

Analysis of School Administration Implementation

Ade Hermawan^{1*}, Abd. Rohman², Riky Welli Saputra³

^{1,3}STIA Bina Banua Banjarmasin

²Tribhuwana Tunggadewi University

Corresponding Author: Ade Hermawan stiabb08@gmail.com

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ABSTRACT

Administrative order and regularity required because it is one of the important components for learning process. This study aimed to analyze the implementation of school administration tasks with evaluation method, which is a method that evaluated the success of implementing a program/activity. Data collection techniques used distributing questionnaires, observation, and documentation. Furthermore, the data were analyzed qualitatively. The results showed that the implementation of school administration in the areas of personnel administration, financial administration, infrastructure administration, public relations administration, archive administration, and student administration were in good category. Overall there are 67% of respondents who answered good administrative services, 31% answered quite well, and 2% answered less well. It can be concluded that the implementation of school administration work in general is good.

INTRODUCTION

One of the spearheads of service in the field of education is direct administration with both internal and external. According to Gie (2000) school administration is also a supporter of achieving organizational goals with the task of carrying out operative jobs. In addition, administration also functions and provides important and needed information for leaders in making appropriate decisions and actions to support the organization in general. From that, through good administrative management, it will affect services at an institution and the desired goals (Limão, 2016; Khoirul et al., 2013). Therefore, an institution needs to manage its archives properly (Ardiana & Suratman, 2021).

Referring to the results of Ndibo's research (2018) which says that school regularity and application are very necessary to achieve service effectiveness and efficiency. To support this, good communication between all staff is needed, good quality human resources, support for adequate infrastructure such as internet access, computer equipment, and support from the leadership. Look at the facts on the ground, not all school administrative staff have good quality in carrying out their duties and functions. The results of research by Elviera et al. (2019) shows that school administrative staff are not good enough in providing administrative services. The results of the research Oktariza et al. (2018) shows that the inability of administrative staff at a school causes repetition of data collection, piles of physical documents, the length of time it takes to find the required documents and the difficulty of synchronizing one data with other data.

The results of research conducted by Yuliani & Kristiawan (2017) show different results from the results of the research above, namely in general the administrative staff or the administrative section have carried out their duties and functions well. In practice, the leader has a very important role in fostering school administration/administrative staff by providing attention and guidance. The results of this study are similar to the results of Ndibo's research (2018) that the role of leaders in maximizing administration in schools is very important.

The existence of administration, including its human resources, is one component in the learning process that cannot be done immediately by educators, because there are differences in character in the administrative field which are subject to special rules. What because administrative staff play an important role in managing school administration (Gunawan et al., 2018). From that, this research was conducted to analyze the implementation of school administration tasks in carrying out the administration of the learning process. This research was conducted at Madrasah Aliyah Negeri 3 Banjarmasin.

THEORETICAL REVIEW

The results of research conducted by Yuliani & Kristiawan (2017) show different results from the results of the research above, namely in general the administrative staff or the administrative section have carried out their duties and functions well. In practice, the leader has a very important role in fostering school administration/administrative staff by providing attention and guidance.

The results of this study are similar to the results of Ndibo's research (2018) that the role of leaders in maximizing administration in schools is very important. The existence of administration, including its human resources, is one component in the learning process that cannot be done immediately by educators, because there are differences in character in the administrative field which are subject to special rules. What because administrative staff play an important role in managing school administration (Gunawan et al., 2018). From that, this research was conducted to analyze the implementation of school administration tasks in carrying out the administration of the learning process. This research was conducted at Madrasah Aliyah Negeri 3 Banjarmasin.

METHODOLOGY

This study uses an evaluation evaluation method, which is the method used to evaluate a job or activity. The research location was conducted in Madrasah aliyah 3 Banjarmasin. This study is a population study of all civil servant (ASN) who teach at the school where the study was conducted. The population is 40 people excluding the Principal and Deputy Principal. The key is that the sampling technique used in this study is total sampling. The research data collection technique was carried out 1) distributing questionnaires, namely by a list of questions given to respondents about administrative services at the school. 2) observation, namely making direct observations in the field about the phenomena that occur in accordance with the research problem. 3) documentation, namely the data used are documents that are confirmed and strengthen the existing data related to the research problem. The data obtained were then tested for validity and entered in the frequency table for explanation and interpretation. Data analysis was carried out with an approach approach with the aim of being able to describe in more detail the administrative tasks, namely the implementation of the work of administrative employees at the research location in carrying out main tasks and functions as executor of school administration which includes personnel administration, correspondence, schools, and public relations administration.

