and procedures to gain community understanding and support (Hasbullah, 2006, p.124). Public relations as a liaison between the school and the community must always be maintained properly because the school will always be in touch with the community; it must be kept from it as the school's *partner* in achieving its success.

5) Management of Learners/Students

Management of students is an effort to organize students from entering until they graduate from school by providing the best possible service to students (Baharuddin, 2010, p. 67). The student/student management function is a means for students to channel and develop all their abilities in individual and social aspects to adapt to the environment and gain prosperity in life, both physical and mental well-being.

6) Education Administration Management

Educational Administration Management is a process of activities in education that includes planning, organizing, directing, and supervising activities to achieve educational goals effectively and efficiently. Management and administration cannot be separated. Why? Because management is the essence of administration. In other words, management is the main implementing tool in the administrative process.

Based on the researcher's interview with Yunizar S.Pd on Wednesday, August 3, 2022, who serves as head of Administration at SMK Negeri 1 Palembang. He stated that the management of education administration or the administration of the school learning process, which was mostly carried out by school administrative staff, needed to be better in providing administrative services,

which are rarely held.

Several factors play an important role in supporting the implementation of school education administration, including administrative staff who are professional and trained in their fields. The results of the researchers' initial observations on Wednesday, August 3, 2022, found that school administration services at SMK Negeri 1 Palembang were not optimal due to various factors, including the uneven distribution of tasks among staff, inadequate competence of administrative staff and meeting the good criteria, namely personality competence, technical and managerial social affairs, as well as a lack of training or outreach from the competent authorities regarding administrative services, duties and functions in schools.

METHOD

Design and Sample

This study uses a qualitative approach with a descriptive analysis method. Keirl and Miller in Moleong (2010, p. 11) argue that qualitative research is a particular tradition in the social sciences fundamentally dependent on observations, people, their own spheres, and relating to these people in their own language and terms. The location of this research was conducted at SMK Negeri 1 Palembang. The object of this research is the Head of SMK Negeri 1 Palembang and in the form of school data related to SMK Negeri 1 Palembang.

Instrument and Procedure

Data collection techniques were carried out through interviews, observation, and documentation. In this study, the data collected from informants, namely the Head of SMKN 1 Palembang and the Head of Administration and the Administrative Staff, will be recorded in detail and thoroughly. Then the recording results will be summarized and focused on the important things so that the data reduction results provide a clear picture to make it easier to conclude. After the data reduction process, the data can be presented as a brief description.

Data Analysis

The data analysis technique uses three streams. Miles & Huberman (1992, p. 16) argue that the analysis consists of three activities simultaneously: data reduction, data presentation, and conclusion/verification. The steps according to qualitative data processing techniques by Miles and Huberman are 1. Data Collection, 2. Reduction Data, 3. Data Presentation, and 4. Verification and Conclusion. Here below is the data analysis scheme according to Miles & Huberman

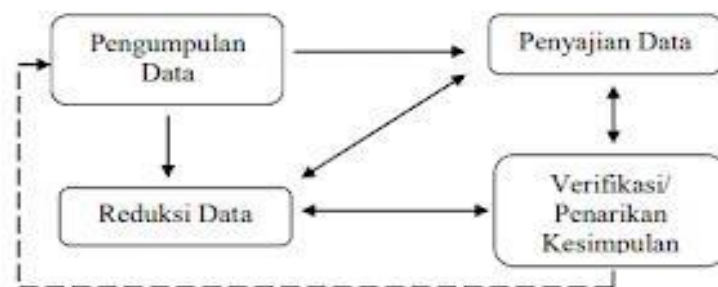


Figure 1.
Miles & Huberman Data Analysis

RESULTS AND DISCUSSION

SMK Negeri 1 Palembang which is located on Jl. Lieutenant Jaimas no. 100 Kelurahan 20 Ilir Kecamatan Ilir Timur 1 Palembang City South Sumatra Province is a Junior Vocational High School in Palembang City. This school was built or founded in 1952 on an area of 6,630 m² which was previously the building of SD Nan Hwa (Chinese Ethnic School). In 1959 the school was taken over by the South Sumatran Economics Student Association and the South Sumatran Islamic Student Branch, which was chaired by R. Ali Ermas (the figure behind the South Sumatra SMEA) so that High School of Economics (SMEA) became the first in the city of Palembang.

