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The Influence of Educational Administration on Improving the Quality and Quality of Education at MIS Hanif Al Fikri Schools

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Mursal Aziz[1], M. Abrar Putra Kaya Harahap[2,] Omega Megarani[3], Fitri Syakira Ridwan[4]
(Pendidikan Guru Madrasah Ibtidaiyah, Fakultas Ilmu Tarbiyah dan Keguruan, Universitas Islam Negeri Sumatera Utara)
Email: abrarkaya17@gmail.com,
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Abstract
To support adequate education and of course of good quality, it is necessary to carry out various series of programs. The educational programs implemented will not run smoothly if there is no support from school management and administrative guidance. The aim of the research was to find out how the administration process was carried out by MIS Hanif Al Fikri. This research uses a qualitative method with a descriptive approach through observation, interviews and documentation instruments. From the research results, it was found that the administrative process carried out by MIS Hanif Al Fikri was running well. This school implements student administration, curriculum, school committee, and facilities and infrastructure effectively.

Keywords: *Management, Educational Administration, Quality of Education*

INTRODUCTION

Education is the process of changing a person or a group in improving knowledge, skills and behavior in an effort to educate them through teaching or training. Education is able to improve human quality in realizing a prosperous life. Education is a very important element in life, including in social life. Education is the responsibility of the government and society together, both in providing infrastructure, teaching staff, learning facilities and in terms of financing for equal distribution and improvement of the quality of education.

Therefore, to get quality education you must have a system. The educational programs implemented will not run smoothly if there is no support from school management and administrative guidance. For this reason, there is a need for guidelines for administrative management at an educational level.

According to Ulbert, in a broad sense, the meaning of administration is the systematic preparation and recording of data/information, both internal and external, as an effort to provide information and make it easier to retrieve it, whether in part or in whole. Meanwhile, the definition of administration in the narrow sense is known as administration.

According to the Indonesian Ministry of National Education, educational 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 as a whole. effective and efficient.

Educational administration is an effort to achieve planned, structured and effective education. This means achieving good and correct results in accordance with the goals. Of course, to achieve a goal we must also have good management. For this reason, qualified administrative staff and good implementation are needed to achieve the goals. Schools will become more advanced with effective management and create intelligent children of the nation.

Educational administration has elements of educational administration to achieve its goals. These elements will always be related. And if there is one element that is not present in the school then the educational administration will not run optimally. For this reason, based on the description above, the author is interested in conducting research with the title "The Influence of Educational Administration on Improving the Quality and Quality of Education at the MIS Hanif Al Fikri School".

THEORITICAL REVIEW
A. Understanding Educational Administration

Administration in the narrow sense is administrative activity, the essence of which is the routine activity of recording,

documenting, carrying out correspondence with all its aspects and preparing reports. Educational administration in a broad sense is the entire process of mobilizing and integrating everything, both personnel, spiritual and material, which is related to achieving educational goals. So, in the educational administration process all the efforts of the people involved in the achievement process.

Educational objectives are integrated, organized and coordinated effectively, all necessary and existing materials are utilized efficiently. Educational administration is often misunderstood as simply educational administration. Defining educational administration is not so easy, because it involves a broad understanding. Educational Administration is a joint effort to utilize resources (personnel and material) effectively and efficiently to support the achievement of education.

Administration is all activities in any cooperative effort carried out by a group or more people jointly and simultaneously to achieve predetermined goals. In this broad sense, the term administration can also be interpreted to mean that administration is an activity or series of activities in the form of the process of managing the cooperative efforts of a group of people who are members of an organization to achieve shared goals that have been previously determined to be effective and efficient.

Within the limitations mentioned above, the meaning of administration can be broken down into at least five main meanings, namely:
1. Administration is a human activity.
2. This series of activities is a process/management of a complex activity, therefore it is dynamic.
3. This process is carried out with a group of people who are members of an organization.
4. This process is carried out in order to achieve a previously determined goal.
5. The management process is carried out so that the objectives can be achieved effectively and efficiently.

Educational institutions such as school organizations are an institutional framework in which educational administration can play a role in managing organizations to achieve predetermined goals. The scope of educational administration is not just school administration or learning administration. Such a view is a narrow view.

Educational administration is broader than that, although the culmination of all policies is schools or educational units at all levels and types. So education administration exists at the policy-making level and at the educational unit level. Education administration at the government level, both central and regional, is related to education budgets, curriculum standards, staff standards, school accreditation, and services for school needs for formal education and non-formal education, namely out-of-school education and official education.

