

## **Basics of Islamic Education Management**

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### **Abstract**

*Islamic Education Management is an educational management site that applies Islamic teachings that aim to create an intellectual, moral and positive educational environment. The purpose of this study is to find out the basics of Islamic education management. Qualitative is the method used in this study with a literature review study. This study was conducted by reviewing reading sources related to the research topic discussed, as well as reviewing study documents from previous studies related to the concept. Data were collected by looking at books, scientific journals, and digital sources. The results obtained are that Islamic Education management includes planning, organizing, implementing, supervising, and evaluating which are carried out in an integrated manner with Islamic values.*

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## **1. INTRODUCTION**

Through the learning process, education functions as a channel or method for humans to achieve their full potential. Article 31 Paragraph 1 of the 1945 Constitution states that "every citizen has the right to education", and it is clear that everyone has the right to education. Every citizen must receive education from a young age because education is very important. A nation's ability to develop quickly also depends on its level of education. In general, developed countries prioritize the education of their residents. We believe that education can guarantee people's happiness. However, education will not be correct if the education system is not perfect. The same thing also happened in Indonesia (Purwanto, 2021).

In Ahmad Afan's (2015) quote, Management as a component of Islamic education has developed into a phrase that is closely related to achieving goals. Islamic education requires a strong and well-coordinated administration to achieve its goals. Islamic education management is defined as the administration or supervision of Islamic educational institutions that use Muslim and non-Muslim human resources to achieve Islamic education goals successfully and efficiently (Yansyah et al., 2023).

Educational success is not only determined by adequate curriculum planning or infrastructure, but also by the quality of educational leadership. Educational leaders, such as school principals, have a big responsibility in leading and directing all elements of the school. They are also important in ensuring that all policies are implemented as intended and required levels of quality are met.

Management is the science and art of managing the use of human resources and other resources effectively and efficiently to achieve a goal. According to this definition, the use of human resources to achieve a goal is a process (Zohriah et al., 2023). A universal act of

leadership in all areas of human activity or life, management also involves directing a group of people so that common goals are achieved in an organization. During its implementation, management has unique tasks that need to be completed. These specific tasks can be referred to as management functions to direct the direction of the organization, starting with determining the future direction of the organization, creating organizational activities, encouraging member collaboration, and supervising activities to achieve goals effectively and successfully. (Shaifudin, 2021).

The conceptual framework for organizing, implementing, supervising and covering every aspect of Islamic education is the basic idea of Islamic education management. Islamic education management includes instructional, spiritual and moral elements in addition to administrative elements. This idea combines the values and principles of Islamic teachings with standard management concepts. (Muchatar et al., 2021). Education management is a disciplined organizational structure that is seen in the field of education (Rama et al., 2023). Education management is the process of managing and organizing educational institutions so that the costs are low while still trying to achieve the goals that have been set to build high quality and superior educational institutions (Wahyudin & Zohriah, 2023).

Management of Islamic education is very important in efforts to shape students' personalities in accordance with religious principles. Students can understand, absorb and practice Islamic values such as justice, honesty, sincerity and love of speaking in a well-managed learning environment. (Muchatar et al., 2021).

Education management is an important factor in ensuring the success of a quality education system. An effective management process involves the implementation of a number of functions, such as planning, organizing, leading, and controlling. In the world of education, these functions play a role in managing resources, both human and non-human, in order to achieve predetermined goals.

## **2. RESEARCH METHOD**

The method used is qualitative with a study research design literature or Research library. The qualitative research method is a descriptive research method that also involves analysis, referring to facts, and using pre-existing hypotheses as evidence to develop hypotheses (Effendy et al., 2023). A literature review that is consistent with several relevant methodological points of view is a qualitative research format in library research or literature study (Sutrisno et al., 2022). Therefore, this research was carried out by reviewing reading sources related to the research topic discussed, as well as by reviewing document studies from previous research related to the concept. Data was collected by looking at books, scientific journals and digital sources.

