



Implementation of Administration in MIN 1 Medan

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Abstrak

Penelitian ini bertujuan untuk (1) Mendeskripsikan bagaimana implementasi (penerapan) ketatausahaan dan (2) Kendala serta solusi yang ada dalam implementasi ketatausahaan yang ada di MIN 1 Medan. Penelitian ini dilakukan dengan pendekatan penelitian kualitatif deskriptif. Informan dari penelitian ini adalah kepala madrasah, guru, pegawai tata usaha dan siswa. Teknik pengumpulan data yang digunakan adalah wawancara, observasi, dan dokumentasi. Kemudian data dianalisis dengan analisis interaktif yang mengalir dengan aktivitas meliputi reduksi data (*data reduction*), penyajian data (*data display*) serta penarikan kesimpulan dan verifikasi (*conclusion drawing/verification*). Pengujian keabsahan data dilakukan dengan triangulasi metode dan sumber. Dari hasil penelitian dapat disimpulkan bahwa: (1) Implementasi ketatausahaan yang ada di MIN 1 Medan sudah dilakukan dengan baik dan tertata sebagaimana fungsi dari tata usaha itu sendiri (2) Kendala dalam implementasi ketatausahaan sekalipun ada dapat ditemukan solusinya dengan terlebih dahulu melakukan refleksi dan evaluasi.

Kata Kunci: *Implementasi, Ketatausahaan Sekolah*

Abstract

This study aims to (1) Describe how the implementation (implementation) of administration and (2) the constraints and solutions that exist in the implementation of administration in MIN 1 Medan. This research was conducted with a descriptive qualitative research approach. The informants of this study were madrasa heads, teachers, administrative staff and students. Data collection techniques used are interviews, observation, and documentation. Then the data were analyzed by interactive analysis which flowed with activities including data reduction, data display, and conclusion drawing/verification. Testing the validity of the data is done by triangulation of methods and sources. From the results of the study it can be concluded that: (1) The implementation of administration in MIN 1 Medan has been carried out properly and is organized as a function of the administration itself (2) Obstacles in the implementation of administration even if there are solutions can be found by first reflecting and evaluating.

Keywords: *Implementation, School Administration*

Introduction

The running of educational institutions certainly has many components that support it. On an ongoing

basis the components that help the school to implement each program to be implemented properly. Some components of education include goals and priorities,

learners, management or management, structure and time schedule, content and teaching materials, teachers and implementation, learning aids, facilities, technology, supervision, research and costs (PH Combs: 1968). One of the components that exist in educational institutions is management or management which is often called school administration. In school administration also Administration (administration) as one part of the implementation of administration. The implementation of this administration becomes an important role in the ongoing planning that has been prepared in advance, especially in matters that intersect with school offices. It is undeniable that the administration of this school becomes a thing that must also be considered in conjunction with teaching and learning activities because the teaching and learning process also requires good management.

School administration also has Human Resources (HR) which is also often referred to as administrative personnel or administrative personnel who oversee the work. Like its teachers, administrative personnel are also needed individual qualities to help schools in the implementation of the administration. Because to carry out administrative activities it requires individuals who know and understand about the ins and outs of their work. School administration includes administrative matters, some of which are management, development, supervision, and technical services. According to Permendiknas No. 24 of 2008, the standard of school/madrasah administrative personnel includes the head of administrative personnel, executors of affairs, and school/madrasah special services officers.

As is known, the implementation of administration must also be based on good communication and cooperation between the head of the madrasah, administrative employees to teachers. These three things are what will make this administration run well. Because this administration will also be directly related to students and Guardians of students when they need administrative services.