RESULTS AND DISCUSSIONS

Madrasah Aliyah Negeri 3 Banjarmasin is a state school under the auspices of the Regional Office of the Ministry of Religion of South Kalimantan Province (SK No. 242 dated 25/10/1993) with School Statistics Number (NSS): 312637203081/ 134063710041 and National School Principal Number : 30315578 whose address is at Jl. Batu Benawa I No. 61 Banjarmasin. Madrasah Aliyah Negeri 3 Banjarmasin as the research location has a moral image that describes the desired profile of the Madrasa in the future which is reflected in the vision as follows "Creating an educational institution that produces people who believe, have faith, have quality, are insightful, environmentally cultured and have a global perspective".

As a reflection of the future of Madrasah Aliyah Negeri 3 Banjarmasin, the vision can then be seen from several indicators, namely: first, conducting effective and efficient learning based on imtaq, ICT and the environment

supported by reliable and knowledgeable professionals and environmental culture. Second, providing learning facilities and infrastructure as well as adequate learning resources based on ICT and the environment. Third, fostering the achievement motivation of school residents in academic and non-academic fields. Fourth, providing a vehicle for coaching to explore and develop students' potential in the fields of Imtaq, science and technology, sports and the arts in a directed and sustainable manner as capital for living. Fifth, awareness and strengthening of concern for environmental hygiene and health as preservation, prevention of pollution and environmental damage. Sixth, increase participatory activities through beauty programs and beautify school forests in order to create/preserve a conducive environment for educational activities. Seventh, providing a vehicle for communication and coordination between schools, parents, students, communities and related agencies to support the quality of education and the environment at MAN 3 Banjarmasin.

While the missions of MAN 3 Banjarmasin are: First, to carry out learning, guidance and coaching effectively. Second, increase enthusiasm for achievement through extra-curricular activities. Third, growing appreciation of Islam through religious activities (tadarus al-Qur'an, KSI, maulid al-Habsy, reading the yellow book). Fourth, provide academic abilities, mastery of science and technology and skills to continue to higher education levels and enter the world of work. Fifth, develop democratic values and increase independence and responsiveness to the environment.

Furthermore, the goals of MAN 3 Banjarmasin are graduates: First, to have a high spirit and devotion to Allah SWT. Second, have a broad and deep insight into science and technology. Third, have religious skills. Fourth, have high motivation and commitment to achieve academic achievement. Fifth, have an attitude of love for the homeland, nationalism, and patriotism. Sixth, have high organizational and leadership skills. Seventh, have the ability to socialize, adapt to the environment and be independent.

MAN 3 Banjarmasin has an overall number of students in the 2020/2021 academic year is 731 students consisting of 285 male students and 446 female students with the following details: first, the number of class XII students is 241 students (94 boys and 147 girls). Second, there are 255 students in class XI (101 boys and 154 girls). Third, the number of students in class X is 235 students (90 boys and 145 girls).

MAN 3 Banjarmasin has 46 teachers, with details of 31 civil servant teachers from the Ministry of Religion and 15 non-permanent teachers. Then the number of administrative employees as many as 23 people consisting of 15 civil servants of the Ministry of Religion and 8 non-permanent employees. Implementation of the evaluation of administrative tasks of Madrasah Aliyah Negeri 3 Banjarmasin is carried out based on the results of the work of Administrative Affairs of Madrasah Aliyah Negeri 3 Banjarmasin in the fields of Personnel Administration, Financial Administration, Administration of Facilities and Infrastructure, Public Relations Administration, Administration of Letters and Archives, and Student Administration.

Analysis of School Administration Implementation carried out by the

Administration of Madrasah Aliyah Negeri 3 Banjarmasin Referring to the Regulation of the Minister of National Education Number 24 of 2008 concerning Competency Standards for School/Madrasah Administration Personnel. According to Nawawi (1992) educational administration activities consist of: Acceptance and disability of students/students, Attendance or Attendance List, Class/school documentation and reports, Arrangement of teaching-learning process, Agenda, Archives and Expeditions.

