

ARTICLE

The Importance of Educational Administration in the Teaching and Learning Process

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ABSTRACT

Learning means a lot to all human beings, because humans were created to study in learning from birth to death. Learning has its own level, starting from the most basic education (PAUD), then Ibtidaiyah Elementary School / Madrasah, Tsanawiyah Junior High School / Madrasah, and High School / Madrasah Aliyah. Each learning has its own administration to meet learning needs. Education administration has developing issues such as: 1) Constitution and learning policies, 2) Learning curriculum, 3) Teachers and learning, 4) national tests, 5) Access to learning, 6) Quality of learning, 7) Learning technology. There are many more problems or issues in the administration of education. The purpose is to recognize the benefits of educational administration, the function of educational administration, and the goals of educational administration. This research has the result that the most important function of educational administration so that learning can be more useful for educational administration problems in schools. to the meaning of educational administration to manage schools and learning well.

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1. Introduction

Basic education administration is as the manager, controlling the allocation of resources contained in the world of education. Educational administration is a combination of "Administration" and "Education" which has a certain meaning [1]. In essence, educational administration is a science of administration in the world of education, teaching, and controlling the rules of learning practice. According to Hadari Nawawi in Mahmud (2015) that the administration of Education" is a series of learning the entire process of control in an effort to collaborate with several people to achieve learning goals systematically in the learning world [2].

Educational administration is not only about the costs and facilities of schools but an important point is how this educational administration can be in the skill of opening books. Educational administration is very meaningful for the teaching and learning process to be easy [3]. According to Asnawir (2005) student administration is an administration used in managing the learning system and as a regulator of student documents. Student administration is always used to facilitate access to

information itself, so that all student data can be easily searched and can be found in the school's learning.

According to the National Education System Law Chapter IX on "National Education Standards, article 35, paragraphs 1, 2, and 3 are as follows: 1) National standards consist of content standards, processes, competencies of graduates, learning personnel, facilities and infrastructure, coaching, financing, and evaluation in learning that must be improved meaningfully and also at scale, 2) National education standards are used as a bridge for curriculum development, education personnel, facilities and infrastructure, management and financing. 3) The development of national standards for learning in monitoring and reporting nationally is carried out by a standardization, assurance and quality control agency in learning [4].

The purpose of making this journal is to recognize and think about the importance of educational administration for all schools, as well as solving issues and problems in school education administration [5]. This educational administration is to make a reference to everyone who thinks within the scope of the school and can improve the administration of education easily. Based on this, researchers are interested in conducting further research descriptively with the title "The Importance of Educational Administration in the Teaching and Learning Process".

2. Experimental

The method used is a literature research procedure using good module materials and can be understood from sources such as books, journals and other sources related to the Educational Administration Function. The source of the relationship is the interpretation of educational administration, the benefits of educational administration, the function of educational administration and the purpose of educational administration.

3. Results and discussion

According to Oteng Sutisna in (Usman, 2005), states that, "Education administration has three areas: 1). Setting educational administration, such as: geography, demograpi, economy, ideology, culture and development. 2) Education, such as: the field of administration. 3) Subtansion of educational administration, such as: tasks, processes, principles and behaviors of administration. In this regard, in this section is a summary in the search for the sources obtained, which are as follows:

Scope of Education Administration

There is as a scope of administration in education, namely as follows (Daryanto, 2010):

1. Material administration, as an administrative activity in concern of the entire material field.
 2. Personal administration, such as: teachers, school employees and BK.
 3. Curriculum administration, such as: preparation of coaching, implementation of curriculum.
- Components in designing, organizing, directing, coordinating, supervising and evaluating, as follows:

1. Student administration,
2. Curriculum administration,
3. Education administration and education personnel
4. Administration of facilities
5. Financial administration
6. Public relations administration

Benefits of Educational Administration

Some people think that education runs its course, often ignoring the meaning of this administration in learning. Education cannot stand alone because it includes many components and is entirely interconnected with each other by neatly arranged methods, so they work well. Sharing some flexibility to resources and the community to participate in promoting professionalism to principals or school leaders (Jf, 2021).

According to Asnawir (2005), the benefits of educational administration are:

1. Improve employee performance levels and assist progress and assist progress and revisions in performance.
2. Produce good performance areas to uphold the principles of healthy human bonding by focusing on respect for each other towards the people in the learning institution concerned
3. Encouragement in translating, replacing thoughts and theories [learning programs, curricula, procedures, media, procedures and various other learning activities on the right path in achieving educational goals.