Educational administration in educational units is related to the application of educational theories in learning services, learning counseling techniques, school management, and all activities that support and facilitate educational unit activities to achieve goals.

B. Elements of Educational Administration

In educational administration, several elements must be taken into account for the success of the activities to be carried out. As an educational institution, a school or madrasah also has several elements, including the presence of a principal, head of curriculum, head of student affairs, head of infrastructure and infrastructure. The aim of educational administration is to realize the goals to be achieved. There are several main elements in administration, namely:
1. The existence of human resources.
2. There are goals to be achieved.
3. There are tasks that must be done.
4. The existence of infrastructure to support the smooth running of work.

In the world of education, all these elements must be managed well so that achievements are in line with the desired targets. In implementing madrasah or school administration, there needs to be cooperation between the leader or principal and educators and

teaching staff in a synergistic and sustainable manner.

C. Understanding and Improving the Quality of Education

a. Understanding Quality (Quality) Education

In the KBBI, quality "quality" is a measure of whether a quality is good or bad, degree (smartness, intelligence) or level. Quality is a comprehensive description and characteristics of services or goods that will demonstrate the ability to satisfy expected needs.

According to Rusman, the process and results of quality education (quality) are interconnected, but so that a good process will not go wrong, that way quality (quality) can be interpreted from the results (output) previously formulated by a school and the targets that will be achieved over a period of time. or year.

b. Improving the quality of education

In the quality of education and quality there are standards determined in national education standards. The National Standards set are standards that have been studied and achieved by every educational institution in Indonesia. The concept of national education standardization has implications for improving the quality and quality of education, so it is hoped that the existence of national standards can motivate schools to provide good services for students in their educational environment.

According to Sudarwan Danim, there is also a way that institutions can implement improvements in the quality of education that must involve the following five dominant factors:

1. Principal Leadership

School principals must understand a clear work vision, be willing to work hard, have high drive, be patient and diligent in their work and provide optimal services and be disciplined in their work.

2. Teacher

Teachers play an important role in the implementation of the world of education. Increasing the quality of teachers is needed to make the world of education quality.

3. Learners

In improving the quality of human resources or what can be called Total Quality Management (TQM), students are seen as customers who must be served well.

4. Curriculum

Namely a series of plans to expedite the learning process. This plan is prepared under the responsibility of an educational institution and the teachers at the institution.

5. Collaboration Network

This collaborative network is not limited to the school environment and the community such as parents and the community. The collaborative relationship between teachers and parents is aimed at overcoming difficulties faced by students in the learning process.

In accordance with J. Scheerens who highlights improving the quality and effectiveness of educational institutions including aspects of community involvement, human or financial resources, policy, leadership, environment, time efficiency, environmental. Learning and evaluation opportunities.

D. The influence of educational administration on improving the quality of education

In implementing government policies in the education sector or educational process practices, it can be stated briefly that there are eight factors that greatly influence the quality of education, namely: good curriculum, competent teachers, effectiveness of the learning process, assessment, parental involvement and community support, adequate funding, strong discipline, and attachment to the superior cultural values of the community.

Thus, Educational Administration is really needed to improve the quality and quality of education. Where educational administration is a tool in monitoring and evaluating the course of the educational process in schools. Education administration

helps manage school members' resources, facilities and school funds so that all existing data can be clearly and structured. With good management, schools can maximize the use of limited resources to support student learning and development activities.

Educational administration in schools can be seen at three levels, namely institutional level, managerial level and technical level. In this way, this institutional level is related to data related to the school environment. The managerial level is related to the organizing or leadership process in the school. Meanwhile, the technical level is related to the learning process. So, it can be said that educational administration is a very complex tool in managing the quality of education in schools.

Through data or programs that have been prepared, educational administration can be used as an evaluation tool. Through a systematic planning process, schools can set clear goals and design appropriate programs to achieve those goals. Periodic evaluations then allow schools to assess the effectiveness of the program and make improvements if necessary.

METHOD

This research uses research methods with a qualitative approach. A qualitative approach is one of the methods used in research, where this method explains various results of observations or research carried out directly. Later the results will be processed into data and translated into descriptive form.

Lexy J. Moleong believes that qualitative research is research carried out by understanding, observing and explaining the phenomena experienced by research subjects, for example behavior, perceptions, motivation, actions, etc. holistically and by means of descriptions in the form of words and language, in a special natural context and by utilizing various natural methods.

