

ARTICLE

Application Of Educational Administration In Vocational High School

Andini Khairunnisa^a, Dhea Nurfadilla Chandra^a, Rina Mardiana Palembang^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: andinikhairunnisa12@gmail.com

ABSTRACT

The purpose of this study is to determine the role of education administration in vocational high schools towards the objectives of education. Education administration is very important in improving the efficiency and effectiveness of the implementation of educational operations to achieve the educational goals of an educational institution and to determine the back and forth of an agency or institution they are working on. The task of educational administration obligations in schools, in addition to regulating the running of schools, must also be able to cooperate and be closely connected with the existing system in the community.

ARTICLE HISTORY

Submission:

Received:

Accepted:

Citation:

Keywords: Education administration, Vocational high schools

1. Introduction

Education administration is a management of all activities in the school that are carried out by all school residents to achieve educational goals. According to Drs. M. Ngalim Purwanto, the definition of Education Administration is the entire process of directing and integrating everything both personal, spiritual, and material related to achieving educational goals. According to the Ministry of National Education of the Republic of Indonesia, education administration is a whole process of joint activities in the field of education which includes planning, organizing, directing, coordinating, supervising, financing, and reporting, by utilizing available facilities, both personal, material, and spiritual in order to achieve educational goals effectively and efficiently[1].

So what affects the progress of education is the curriculum, infrastructure, and costs of education. Educational administration is carried out covering all activities in the school including the organization of the school to its administration. As we know at this time there are still schools that have not achieved the purpose of education, both public and private and of course this will affect a nation or country, if the educational goals in a country can run well, it will have a great influence on the progress

of a nation and vice versa if the educational goals of a nation are not achieved or have not been achieved then this will have a bad effect on the country [2]. Thus, the purpose of education is expected to be achieved and have morals, dignity and have a broad view of differences. So the government / government policies and the community also play a very important role in the To more clearly understand the meaning of education, the following is put forward by abdurrahman an-nahlawy, namely: 1. Education is a process that has goals and objects. 2. Education according to the existence of measures that must gradually be passed by various educational and teaching activities, according to the order in which they have been systematically arranged. 3. Education is the development of human personality so that all these aspects can be carried out harmoniously and perfectly. II. Application of Educational Administration in the Management of School Education Administration According to J.S Badudu and Sutan Mohammad Zain, the application is a thing, method or result quality of education, especially in shaping the character of the nation [3].

Administration In student administration teachers plays more indirect roles. Some of the roles of teachers in student administration include: 1) In student admissions, teachers can be involved to take part. 2) In the orientation period, the teacher's task is to make the students quickly adapt to their new school environment. 3) For the arrangement of student attendance in class, the teacher has a big hand as well. Teachers are expected to be able to record/record this attendance even if it is simple, but it must be good. 4) In motivating students to always perform high, teachers must also be able to create an atmosphere that supports this. In creating good school or classroom discipline, the role of the teacher is very important because the teacher can be a model [4][5]. To make students have high discipline, teachers must be able to be role models or role models for their students.

2. Results and discussion

Employee administration activities include procurement, coaching, promotion to retirement. a. Procurement Basically, the procurement of employees in elementary schools is carried out by the Ministry of Education which is then seconded to the local government, the principal as the manager, proposes the needs of employees and accepts employees that have been determined by the Education Office which is followed by a Decree on placement by the Local Government. b. Personnel Development In order for teachers to carry out their duties as well as possible, they must receive attention and guidance, especially to new or difficult problems they work on. Improvement and development can be done in ways, for example: a) Through the own efforts of the teacher concerned by actively reading books, newspapers, and so on. b) Through upgrading. c) Through joint discussions. d) Through educational seminars. c. Teacher Welfare To maintain the spirit and effectiveness of work, it is necessary to cultivate and maintain a sense of security and satisfaction in teachers. 3) management of the Teaching Program Administration / Curriculum The administration of the teaching program is the entire process of organizing activities in the field of teaching which aims to make all activities in the teaching field aimed at making all teaching activities carried out successfully and efficiently. a) Administrative activities of the teaching program, including:

Develop annual and semester programs including the distribution of teaching tasks. · Drawing up a lesson schedule. b) Daily activities, which include: Checked the attendance list of teachers and school guards. Check teaching preparation and teaching limits. c) Weekly activities, including: The activity on Monday is the flag ceremony. Education administration is very important in improving the efficiency and effectiveness of the implementation of educational operations to achieve the educational goals of an educational institution and to determine the back and forth of an agency or institution they are working on. The activity on Saturday was a flag-lowering ceremony. d) Semester activities, including: · Preparing daily tests and general tests. · Filling out the report card. Division of report cards. e) Activities towards the end of the school year, including: · Organizing UAN and making reports in accordance with the instructions.

From some of the administrative tasks above, the efforts that can be made by the principal or supervisor in order to improve and develop the quality of education in schools for the teaching of teachers are: 1. Conducting evaluations by observing teaching activities to teachers, and making daily notes. It is from these records that the principal or supervisor further provides the necessary guidance and instructions. Observation notes containing various aspects that need to be observed and recorded should be available in schools. 2. Provide an opportunity for teachers to hold observation visits, namely observing teaching demonstrations that are always carried out by experienced teachers, which are then followed by discussions between them. 3. Provide guidance in making and planning their work, such as guidance in making teaching preparations, choosing lesson materials, choosing appropriate teaching methods, determining what opportunities are needed to establish school and community relations or parents, ways to use teaching aids, how to make and compile tests or test questions in order to evaluate the learning outcomes of students, etc. 4. To be able to carry out school management, the principal must be able and master 8 educational standards and how to manage them, namely content standards, process standards, graduate competency standards, assessment standards, standards for educators and education personnel, standards for facilities and infrastructure, management standards and financing standards[5]. A job as a teacher (teaching) is not just about working to make a living. Teaching and educating is a profession that requires a special skill and a great talent or interest. Work as an educator is also a social and charitable task. Not everyone who has completed their education in a teacher education institution or teacher's school will naturally be able and like and have a great interest in their work as a teacher.

3. Conclusion

Education administration is a management of all activities in the school that are carried out by all school residents to achieve educational goals. Meanwhile, education can be seen from the provisions of the people's consultative majlis of the Republic of Indonesia number II / MPR / 1988, education is defined as a cultural process to increase human dignity and dignity. Education administration is very important in improving the efficiency and effectiveness of the implementation of educational operations to achieve the educational goals of an educational institution and to determine the back and forth of an agency or institution they are working on.

References

- [1] Daryanto, Adinistrasi Pendidikan, Jakarta: PT Rineka Cipta, 2010.
- [2] Daryanto, Adinistrasi dan Manajemen Sekolah, Jakarta: PT Rineka Cipta, 2013.
- [3] Purwanto, Ngalim, Administrasi dan supervisi pendidikan, Bandung; PT. REMAJA
- [4] ROSAKARYA, 2009.I. Çolak, E. Kabalci, R. Bayindir R., and S. Sagiroglu, "The design and analysis of a 5-level cascaded voltage source inverter with low THD", 2nd PowerEng Conference, Lisbon, pp. 575-580, 18-20 March 2009. (Conference Paper)
- [5] Sdgs, Sekolah Berbasis. 2019. "Jurnal Halaqah PENERAPAN PROGRAM ZERO WASTE." 1(4): 419–26.