Efforts to unite or connect a learning institution are moving towards development, revision and consistency with residents. An example is that when entering the new school year, the school wants to design related to the admission of new students. For example, there is the creation of a committee for the admission of new students, coinciding with the time of student admission, the number of new students who want to be accepted, either by controlling the number of report cards or the results of UN (National Examination) scores. Preparation for private schools is generally broader (something that appears to be through a broader and more medical ensa). Again said that the main source of survival in private school life comes from tuition (Education Development Donation) as well as the smooth running of the school.

Other benefits that we can take according to Ahmad Sabri, as follows:

1. Be able to recognize the duties and authorities taken by derta also how to solve them.
2. Can stay away from mistakes when working.
3. Can recognize when doing work in educational activities.
4. Recognize the boundaries between rights and obligations when conducting education.

Not only that, private schools also want to try to increase the added value that is generally used as a filter that does not have or is not owned by other schools. It seems simple, but it is actually not that easy even though the matter is that easy even though the matter is the one discussed Only one component is the admission of new students. In this regard, it can be explained that educational administration is an inseparable part of the implementation of learning if in every learning process it is realized or does not want to always have administrative factors.

Educational Administration Functions

There are also uses for the administration of learning in education, as follows (Husaini, 2019):

1. Learning administration as a method of collecting knowledge information and dismantling the learning problems they face on a daily basis.
2. Learning administration as a phased activity process that begins with planning, organizing, implementing and ends with evaluation.
3. Adminitraso learning as leadership Other benefits that we can take according to Ahmad Sabri, as follows:
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Objectives of Educational Administration

The universal goal in educational administration is the achievement of an activity that supports achieving learning goals (Marmoah, 2016). Until this achievement makes the goal simple. The word "Simple" has the deepest meaning because of the learning that or connects all the people of each individual to carry out the activity in an orderly and collaborative manner. The purpose of learning administration is to increase

efficiency and effectiveness in organizing educators' operational activities in achieving learning objectives (Hadijaya, 2012). There is also the main purpose of learning is to improve the character and expertise of students so that they become the people of the country who are able to achieve quality, in accordance with the ideals of the nation based on Pancasila.

The administration marked by the autonomy of schools and involvement between residents is the government's reaction to symptoms that arise in the community. According to Asnawir (2005), operationally the administration of education aims to:

Facilitating administrative work in the field of learning, simplifying the process of its application, using human and material abilities is expected to be able to create administrative decisions in the field of learning that are realistic, collective and healthy to achieve solving administrative problems in the field of learning faced. Creating a spiritual, psychological and social climate by paying attention to and cultivating honesty, trust, sincerity in work.

1. Produce spiritual, psychological and social atmosphere by observing and increasing the honesty of trust, sincerity in work.
2. Increase morale and spirit of solidarity among people who participate in administrative activities in educational institutions.
3. Holding the desired change in the learning process with all its aspects and urging students to achieve equitable and complete development, and be able to carry out adjustments in citizens who are always facing change.
4. Connect the learning process and development goals within the community, and strengthen the bond of learning with the community or the environment.

Other objectives in group three are:

1. Short objectives are the arrangement and implementation of management and learning processes, such as: students, teacher employees, facilities / infrastructure, organization, administrative costs and school relations with the community.
2. Intermediate goals are the instructional achievement of each type and level of learning program.
3. The long goal is on the achievement of national learning.

In the hadith of the Messenger of Allah narrated by al-Bukhari, it is with the meaning: "Narrated from Hudzaifah r.a said, The Messenger of Allah saw told us 2 hadiths, I witnessed one of the hadiths and waited for the other hadith. The Messenger of Allah (Pbuh) has told us, The mandate is in every heart of the people, then they only learned of the amanah from the Qur'an and al-Sunnah", (Mentioned by Bukhari in the first book (1) of the 65th chapter of the chapter the disappearance of the mandate and Faith of part of the heart and the coming of slander to the heart." (Hadith of Shahih Al-Bukhari Muslim, lu"lu wa al-Marjan).

Principles of Educational Administration

There are some principles of administration in education, as follows (Asnawir, 2005):

4. The principle of efficiency, to be successful if you use all sources, energy, funds and facilities efficiently or appropriately.
5. The principle of management, to be successful when carrying out planning, organizing, directing and inspection.
6. The principle of prioritizing management tasks,
7. The principle of effective and efficient leadership, to be successful when using as a look at the bond between people, the application of duties and the atmosphere of the situation that is established
8. There is also about an effective and efficient leadership style, if he is able to maintain his relationships well with his subordinates.

The principle of cooperation, it is to be successful if it increases cooperation between all its members.

4. Conclusion

Education administration guarantees even better education, because of the administration of education the needs of students, especially in teaching and learning, are met. Administration has many purposes,

especially for the purpose of teaching education in a school environment. The benefits of educational administration are also to make it easier, especially for people in the school environment, to further develop, especially the curriculum. The administrative function of education is certainly for advancing education. Educational administration makes the potential for school space in its education.

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