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Implementation Of Administration As An Improvement In The Quality Of Education

Elsa Sirfialita^a, Delsya Helvira Suci^a, Gladys Monica Tulung^b

^a Universitas Negeri Padang, Jalan Prof Dr Hamka Kampus Air Tawar Padang Sumatera Barat, Indonesia, 25131

^b Universitas Negeri Manado, Jl. Kampus Unima, Tonsaru, Kec. Tondano Sel., Kabupaten Minahasa, Sulawesi Utara 95618

*Corresponding email: elsasirfialita@gmail.com

ABSTRACT

The purpose of Educational Innovation is to improve efficiency, relevance, quality and effectiveness. Thus, it is hoped that the teaching and learning process in a quality school that is in accordance with the desired goals. Considering that the problems related to educational renewal are very complex, the discussion of this thesis only focuses on the innovation of the Implementation of School Education Administration, because according to the author, school education administration plays a very large role in improving the quality of education because all student competencies without being moved or developed through school administration, the results will not be optimal. As for data analysis, in this thesis the author uses descriptive analysis, which is a method of data processing in the following way: After the data is collected, it is then defined and categorized and then described based on logic by not forgetting the results of observations and interviews in drawing conclusions. However, innovation should not be interpreted as development alone, but should be interpreted as an effort to change the bad to good and when it comes to innovation, it should be held a Planning, organizing, controlling, actuating, having a clear vision for the future and must pay attention to the positive and negative impacts on all components of education. Furthermore, junior high schools must always conduct analysis both before and after holding innovations so that these innovations are more effective and efficient.

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1. Introduction

In the direction of globalization, the country must reform the education process, with the pressure of creating a more comprehensive and flexible education system, so that graduates can function effectively in the life of a democratic global society. For this reason, education develops its potential naturally and creatively in an atmosphere full of freedom, togetherness, and responsibility.² Education is an urgent problem in this life, so man as a being endowed with reason and mind should not simply take for granted decisions or policies in the educational system that are sometimes no longer in accordance with the situation and conditions of the local area., After the demands of the times, they must review, organize strategies in such a way, analyze and provide innovations so that educational goals can be realized, namely producing outputs that can compete in globalization [1].

Educational administration is basically the application of the broad notion of administration to the world of education. As for the experts give various definitions of educational administration according

to different points of view: S. Nasution gives the following definition of educational administration: Educational administration is a whole process of all joint activities in the field of education by utilizing all available facilities both personal, material and spiritual to achieve educational goals[2]. According to Hadari Nawawi the administration of education is: a series of activities or the whole process of controlling the cooperation of a number of people to achieve educational goals in a planned and systematic manner organized in a particular environment in the form of formal educational institutions [3]. From this sense it means that the purpose of the administration of education is to find a system and develop it so that it is an effective means for the dissolution of education.

Walter S Monro said education administration is the direction, supervision and management of all matters relating to schools, including the administration of financing, in the sense that all aspects related to schools should be considered to achieve educational goals. From the above understanding, there are three elements of activities covered in educational administration, namely: 1. The existence of a briefing 2. Oversight 3. Management All of which are well managed to achieve educational goals effectively and efficiently. M. Ngalim Purwanto said that education administration is the entire process of directing, integrating everything both personal, material and spiritual related to the achievement of educational goals [4]. So in the process of educational administration all the efforts of the people involved in the process of achieving educational goals are integrated effectively organized and coordinated and all necessary materials are utilized effectively and efficiently [5].

The education administration serves to streamline all educational activities. In principle, this administration provides support or services to the implementation of the educational process in schools that have the purpose of educational administration activities is to increase the efficiency and effectiveness of the implementation of educational operational activities in achieving educational goals.3 Given the importance of administration in achieving educational goals, it is clear that the discussion of this thesis entitled because the main purpose of educational administration is the realization of Harmony of cooperation and utilizing all existing potentials both material, personal, spiritual so that the educational goals that have been set can be achieved effectively and efficiently [6].

2. Experimental

The approach used in this study is a qualitative approach. Qualitative Research is a research process that produces descriptive data in the form of written or spoken words of people and observed behaviors. The data obtained through interview, observation and documentation.

- a. Interview / interview method: how to collect data / informants by asking a number of questions lesan to answer lesan as well. And an interviewer's dialogue to obtain information with the interviewee.8 This interview the author conducted to: 1) the principal; 2) The vice principal consists of curriculum, facilities and infrastructure, student affairs; 3) teachers.
- b. Observation : The observation method is observation including the researcher's concentration of an object using the senses. This observation is very appropriate to observe objects directly in the teaching and learning process activities, teacher relationships, school environment.
- c. Documentation : Search for data by studying data that has already been documented. In conducting research sourced from this paper (document) the author gets the data needed

After the data is collected from the results of the data collection, the next stage is to analyze the data. In analyzing data, data is needed to find out to what extent educational innovations in the implementation of education administration carried out at SMP N 8 Padang in improving the Quality of Education. Therefore, the author uses a method that is commonly used in exploratory studies, namely descriptive methods that are qualitative, with the following steps: 1. Identifying, classifying from the categories of data that have been collected 2. Describe the qualitative data with words or sentences that are separated by category to obtain conclusions.