Implementation of Civil Service Administration Work

Results of the research regarding the implementation of the Civil Service Administration work carried out by the Madrasah Aliyah Negeri 3 Banjarmasin Administration are based on the teacher's assessment as an informant in this study which refers to the details of the administrative tasks of Madrasah Aliyah Negeri 3 Banjarmasin in the field of staffing which includes: making employee books , supervising the list of ranks, Publishing assignments/decisions, supervising staffing data and statistics, supervising archives and employees , Managing employee lists.

Tabel 1. Implementation of Civil Service Administration Work

No.	Officialdom Administration	Good	Sufficiently	Inadequate	Quantity
1.	Fill out the employee master book	20	19	1	40
2.	Compile a list of ranks	30	9	1	40
3.	Issuing a letter of assignment/decision	24	15	1	40
4.	Compiling staffing data and statistics	21	18	1	40
5.	Organize archive and employee files	25	14	1	40
6.	Manage employee attendance list	36	3	1	40
Total		156	78	6	240

Table 1 shows respondents' responses to the implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of personnel administration which consists of six jobs. From the respondents' responses, it can be seen that most of the answers are in the good category (156 answers). This means that there is a tendency that the implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of personnel administration is good.

Implementation of Financial Administration

Results of research regarding the implementation of Financial Administration work carried out by the Administration of Madrasah Aliyah Negeri 3 Banjarmasin are based on the teacher's assessment as an informant in this study which refers to the details of the administrative details of Madrasah Aliyah Negeri 3 Banjarmasin in the financial sector which include: documents, checking/bank accounts, Receive and make payments, report archives/ documents and financial SPI, Make reports on financial use, Make reports on budget position (absorption capacity), Record finances based on financial sources in the general cash book, assistants and tables.

Tabel 2. Implementation of Financial Administration

No.	Administrasi Keuangan	Good	Sufficiently	Inadequate	Quanty
1.	Saving bank account	24	15	1	40
2.	Receive/make payments	26	13	1	40
3.	Save SPJ archives	24	15	1	40
4.	Financial usage report	25	14	1	40
5.	Recording cash book	25	14	1	40
6.	Budget absorption report	22	27	1	40
Total		146	98	6	250

Table 2 shows the respondents' responses to the implementation of the work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of administration which consists of six jobs. From the respondents' responses, it can be seen that most of the answers are in the good category (146 answers). This means that there is a tendency that the implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of financial administration is good.

Implementation of Infrastructure Facilities Administration

Results of research regarding the implementation of infrastructure administration work carried out by the Madrasah Aliyah Negeri 3 Banjarmasin Administration based on the teacher's assessment as an informant in this study which refers to the detailed indicators of the administrative tasks of Madrasah Aliyah Negeri 3 Banjarmasin in the field of infrastructure which include: knowing list of facilities and infrastructure needs, Recording and inventorying facilities, distributing ownership documents, Making a list of space inventories.

Tabel 3. Implementation of Infrastructure Facilities Administration

No.	Administration of Infrastructure Facilities	Good	Sufficiently	Inadequate	Quantity
1.	Knows the list of facilities and infrastructure	26	13	1	40
2.	Recording and inventorying facilities	25	14	1	40
3.	Requests for ownership documents	24	13	1	40
4.	Making a list of room inventory	26	13	1	40
Total		101	53	4	158

Table 3 shows the respondents' responses to the implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of infrastructure administration which consists of four jobs. From the respondents' responses, it can be seen that most of the answers are in the good category (101 answers). This means that there is a tendency for the implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the administration of infrastructure facilities is good.

Public Relations Administration

The results of research regarding the implementation of public relations administration work carried out by the Madrasah Aliyah Negeri 3 Banjarmasin Administration are based on the teacher's assessment as informants in this study referring to the detailed indicators of the administrative tasks of Madrasah Aliyah Negeri 3 Banjarmasin in the field of public relations which include: the process of committee activities, Cooperating with government and community institutions as well as stakeholder involvement. Recording and documenting the process of public relations activities.