Researchers used primary data in this research using observation, interviews and documentation research instruments. Data assessment uses qualitative analysis methods. Qualitative data analysis is inductive, namely an analysis based on the data obtained, then

developed into a hypothesis. For this research, it was obtained through interviews with the Principal of the MIS Hanif Al Fikri School located on Jl. Perfect Melati Hamlet 1, East Sambirejo Village, Percut Sei Tuan District, Deli Serdang Regency and direct observation. This research period lasted for 5 days startingfrom 17 May 2024 to 22 May 2024. This was done to find out what steps were taken in managing education administration at MIS Hanif Al Fikri to improve the quality and quality of education.

RESULTS AND DISCUSSION

Based on the results of research that has been carried out, it was found that the management of educational administration at MIS Hanif Al Fikri is running and well managed. This was known by observing directly in the field and based on the results of interviews with the Principal of MIS Hanif Al Fikri. The school in question implements four administrations, including student administration, curriculum administration, school committee administration, and infrastructure administration.

In terms of student administration, various regulations are regulated in such a way to support the implementation of good education. In the process of Accepting New Students (PPDB) there are several requirements that must be completed by students. Prospective students who register are dominated by those who have already studied kindergarten. So the quality of students is starting to be seen, they just need to be guided and re-educated at the madrasa level.

Soebagio Atmodiwirio believes that improving the quality of education can be influenced by educational input factors and educational management process factors. Educational input is everything that must be available because it is needed for the process to take place. Educational input consists of all sources existing school resources.

In these school resources there is something called a regulation, where this regulation supports or supports the quality of education. Likewise with PPDB, there needs to be regulations and conditions that must be met as prospective students. Not only that, based on an interview with the Principal of MIS Hanif Al Fikri, it was said that the school has rules that are

binding and must be obeyed by the various components in the school.

Curriculum implementation at MIS Hanif Al Fikri uses two curricula which are used simultaneously, namely the curriculum2013 and independent curriculum. Before that, you need to know what a curriculum is? According to Law no. 20 of 2003 concerning the National Education System, the curriculum is a set of plans and arrangements regarding the content and learning materials as well as the methods used as guidelines for implementing learning activities to achieve certain educational goals.

The independent curriculum is used starting from grade 1 and 2, this is done as a trial or transition carried out by MIS Hanif Al Fikri as a means of supporting the development of educational quality. However, overall equality cannot be achieved due to the need for adaptation. Therefore, it is implemented in stages starting from grades 1 and 2 first. Meanwhile grades 3-6 still use the 2013 curriculum.

In preparing the curriculum in schools, MIS Hanif Al Fikri prepares various teaching components, namely annual programs, syllabi, lesson plans, teaching modules, and various other components to support the process of improving the quality and quality of education. In this way, the curriculum is an important point in determining the quality of students and school institutions. How does a school or educational institution achieve its goals, develop student potential.

Furthermore, to support the quality of education at MIS Hanif Al Fikri, the school formed a school committee. Where the school committee administration is the body that oversees school movements. School committee members usually include the principal, teachers, parents, and sometimes representatives from the local community or other parties who have an interest in education at the school. The existence of a school committee is able to create a positive school environment and increase the sense of partnership between parents and the school.

Lastly, in supporting the improvement of the quality and quality of MIS Hanif Al Fikri education, the school provides various adequate facilities and infrastructure, this is considered as full support in the implementation of the learning process. Without the infrastructure and facilities for the learning process will not be carried out well. According to observations, the school has comfortable classrooms, teachers' room, principal's room, administration room and supporting facilities.

With good educational administration or governance, the management of education in schools, especially at MIS Hanif Al Fikri, is greatly helped by good educational administration. The administration we carry out has a very good impact on the development of students and also of course improves the quality of the school. To find out various shortcomings and achievements that have been achieved, MIS Hanif Al Fikri carries out various evaluations, holds monthly meetings aimed at students and teachers. All kinds of obstacles faced by students will be discussed and evaluated in this meeting.

CONCLUSION

The research results show that the management of educational administration at MIS Hanif Al Fikri is running well. This school implements student administration, curriculum, school committee, and facilities and infrastructure effectively. Student administration involves implementing various regulations to support quality education. MIS Hanif Al Fikri uses the 2013 Curriculum and the Independent Curriculum. School committee administration involving principals, teachers, parents and local communities plays an important role in monitoring and creating a positive school environment. Meanwhile, the administration of infrastructure ensures that adequate facilities are available to support the teaching and learning process. Overall this administrative management has a positive impact on student development and improving school quality.

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