SMK Negeri 1 Palembang has the NSS/NPSN number 401116003713/10603713, the type of regular school and the number of classes/students is 45 classes / 1574 students and with *A accreditation. environment and competent in the field of Business and Management* ".

There is 97 teaching staff at SMKN 1 Palembang, consisting of 34 permanent teachers, 25 PPPK teachers, 37 non-permanent teachers and 1 DPK teacher. The average last education of the teaching staff is Strata 1, and some of them are already in Strata 2.

In addition to teaching staff, the Principal has auxiliary staff in managing all school administration, namely the administration section. This administration section only serves in terms of correspondence and then stores all important school files. The number of permanent administrative staff is two people, and the non-permanent staff is 23 people. The number of students at SMKN 1 Palembang for the 2022/2023 school year, as the results of the researchers' observations, can be seen in the following table.

Table 1
Student Data at SMKN 1 Palembang
The Academic Year 2022/2023

No	Class	The number of students	Number of Study Groups
1	X (ten)	439	13
2	XI (eleven)	425	14
3	XII (twelve)	354	11
Amount		1218	38

Source: SMKN 1 Palembang

SMKN 1 Palembang Has various kinds of infrastructure facilities which aim to improve the quality of student output. From the results of observations, researchers obtained various kinds of infrastructure.

Table 2
Facilities and Infrastructure of SMKN 1 Palembang
The Academic Year 2022/2023

No	Room Name	Amount	Information
1	Classroom	37	Good
2	Lab Room. Computer	6	Good
3	Library Room	1	Good
4	Accounting Practice Room (Mini Bank)	1	Good
5	R. MPLB practice	1	Good
6	R. Marketing Practices	1	Good
7	R. TKJ practice	1	Good
8	R. Broadcasting Practice	1	Blm Standard
9	Principal's office	1	Good
10.	R. Vice Principal	4	Good
11	Teacher's room	43	Good
12	Administration room	1	Good
13	BP / BK room	1	Good
14	student council room	1	Good
15	Scout Room	1	Good
16	Cooperative Room	1	Good
17	UKS room	1	Good

18	Islamic Prayer Room	1	Good
19	Hall	1	Good
20	School Canteen Room	1	
21.	Toilet Room	16	Still not enough
22	Warehouse	2	
23	Production Unit Room	1	Good

Source: Documents SMKN 1 Palembang

Implementation of Administrative Management at SMK Negeri 1 Palembang

Teacher Administration

The implementation of teacher administration at SMK Negeri 1 Palembang was conveyed through an interview with the Head of SMK Negeri 1 Palembang on November 2, 2022, which stated that teacher administration is the business of collecting, recording, processing, duplicating and storing items owned by the teacher concerned.

The quality of the implementation of teacher administration at SMK Negeri 1 Palembang based on interviews with school principals and heads of administration, namely:

Table 3. Quality of Teacher Administration Implementation

No .	Job description	Implementation		Results
		Yes	No	
1	Documenting content standards	√		Good
2	Documenting the applicable curriculum	√		Good
3	Documenting syllabus	√		Good
4	Prepare learning modules and learning assessments.	√		Good
5	Prepare device supervision	√		Good
6	Documenting exam/test materials	√		Good
7	Documenting the assessment of learning outcomes by educators, education units and the government	√		Good
8	Documenting the competency standards of educational unit graduates	√		Good

9	Documenting graduate competency standards subjects	√		Good
10	Documenting criteria completeness At a minimum	√		Good
11	Help facilitate the implementation of curriculum and syllabus	√		Good
12	Documenting mapping competence basis of each subject per semester	√		Good
13	Documenting curriculum, syllabus and Learning module.	√		Good
14	Documenting Value Set Lists (DKN) or <i>leger</i>	√		Good
15	Help with graphing Power absorb learning completeness per subject	√		Good
16	Compile a list of required books	√		Good
17	Creating information system services and curriculum administration reporting	√		Good
18	Utilizing ICT to administer the curriculum	√		Good

Based on the description above, the implementation of teacher administration by school administration staff at SMK Negeri 1 Palembang includes administering teacher completeness. The quality of implementing teacher administration at SMK Negeri 1 Palembang is carried out properly.