## **3. RESEARCH RESULTS AND DISCUSSION**

### **3.1. Islamic Education Management**

In a quote from Sulfemi and Wahyu Bagja (2019) Management is a technique to utilize the mental and physical resources of people in order to complete tasks aimed at achieving certain goals. There are management strategies rich in leadership aesthetics to organize, persuade, and guide all elements that work together to achieve goals (Sutisna & Effane, 2022). Management is the science, art, and practice of activities carried out to achieve common goals by effectively managing resources, including human resources, through cooperation among organizational members (Salehah, 2020).

Omar Muhammad al-Toumi al-Syaibani defines Islamic education as the process of changing a person's behavior in his personal life, in society, and in the environment

through teaching as a core activity and one of the core professions in society. (Nurhayati & Imron Rosadi, 2022).

According to Ramayulis at U. Saefullah, Islamic education management is the process of utilizing all the resources owned by Muslims, educational institutions, or other individuals. To achieve enjoyment and prosperity in this world and the hereafter, this is achieved through constructive cooperation with other people (Hidayah, 2021). The aim of Islamic educational institutions, which were founded based on Islamic teachings, Islamic education management is a series of actions that plan, organize, inspire, supervise and develop all efforts in managing and using human resources, facilities and infrastructure. In other words, Islamic education management is the use of various management techniques to supervise Islamic educational institutions and organizations in accordance with Islamic principles. (Purnomo, 2020).

Islamic Education Management (MPI) The process of organizing, planning, implementing and evaluating ideas (theories) used to establish Islamic education. MPI has shortcomings in the following ways (Tambak et al., 2023):

1. Has a revelation-reason/rational-reality epistemology. Islamic education is carried out based on the principles of contextual reason, which is based on the power of revelation (the Qur'an and Hadith) and is modified to take into account the dynamics of scientific and technological progress.
2. Pursues missionary and scientific goals. Islamic educational institutions must strive to convey Islam to Muslims and non-Muslims in addition to fulfilling the scientific objectives of acquiring knowledge, personality and skills. The main goal of da'wah is to eliminate misunderstandings about religion that truly fosters love for everyone.
3. Human, material and spiritual resources are one of MPI's goals.
4. Orientation is carried out in two dimensions: Salary-Rewards, Work-Worship, and World-End. The ability to link these two elements in a synergistic and integrative manner is a prerequisite for every management of Islamic educational institutions.

### **3.2. Goals of Islamic Education Management**

The aim of Islamic education management, according to Susilo Martoyo, is to ensure that all organizational resources, equipment or facilities operate in a way that minimizes waste of time, energy, resources and money in order to achieve predetermined organizational goals. Islamic education management aims to achieve the goals, growth, progress, and quality of the process and results of Islamic education by utilizing the summer months effectively and efficiently. The main goal is to ensure that each step is managed well so that the educational process is carried out according to plan.

### **3.2. Management Functions**

#### **3.1.1 Planning (Planning)**

The first step in every organizational administration activity is planning. Because planning is a management function, planning is one of the most important prerequisites for implementing effective management. And to create a good strategy, we need to carefully consider the steps to take next. This means that we must be able to see far into the future to create effective plans. It is natural to assume that by planning our activities in advance, the possibility of errors will be reduced. This shows that we have reduced the potential for harm, including the possibility of errors and harm (Ritonga et al., 2023).

Planning is an important first step in the management process, which serves as a basis for the implementation of other management functions. This stage includes setting goals, developing strategies, and preparing the steps needed to achieve the set targets. In the context of education, planning is the main key to creating an effective and efficient system, which can ultimately lead to the quality of education in schools or educational institutions.

In the field of education, planning includes various important elements, such as formulating a vision, mission, learning objectives, and curriculum development. The vision describes the picture of the future that the school or educational institution wants to achieve, while the mission explains the specific goals that must be realized to achieve that vision. Through good planning, educational leaders can determine a clear strategic direction for their institutions and develop programs that are oriented towards achieving these goals.