This administration is closely related to management. In theory, the two have quite different concepts. Administration is basically a coordination activity that requires structuring, directing, moving, and controlling the implementation process to achieve goals. To achieve this goal, schools must be well managed and planned. According to William G. Nickels, James M. McHugh and Susan M. McHugh quoted Saefullah stating that “management is needed as an effort so that business activities (administration) can run effectively and efficiently. In order for management to lead to administrative activities effectively and efficiently, management needs to be explained based on its functions or known as management functions. These functions include planning functions, organizing functions, implementation functions, and control or supervision functions” (Ernie Tisnawati Sule and Kurniawan Saefullah, 7: 2017)

Systematic administration is part of Management, which is the science and art of regulating the process of utilizing human resources and other resources effectively and efficiently in order to achieve certain goals. Administration is the whole process of activities that are planned and carried out seriously in fostering activities that are clerical work in schools to be effective and efficient to

help achieve educational goals. In essence, this administrative activity includes correspondence management activities starting from collecting (receiving), recording, managing, duplicating, sending, and storing all information required by the institution/organization.

In general, if seen from the initial observations made the state of administration in the Madrasah does look good and running smoothly. Being one of the favorite madrasahs in the city of Medan makes madrasahs must always fix themselves from any shortcomings or evaluations that exist every day. However, it is possible that there are some things that become obstacles to the implementation of the administration. Based on the above background, researchers in this case are interested to know about what are the administrative implementation in MIN 1 Medan and whether there are obstacles that are felt as well as what solutions are presented by the administration to solve these problems.

Method

This approach and type of research is descriptive qualitative. According to Sugiyono (2016: 9) qualitative descriptive method is a research method based on the philosophy of postpositivism is used to examine the condition of natural objects (as opposed to experiments) where the researcher is a key instrument of data collection techniques are trigulated (combined), data analysis is inductive/qualitative, and qualitative research results emphasize more meaning than generalization. Qualitative descriptive research aims to describe, describe, explain, explain and answer in

more detail the problems to be studied by studying as much as possible an individual, a group or an event. In human qualitative research is a research instrument and the results of writing in the form of words or statements that are in accordance with the actual situation.

The location of this study was conducted in MIN 1 Medan. Data collection techniques used in this study are observation, interviews, and documentation. Sources of data in this study are principals, administrative employees, teachers and students. In this study using observation techniques to first see and observe more closely with the things we examine. Immediately feel the atmosphere and how the implementation of the existing administration through interactions conducted in the administrative office either with teachers, principals or other. Furthermore, interviews were conducted with several speakers directly involved with the implementation of administration such as the head of the madrasah, administrative employees, teachers and students. After preparing the interview question sheet, the researcher asked several questions related to the implementation of administration which was then answered by the interviewee. Thus the data can be collected completely and clearly. Data were analyzed using data reduction measures, data presentation, and conclusion. Technique of checking the validity of data by using triangulation sources and methods.

Results and Discussion

Based on the results of interviews, observations and documentation obtained some data on the implementation of Administration in MIN 1 Medan as well

as constraints and solutions in the implementation of administration as follows:

Administrative Implementation

Implementation of school administration activities include activities related to the recording and preparation of information so that the information can be used directly as information material for the relevant leadership or can be used by anyone who needs it.

According to the Liang Gie (2000: 20) administrative personnel have three main roles, namely:

1. Serve the implementation of work-pekerjaan operatives to achieve goals in an organization,
2. Provide information for the leadership of the organization to make decisions or act appropriately,
3. Help implement the development of the organization as a cohesive unity.

Administrative employees in MIN 1 Medan are 3 employees, each of whom has its own duties and responsibilities. Some of the tasks carried out are correspondence both incoming and outgoing letters, archives, conventional and digital recording as well as Madrasah public relations. The entire task will be directly accounted for by the head of the madrasah, this is because in madrasah ibtdaiyah there is no head of administration.