Student Administration

Student administration carried out by school administration staff at SMK Negeri 1 Palembang records incoming and outgoing students, making student transfer data and recording students in the school's main book. The Head of the School conveyed it in an interview on November 2, 2022. In line with what was conveyed by the Head of School Administrative Staff (TU) based on an interview on November 2, 2022:

"Student administration activities carried out by administrative personnel, namely recording student data from incoming students to leaving starting from registering, recording new prospective students, recording accepted student data, recording student data from previous schools, dividing students into classes, recording student data in the main school book, student mutation data, until students will take National Examination and be declared out of school."

Based on the explanation of the two informants above, it can be concluded that student administration carried out by school administration staff at SMK Negeri 1 Palembang is processing students from entry to exit starting from registration, recording prospective new students, dividing students into classes, recording of main school books, mutation data students (in the book / on the board), list of participants in the School Examination and are declared to have passed/dropped out of school.

The study results found that the quality of the implementation of student administration at SMKN 1 Palembang was based on interviews with the Principal and Head of Administration of SMKN 1 Palembang.

Table 4. Quality of Student Administration Implementation

No.	Job description	Implementation		Results
		Yes	No	
1	Helping the acceptance of new students	√		Good
2	Assist with orientation activities	√		Good
3	Help set the ratio of students per class	√		Good
4	Help document	√		Good
5	Create student statistical data	√		Good
6	Take inventory of coaching work programs students regularly	√		Good
7	Documenting self-development programs	√		Good
8	Create system services information and student administration reporting	√		Good
9	Using ICT to administer student affairs	√		Good

From the data above, the quality of the implementation of student administration at SMK Negeri 1 Palembang, in general, can be classified into *good criteria*.

Personnel Administration

Regarding the implementation of personnel administration at SMK Negeri 1 Palembang based on an interview with the Principal on November 2, 2022, stated:

"School administration in this school in personnel administration starts from recording employee data in the employee master book and employee attendance."

The same thing was conveyed by the Head of School Administrative Staff in his interview, who stated that staffing administration was carried out by recording the data of educators and school administration staff in the school employee master book and taking care of employee attendance. The following is the implementation of personnel administration at SMKN 1 obtained by researchers based on observations:

Table 5. Implementation of Personnel Administration

No	Job description	Implementation		Results
		Yes	No	
1	Understand the main points of employment regulations based on standards educators and education staff	√		Good
2	Help plan the needs of educators and education		√	-
3	Implement procedures and mechanisms Staffing	√		Good
4	Managing master book, administration of Order of Rank List (DUK)	√		Good
5	Carry out registration and archiving Staffing	√		Good
6	Setting up formats Staffing	√		Good
7	Processing the rank, transfer, and promotion of employees		√	-
8	Prepare employment reports	√		Good
9	Compile and present data/statistics Staffing	√		Good
10	Automatic attendance of teachers (fingerprint and finger face)	√		Good

From the table above, it can be concluded that the implementation of personnel administration at SMK Negeri 1 Palembang has several weaknesses, namely in terms of planning for the needs of teaching and educational staff, which are usually carried out by the teachers themselves and in the processes of appointment, transfer and promotion which are still not optimal. Therefore, efforts to improve quality in this regard are needed.

So from the explanation above, it can be seen that the implementation of school administration at SMK Negeri 1 Palembang has been carried out well and with quite good quality even though there are still some weaknesses, from the school side, namely the Principal and school administration staff will continue to improve and will continue to develop a more effective school administration system according to developments and applicable procedures to obtain maximum results by existing provisions and procedures.

CONCLUSION

Based on the research results and discussion described previously, this research can be concluded as follows about School Administrative Personnel Standards.

1. Implementation at SMK Negeri 1 Palembang has several obstacles, internally and externally. For internal constraints, namely the ability/competence in completing work, with the solution of rotating positions of personnel who are less able to carry out responsibilities from the school, to be transferred to other assignments and to discuss existing problems between administrative staff and discussions with the school principal, so that in completing the work match the expectations of the school. The external obstacle complained of was the school administrative staff's attendance which was late because there were other activities in the morning; the solution was to discuss with other administrative staff because, with open communication, these obstacles could be overcome.
2. The administrative implementation at SMK Negeri 1 Palembang is assessed from the data attached, so it can be concluded that all administrative activities at the school have been going well.

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