3. Results and discussion

Education Administration Educators must have academic qualifications and competencies as learning agents. Academic qualification is the minimum level of education that must be met by an educator as evidenced by a diploma and / certificate of relevant expertise in accordance with the provisions of applicable legislation. A person who does not have a diploma and/or certificate of expertise but has a recognized and required specific skill can be appointed an educator after passing due diligence and equity. Academic qualifications and competencies as learning agents are developed by BSNP and determined by ministerial regulations.

Educators SMP N 8 Padang have; 1. minimum educational academic qualifications of diploma four (D-IV) or bachelor (S I) 2. High educational background with educational programs appropriate to the subjects taught.and, 3. Teacher certificate for junior high school. The criteria to become the head of SMP N 8 Padang include: 1. Status as a junior high school teacher 2. Have academic qualifications and competencies as a learning agent in accordance with the provisions of applicable laws and regulations. 3.Have at least 5 years of teaching experience in SMP/MTs/SMA/MA/MAK. 4.Have leadership and entrepreneurial abilities in the field of education.

Student administration is an arrangement or arrangement of all activities related to student activities, namely from the entry of students to the exit of the student from the school or an institution. Administration as one of the problem substantions of the administration as a whole which consists of several activities to regulate students, namely: Regulating the admission of new students. The activities carried out are: - New student admission determination meeting - Announcement installation - New student registration - Selection of prospective students - Determination of admission - New student orientation arrangements. - Student arrangements before entering the classroom. Related to student administration activities, the admission of new students is an activity that is carried out first of all in educational institutions.

Therefore, in the admission of new students, management must be carried out in such a way that teaching and learning activities can begin on the first day of the new school year. After the admission of new students and orientation for them, the next step that is no less important is the division of students in study groups in the classroom.this grouping of students is held with the intention that the implementation of teaching and learning activities in schools can run smoothly, in an orderly manner, and can achieve the educational goals that have been programmed. Student administration is an arrangement and arrangement of all activities related to student activities, namely from the student's student to the student's exit from the school or an institution.

Administration as one of the substantiation problems of the administration as a whole consists of several activities to regulate students, namely: - Regulate the admission of new students. The admission of new students SMP N 8 Padang this year has experienced innovations including: in terms of the quantity of students entering and the target and the entrance exam test scores. Where last year the number of graduates was 227 students. And the admission of students in this year is as many as 200 students. While the target of the entrance exam test score is at least 7.00.where the subjects made for the test include PPKN, Bhs.Indonesia, English Bhs. subjects, mathematics, science, social studies, religion. In addition, in student administration there are activities that have been carried out through the student council, for example as follows: 1. Juvenile Red Cross (PMR) 2. Scout 3. Sports 4. Art

Every year education is required to have facilities that include furniture, educational equipment, books and other learning resources, consumables, and other equipment needed to support an orderly and continuous learning process. Each education unit must have infrastructure that includes land, classrooms, education unit leadership rooms, educator rooms, administrative rooms, laboratory rooms, workshop rooms, work, production unit rooms, canteen rooms, power and service installations, sports venues, places of worship, playgrounds, creative places, and other spaces / places needed to support an orderly and sustainable learning process. The standards for the diversity of types of natural science laboratory equipment (IPA), language laboratory, computer laboratory and other learning equipment in educational units are stated in a list containing the minimum types of equipment that must be available. 1. The books in the library are expressed in the number of titles and types of books of educational units. 2. the number of textbooks for each subject in the library for each learner.

The land for building educational units, practice land, land for supporting infrastructure, and gardening land to make the education unit an ecologically comfortable and healthy environment. The land of the education unit is expressed in the ratio of the land area per student and the location of the education unit land considers the location of the education unit land in the cluster of similar units and levels, as well as the location of the education unit in the cluster of educational units that are the feeders of student input. The land of the education unit considers the maximum distance that must be passed by students to reach the education unit. take into account the safety, comfort and health of the environment.

4. Conclusion

The innovation of each implementation of the school education administration, the students SMP N 8 Padang make the implementation of the teaching and learning process will run smoothly and students have a sense of responsibility to their respective personalities to be ready to be competent to achieve good grades. therefore, the education SMP N 8 Padang can be declared quality.

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