Since the beginning of the semester, of course, the head of the madrasah with the administration made a working meeting to discuss how the existing planning in the administration would go well later when the implementation of the administration took place. According to Kamus Besar Bahasa Indonesia (KBBI), a working meeting is a meeting of employees to discuss matters related to the

implementation of work tasks within an agency, organization or company. In terms of school administration, work meetings are important to do at the beginning because they will be useful for the good implementation of governance in the future. Based on research conducted by the administration and the head of the madrasah every month also held a briefing on what activities have been done and what activities ahead. Apart from that, meetings between the head of the madrasah and administrative employees are also often done if you want to discuss an important matter.

The administration in MIN 1 Medan also has a work program which includes bookkeeping, various administrations which include student recording, recording of Education Personnel and education personnel, correspondence and reports that are required based on instructions from the Ministry of Religious Affairs of Medan City and so on.

In accordance with the Liang Gie (2000: 16) meyebutkan that the concept of implementation of administrative activities in essence is a service task that is carried out on 6 patterns of action:

1. Collecting, which is an effort to collect and provide all information that is not yet available or the place is irregular so that the information can be used if necessary,
2. Record, namely the activity of affixing with stationery or other information about the necessary so tangible writing that can be read, sent, and stored,
3. Managing, namely various functions that work with information that aims to present information in a more comprehensive form,

4. Doubling, that is, multiplying the document in many ways and tools according to the required amount,
5. Sending, which is the activity of conveying in many ways and tools from one person to another. With the intention of conveying data that has not been understood, and also if there is a renewal of data,
6. Store, namely the activity of putting the goods in a certain place safely.

Some of the things that are implemented in the concept of implementation of school administration is the administration of students, teachers and personnel. The implementation of student administrative administration is in the form of collecting student data in, out or moving, recording all student data, managing student data in conventional and digital forms either in excel or uploaded to emis and PD pens and storing all student data. Similarly, the administrative administration of teachers by collecting student activity sheets including attendance lists and also student grades per semester. In particular, the value of students will be collected also into the leger and the parent book. Then the administrative administration of personnel is also carried out in the form of recap of attendance lists and lists of teacher activities as well as educational personnel, carry out registration and personnel archives, process ranks, mutations, and employee promotions and so on.

The implementation of managed correspondence includes incoming and outgoing letters, archives that are maintained and stored for a period of 10 years. Archives are manuscripts created and accepted by institutions-state or private, in any form and style, both in

single and group circumstances in the framework of the implementation of the institution's activities. Which the entire data specifically students will be very useful when the exam or making NISN and diploma later. Also for educators and education will be useful for when you want to move up or other ranks. In archive storage that has been more than 15 years, one of them can be destroyed by burning.

No less important also, the facilities and infrastructure in the implementation of this administration is also very important in helping the implementation run well. In the Great Indonesian dictionary (KBBI, 2005:1386) states that the means is everything that can be used as a tool to achieve the purpose or objectives, tools, and media. Related to administrative facilities and infrastructure in MIN 1 Medan is already well equipped ranging from tables, chairs, cabinets, folders, computers, printers, paper and others sebagainya.

The absence of KTU in Madrasah Ibtidaiyah makes administrative employees directly related to the head of madrasah related to the report of each task. The role of KTU is automatically replaced by good cooperation between administrative employees and the head of the madrasah. The head of the Madrasah always guides and knows about what is being done. Then, every job must have a report to the superior or in this case the head of the madrasah. In accordance with the explanation obtained during the interview with the head of the madrasah, the administrative employee at MIN 1 Medan prepared the requested reports in accordance with existing needs. If the report is requested to be made per day, the report must be attached per day as well as the monthly or annual report. Usually in

addition to the duties and responsibilities in the administration, administrative officers also assist in monitoring each teacher who is there by checking the attendance of the existing fingerprint with the fact that there is a class.