In order for the planning strategy to be successful, five important things must be considered, namely (Fahmi, 2020):

- a. Accuracy and clarity of target setting.
- b. Punctuality regarding goals
- c. The relationship between the stages of the operational plan and the person in charge of operations, so that the stages and goals to be achieved can be identified.
- d. Looking at the aspects of Amaliah which are studied from the perspective of community acceptance, taking into account planning, planning with the team in charge of operations or partners, potential results, and readiness of plans to carry out ongoing assessments to achieve goals.
- e. Capability of the organization responsible for operations

According to (Fahmi, 2020) Islamic Education management planning consists of:

- a. Establish priorities to ensure that education is delivered efficiently, prioritizing communities, students and all workers including in the educational process.
- b. Setting goals as benchmarks and assessing how well education is implemented and produces outcomes.
- c. Develop the process as a stage of the action plan.
- d. Delegate accountability to people and teams.

From the description above it is clear that planning is very important to determine the next steps in Islamic education management. Other activities cannot run well so they can fail if they are not planned carefully. Planning the menu carefully is the first step to becoming a successful manager.

### **3.1.2 Organizing**

Organizing is a second management function, namely steps taken to implement organizational strategy. Winadi (1990) defines organizing as a process in which tasks are broken down into manageable parts and activities. coordinate the results to meet predetermined goals (Ritonga et al., 2023).

After the initial planning stage, the organizing stage is the next stage. When the amount of labor required is too large to be completed by one person alone, organizing takes place. As a result, help was needed and a productive work group was formed. To complete the task at hand and help each group member meet

their goals in terms of knowledge and skills, many minds, hands, and abilities must be coordinated (Fahmi, 2020).

Establishing frameworks, relationships, activities, coordination, structural designs, permits and tasks in an open and easy to understand manner is an organizing process in Islamic education, whether individual, collective or institutional in Islamic educational institutions. If an Islamic education management organization adheres to the principles of freedom, justice and deliberation, then the organization will be able to function efficiently and in accordance with its objectives. Management of Islamic education will be very beneficial if all these ideas can be utilized in running Islamic education facilities (Muchatar et al., 2021).

Organization in education involves dividing tasks and responsibilities among teachers, administrative staff, students, and other support staff. Each individual in the school environment needs to understand their specific role so that the system can run smoothly. For example, teachers are responsible for providing learning materials and guiding students in the learning process, while administrative staff play a role in maintaining the smooth running of school operations, such as financial management and academic administration.

a. Organizational Structure in Education

A clear organizational structure is very important in organizing. This structure defines how tasks are divided, authority is distributed, and responsibilities are delegated. In educational institutions, this structure usually consists of the principal as the highest leader, followed by deputy principals, teachers, administrative staff, and other support staff such as librarians, counselors and school guards. With a clear structure, each element in the school can understand their boundaries and authority, as well as who they must report to.

An effective organizational structure helps avoid overlapping roles and conflicts between school members. A good division of roles also allows each component to work optimally, with clear responsibilities. Apart from that, a good organization will support the professional development of teaching staff, create a harmonious work environment, and increase the productivity and efficiency of school operations.

b. The Importance of Organization in achieving Educational Goals

Organizing functions as a framework that supports the achievement of school goals, in the short term or long term. Educational goals, such as improving the quality of learning, achieving better test scores, or improving student well-being, require careful planning and appropriate allocation of resources. Through good organization, school principals can ensure that all available resources, such as teaching staff, facilities, and funds, are used in the most effective way.