Table 4. Implementation of Public Relations Administration Work

No.	Public Relations Administration	Good	Sufficiently	Inadequate	Quantity
1.	assisting the committee activity process	26	13	1	40
2.	collaboration <i>stakeholder</i>	25	14	1	40
3.	Documenting public relations	24	15	1	40
4.	Promoting	26	13	1	40
Total		101	55	4	160

Table 4 shows responses to the implementation Administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of public relations administration which consists of four jobs. From the respondents' responses, it can be seen that most of the answers are in the good category (101 answers). This means that there is a tendency that the implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of public relations administration is good.

Administration of Correspondence and Archives

The results of the research regarding the implementation of the administrative work of the Madrasah Aliyah Negeri 3 Banjarmasin are based on the teacher's assessment as an informant in this study which refers to the details of the administrative tasks of Madrasah Aliyah Negeri 3 Banjarmasin in the field of archives which include: : Managing incoming and outgoing letters, duplicating letters /tikrey, Managing correspondence expedition books, Maintaining and organizing archives and documents.

Table 5. Implementation of Archives Administration Work

No.	Archives Administration	Good	Sufficiently	Inadequate	Quantity
1.	Manage incoming and outgoing mail	28	11	1	40
2.	Duplicate mail	28	11	1	40
3.	Manage mailing expedition books	27	12	1	40
4.	Maintain and organize archives and documents	26	13	1	40
Total		47	4	5	160

Shows responses respondents to the implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of correspondence and archives administration which consists of four jobs. From the respondents' responses, it can be seen that most of the answers are in the good category (109 answers). This means that there is a tendency for the implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of administrative correspondence and archives is good.

Student Administration

The results of the research regarding the implementation of the Student Administration work carried out by the Madrasah Aliyah Negeri 3 Banjarmasin Administration are based on the teacher's assessment as an informant in this study which refers to the detailed indicators of the administrative tasks of Madrasah Aliyah Negeri 3 Banjarmasin in the student field which include: Making a list of numbers parent students, studying the list of student conditions, Making exam questions, Inventorying a list of graduates, submitting

a list of grades (*leger*), Inventorying new student registrations, Creating a state data board.

Table 6. Implementation of Student Administration Work

No.	Student Administration	Good	Sufficiently	Inadequate	Quantity
1.	Make a list of student registration numbers	28	11	1	40
2.	Study list of student conditions	27	12	1	40
3.	Make a proposal for examinees,	29	10	1	40
4.	Inventory of a list of graduates,	28	11	1	40
5.	Request a list of grades (<i>leger</i>),	29	10	1	40
6.	Inventory of new registrations	29	10	1	40
7.	Making a data board on the condition of students	27	12	1	40
Total		280	76	7	363

Table 6 shows respondents' responses to the implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of student administration consisting of seven jobs. From the respondents' responses, it can be seen that most of the answers are in the good category (280 answers). This means that there is a tendency that the implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of student administration is good.

Tabel 7. Recapitulation of Administrative Work Implementation

No	Pekerjaan Tata Usaha	Good	Sufficiently	Inadequate	Quantity
1.	Personal Administration	156	78	6	242
2.	Financial Administration	146	98	6	250
3.	Facilities and infrastructure Administration	101	53	4	158
4.	Public Relations Administration	101	55	4	160
5.	Mail and Archives Administration	109	47	4	160
6.	Students Administration	280	76	7	363
Total		893 (67%)	407 (31%)	31 (2%)	1331 (100%)

Table 7 is the result of the recapitulation of respondents' answers to the implementation of six areas of administrative work for Madrasah Aliyah Negeri 3 Banjarmasin. From the table, it can be seen that the implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of personnel administration tends to be good. The implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of financial administration tends to be good. The implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of infrastructure administration tends to be good. The implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of public relations administration tends to be good. The implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of archival administration tends to be good. And the implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of student administration tends to be good. Overall there are 67% of respondents who answered that the administrative service was good, 31% answered quite well, and 2% answered less well. This means that it can be said that the implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin is good.

CONCLUSIONS AND RECOMMENDATIONS

The implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of personnel administration tends to be good. The implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of financial administration tends to be good. The implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of infrastructure administration tends to be good. The implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of public relations administration tends to be good. The implementation of the administrative work of Madrasah Aliyah Negeri 3 Banjarmasin in the field of archival administration tends to be good. And the implementation of the administrative work of Madrasah Aliyah Negeri 3

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FURTHER STUDY

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