As the head of madrasah, must have things that become a strategy in the implementation of administration in MIN 1 Medan. Strategic planning can help organizations and communications build on strengths and take advantage of important opportunities to address or minimize complex weaknesses or threats, making organizations and communities more effective. (Wibowo, 2011:66) the strategy that is built is communication there are also some policies that are made when it is no longer in the appropriate implementation. One of them is the policy in terms of discipline. In the view of the head of the madrasah based on what happened in the administration in MIN 1 Medan, the existing implementation has been going well. But it can be even better in the future. Because when we already assume all goes well then there will be no improvement anymore. If there are mistakes that happen, it is human to happen to every human being.

Administrative evaluation is also always carried out by the head of the madrasah in its implementation. Edwind in Ramayulis said that evaluation implies an action or process in determining the value of something (Ramayulis, 2002). The evaluation includes what has been achieved, what has not been done, what can be improved in the future, the solution of existing obstacles to the transfer of obligations of one person to another is also discussed in the evaluation. For the time span of the existing administrative evaluation in MIN 1 this field does not

exist because the evaluation can be done at any time.

According to the head of madrasah, there are also several things that need to be improved from the implementation of this administration, namely the existing facilities and infrastructure to support the implementation of madrasah administration, which must be improved in the future, such as Wi-Fi, because nowadays everything is digital. Administrative employees also need to be improved so that they can be more successful in the implementation of administration. One of the efforts made to create the quality of administration is to follow a lot of training-training that the development of the times more easily obtained.

As the favorite madrasah of Medan City, MIN 1 Medan certainly has its own attraction for the surrounding community. Surely the thing that plays a big role in the success of a madrasah is also its governance. The head of the madrasah said that the strategy that is always used, especially in the administration, is the excellent service provided by the administration to anyone who has Affairs.

Teachers who become a very important supporting aspect for the administration, in the research conducted by teachers in MIN 1 Medan also play an active role in helping the continuity of the implementation of the administration itself. In accordance with the information that researchers have received from the results of interviews that there are teachers also deal with the identity of students, the completeness of the file when you want the exam, questions, assessment system and so forth.

Administrative implementation is also considered to be in accordance with

the duties of each existing administrative employee. Also during this time the implementation has been good and smooth. Proven by the rapid action of administrative employees in dealing with existing administrative problems. In some problems, teachers also become a bridge between administration and students as well as Guardians of students in recording or implementing programs related to administration.

Then, in the implementation of several school programs such as electronic report cards, teachers also assist the administration in inputting values to the report card application. Because the administration has many other tasks to be done, some teachers are formed into a team to take care of the electronic report card which must still be related to administrative employees. Established communication is also felt both between teachers and administrative employees, this is what really helps the success of the implementation of the administration. Administrative activities, in terms of recording, collection up to the archives also according to the teacher who became the informant of the researcher is also said to be quite good in running it.

Based on research conducted, students MIN 1 Medan is not too often deal directly with the administration. In various affairs they are more often directly handled by the homeroom teacher. So that in interviews conducted by students do not really understand what activities exist in the administration.

Administrative Implementation Constraints And Solutions

Constraints and solutions in the implementation of school administration in MIN 1 Medan based on the results of interviews, some of which are:

- a. Discipline that still needs to be improved. The intended obstacle is an obstacle that is not too urgent because the obstacles that are born are beyond human reach. The solution in dealing with this problem is to put in order the picket schedule for existing administrative employees so that when someone deals with the administration remains always there.
- b. Documents that are not aligned between the existing perpal PD and dukcapil, so that in the student's application it becomes problematic. The solution in dealing with this problem is to directly contact the student's parents to know the correct and latest documents.

Conclusion

Based on the research that has been done, it can be concluded that every existing structure in an educational institution, one of which is the administration, has a good working arrangement. But in any implementation it can not always go well according to what is planned, which is used as a reflection and motivation to get better and better.

The form of administration in MIN 1 Medan is one proof of the implementation of processes that run well in accordance with their functions and duties. However, this does not mean that in its implementation did not find obstacles. Where the obstacles are always finding solutions so that what is the hope and goal can be achieved.

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