In organizing education, human resources, such as teachers and administrative staff, play a central role. Developing teacher capacity and skills through training and guidance is important to ensure the quality of learning remains high. On the other hand, non-teaching staff, such as administrative staff, are responsible for important tasks such as financial management and planning school activities, all of which contribute to the smooth running of the educational process.

c. Challenges in Organizing in an Educational Environment

Although organization is a key process in educational management, several challenges are often faced in its implementation. One of the main challenges is the lack of effective communication between various school elements, which can lead to miscommunication or unclear roles and responsibilities. Another challenge is limited resources, both human and facilities, which can limit the effectiveness of organizing.

Apart from that, the dynamics of the educational environment continue to change, such as changes in curriculum, government policies, or technological developments, too influence organizing in schools. Schools need to continue to adapt their structure and management so that they remain relevant and responsive to these changes. For this reason, educational leaders must be flexible and able to make adaptations in their organizing structures so that they remain in line with current developments.

### 3.1.3 Implementation (Actuating)

Actuating is the process of implementing plans that have been set. If the planning function is certain, then implementation is carried out by management, implementation is more often referred to as the language of program implementation. The driving function is essentially the organization, encouragement and direction given to all organizational resources so that they really understand how to do it correctly. This role in the administration of Islamic education demands commendable behavior, transparency, firmness, environmentalism, and wisdom. (Ritonga et al., 2023).

The implementation of Islamic education management shows the active involvement of teachers and students in the teaching and learning process. The results of observations and interviews show that the learning methods used are varied, including discussion, practice and collaborative projects (Daulae, 2024).

### 3.1.4 Supervision (Controlling)

Sondang P. Siagian (1973: 258) defines supervision as a collective effort to carry out operational tasks to ensure that conditions are in accordance with predetermined plans. In essence, supervision is an effort to control the activities carried out in an organization. To ensure that plans and choices have been taken or are being implemented, supervision is carried out in the form of activities or actions. To achieve the goals that have been set, operational actions must be implemented, and their implementation must be assessed and adjusted so that everything goes according to plan. The supervisory management function is closely related to other management activities, especially the planning function. Therefore, planning and monitoring are seen as an interdependent and ever-changing relationship that influences one another. This is because supervision cannot be carried out without planning activities, and plans cannot be implemented effectively if they are not supported by a supervisory function (Ritonga et al., 2023).

All efforts to supervise how operational tasks are carried out and ensure that they follow a pre-established plan is known as supervision. According to the Islamic perspective, the purpose of supervision is to maintain what is good or correct what is wrong. Supervision in Islamic education is described as a continuous monitoring process to ensure that plans are implemented consistently, both physically and spiritually. (Muchatar et al., 2021).

The following are the characteristics that according to Ramayulis characterize supervision in Islamic education: it is material and spiritual, involves Allah SWT in addition to management, and uses techniques that are humane and respect human dignity. With these characteristics, it is clear that the implementers of the various agreed plans will be accountable for their actions to their supervisors and to Allah, the Almighty. However, the Islamic idea of supervision prioritizes the use of a humanitarian approach, namely methods based on Islamic principles. (Muchatar et al., 2021).

The following characteristics are defining characteristics in Islamic education: material and spiritual, involving Allah SWT in addition to management, and using humane techniques that respect human dignity. With these characteristics, it is clear that those who carry out the agreed plans will be accountable to their supervisors and to Allah. However, the Islamic idea of supervision places a higher priority on a humanitarian approach motivated by Islamic principles. (Fahmi, 2020).

Supervision in educational leadership aims to ensure that all activities go according to plan. Implementation of the supervisory function includes:

- **Performance Evaluation:** Conduct regular assessments of teacher, staff and student performance to identify progress and areas for improvement.
- **Learning Process Monitoring:** Oversee the implementation of the curriculum and teaching methods to ensure that the quality of education is maintained. This can involve classroom observations and feedback from students.
- **Corrective action:** Take necessary actions to correct problems that arise in the learning process. This may include developing training programs for teachers or adapting curricula

Main functions of education quality control management:

1. **Determination of Quality Standards:** Determining quality standards or criteria that must be achieved in education, such as curriculum, teaching quality, facilities and infrastructure, and student learning outcomes.
2. **Monitoring and Evaluation:** Supervise and evaluate the implementation of education, including teacher performance, school facilities and student achievement. Monitoring is carried out continuously to ensure that the set standards are achieved. "The education quality control process must be carried out systematically through continuous evaluation involving all stakeholders, including teachers, students and parents" (Suharsimi, 2012, p. 120).
3. **Continuous Improvement:** Based on the evaluation results, quality control management is tasked with designing and implementing corrective steps for aspects that do not comply with standards. This includes improving learning methods, training for teachers, or improving facilities.
4. **Accreditation and Certification:** Quality control also functions in the process of accreditation of educational institutions and certification of programs or curricula, which provides official recognition of the quality of education provided. Educational accreditation is an important instrument in guaranteeing the quality of education, ensuring that educational institutions meet predetermined criteria" (Ministry of National Education, 2010, p. 15).
5. **Quality Control:** Quality management involves controlling various operational aspects in a school to prevent quality problems in the first place, through periodic inspections, audits, or assessments.

6. **Increasing Teacher Professionalism:** Identifying training needs for teachers and education personnel, so that they can improve their competence and provide quality education.
7. **Data-Based Decision Making:** This function involves analyzing quality evaluation data to make strategic decisions that can improve the quality of education.

### 3.1.5 Evaluation (Evaluating)

Evaluation is a method or instrument used to determine and measure an activity using a predetermined protocol. However, evaluation research is a component of evaluation and research, according to Sugiyono (2014). Evaluation research has the same objectives as evaluation, namely to determine the extent to which program objectives have been achieved and the extent to which planning can be implemented. Evaluation, according to Iqbal R (2016:3), is a dynamic decision-making process that is centered on predetermined standards. Data collection, analysis based on predetermined criteria, and decision making are steps in this process. In essence, judgment is the act of making choices based on gathered information. Therefore, the value of an evaluation is based largely on how it helps a particular individual understand how and why the program works, as well as how much the information is used. (Ritonga et al., 2023).

Implementation of Islamic education management functions at the institution research shows that success in achieving educational goals is very dependent on the quality of management implemented. Each management function has a role that supports each other and contributes to the quality of education. Clear direction due to good planning, effective organization will create synergy between all elements, good implementation will produce an optimal learning process, and comprehensive evaluation will ensure that the education program runs as expected (Daulae, 2024).

The success, efficiency and quality of the teaching and learning process organized by Islamic education institutions is very dependent on evaluation in the implementation of Islamic education. Through evaluation, Islamic Education will assess that the goals of Islamic Education have been achieved. Educational institutions can take necessary corrective actions to meet established educational goals by analyzing their strengths and limitations. Additionally, assessments help in determining areas of student learning difficulty. Educational institutions can help students overcome their learning challenges by offering additional support or development programs based on their knowledge of these deficiencies. Evaluation findings serve as the basis for decisions about curriculum modifications, improving the quality of teaching, staff training, and distribution of resources. Decisions based on evaluation have a strong basis and have the potential to increase the effectiveness of educational institutions. (Muchatar et al., 2021).

### 3.3. Principles of Islamic Education Management

The following Islamic Education Management Techniques are very important for increasing productivity, effectiveness and efficiency in the workplace (Fahmi, 2020):

- a. Choose a work technique
- b. Select employees and help them develop their talents
- c. Select a work process
- d. Setting Task Boundaries
- e. Create and prepare task specifications



- f. Provide instruction and training
- g. Assess the level of system imbalance

#### 4. CONCLUSION

Islamic Education Management teaches to manage educational institutions with functions in accordance with Islamic teachings. Management in education includes a series of functions such as planning, organizing, monitoring, implementing and evaluating which, if implemented effectively, will have a positive impact on the quality of education. With mark-Islamic values used in education management will result in quality education. Therefore, Islamic Education Management does not only process resources, but shapes character and morals.

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