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# Efforts to Realize National Standard School Administration at SMKS Bina Insani Malunda, Majene

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**ABSTRACT**

School administrative governance is a series of processes, policies, and practices that are implemented to manage school activities effectively and efficiently. The goal is to ensure that all administrative activities support the achievement of educational goals, in accordance with the established standards. The main purpose of this study is to find out the efforts to realize national standard school administrative governance and to find out the supporting and inhibiting factors in efforts to realize national standard school administrative governance at SMKS Bina Insani Malunda Majene Regency. This research is qualitative descriptive research. This research focuses on efforts to realize national standard school administrative governance based on planning, organizing, implementing, and supervising indicators. To achieve the research objectives, data collection techniques were used, namely observation, interviews, and documentation. Based on the results of the study, it shows that efforts to realize national standard school administrative governance at SMKS Bina Insani Malunda Majene Regency can be seen from the indicators of planning, organizing, implementing, and supervising in the "quite good" category. This is seen from the planning aspect, which holds a plan preparation meeting with the participation of all school personnel to set clear and directed goals. Organizing by dividing tasks according to the ability of staff, even though the limited number of staff causes some staff to have double tasks, can still optimize performance and achieve set goals. The implementation of tasks is emphasized on seriousness and thoroughness in carrying out the predetermined plan, with each administrative staff playing an important role in completing the task according to the plan. Supervision, which is carried out periodically and collaboratively to monitor staff performance and identify obstacles that may arise. These measures demonstrate a strong commitment to improving the governance of school administration towards the desired national standards. Supporting factors include existing facilities and infrastructure, good cooperation, and the leadership of the principal. Inhibiting factors include lack of facilities and infrastructure, limited staff, and high workload.

**Keywords:** Management, School Administration, National Standards

## INTRODUCTION

Education is a process related to the coaching and development of talents and interests of students, which is carried out in a regular and structured manner. Education can be carried out formally or informally and can be carried out in families, schools, and community environments. Educational activities cannot be separated from the administration in the school, as in education various needs are needed that support the achievement of goals and performance in schools, for example, bookkeeping, summing, scheduling of activities of educators, administrative staff of educational institutions, and so on (Niswaty et al., 2024; Saleh, Ahmad, et al., 2024).

Administration is a process of cooperation between a group of people to achieve a predetermined and planned goal. Cooperation between these people takes place through the organization (Arhas, 2024; Darwis & Haerul, 2024; Saleh, Akmal, et al., 2024). School administration is a process of utilizing all sources or all activities carried out by all parties

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concerned in the school, both the principal, staff, teachers, and other school employees, as well as curriculum, tools/media, and facilities (facilities and infrastructure). Educational administration is a series of processes of activities in the field of education with the aim of applying rules in formal and non-formal education (Akib et al., 2024; Arhas & Haryoko, 2024; Saleh, Darwis, et al., 2024). The purpose of education administration, which is often known to the general public, is to achieve the goals of education itself and to act as a supporting tool in achieving educational goals (Arhas et al., 2022; Darwis et al., 2022; Muis, 2022).

School administration is a work process carried out in schools, but governance is a related part of the work process. Thus, governance is the most important part of education. Education governance itself has a strong relationship with the administration. "Governance is often referred to or equated with management. Administrative management is the management of all institutional interests that are administrative in nature. Administrative governance in education is a structure and process made based on the decisions of educational institutions, both universities and schools, including the role of certain groups in the institution and concerning decision-making practices. School administrative governance is an activity that needs to be carried out effectively and efficiently in order to support school productivity."

School administrative governance is an activity or work to help, serve, facilitate, or regulate all activities in the school in achieving predetermined goals. Governance is a series that starts from a plan that has been set for its objectives, the organization of activities that have been planned, direction as a guideline for carrying out activities, supervision as control, and evaluation as a result of the activities that have been carried out.

School governance standards in Indonesia are national (national standards), which means they apply to all schools throughout Indonesia. These standards are set by the government through predetermined laws and regulations to ensure that every school, whether urban or rural, is managed in a consistent and quality manner. School administration is also part of the national standard of education. Law Number 20 of 2003 concerns the national education system, which regulates school administrative governance standards that are national in nature.

Based on the results of initial observations conducted in August 2023 at SMKS Bina Insan Malunda Majene Regency, judging from the lack of administrative staff, the abilities possessed by some administrative staff still need to be improved. From the results of the initial interview with the principal of SMKS Bina Insani Malunda, Mr. Yasri Ahmad said that the school was a new school unit which was operationalized Mr. Yasri Ahmad also said that there are several obstacles in administrative governance, such as the division of work tasks, and there are some staff who lack understanding of administrative work procedures, thus slowing down the realization of school administration.

## METHOD

The research entitled Efforts to Realize National Standard School Administrative Governance at SMKS Bina Insani Malunda Majene Regency" uses a qualitative research approach and a descriptive type of research. By using this approach and type of research, it aims to explain an existing phenomenon in depth. This research is expected to provide an overview of efforts to realize national standard school administration governance at SMKS Bina Insani Malunda Majene Regency.

This research focuses on the problems chosen to be researched related to efforts to realize national standard school administration governance at SMKS Bina Insani Malunda Majene Regency. This study uses several indicators to assess efforts to realize national standard school administrative governance, which uses indicators: 1) Planning includes setting goals or initial steps on how to achieve the desired goals. Planning is the main function of activities that focus on what you want to achieve and how to do it. 2) Organizing is the process of dividing work among administrative staff according to their abilities, and they can coordinate in order to effectively achieve goals. 3) Implementation is an activity of an effort carried out to realize a plan

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or program that has been determined beforehand. 4) Supervision is the activity of directly observing their performance and ability to complete work and the quality of their work. This research involved three informants to obtain information about the problem being studied.

This research involved three students and was conducted at SMKS Bina Insani Malunda Majene Regency. The data collection methods used include observation, interviews, and documentation. Meanwhile, the data analysis technique in this study involves the interactive model of Miles et al. (2014), which consists of "data collection, data condensation, data display, and conclusions drawing."

## RESULT AND DISCUSSION

### Planning

Planning is a process that involves a leader in making effective decisions and providing clarity about the activities that will be carried out in order to achieve the goals to be achieved. Planning is one of the indicators in an effort to realize national standard school administrative governance.

Based on the results of interviews with informants, planning in an effort to realize national standard school administrative governance is very important to achieve administrative governance in accordance with national education standards. As the first step in planning, the principal conducts a meeting for the new school year with the head of administration, administrative staff, and also related people to be involved in discussing the preparation of plans or initial goals in realizing national standard school administrative governance. What is prepared in planning is the division of tasks of each staff and preparing a list of problem inventories, while what is to be achieved in the planning process is the division of tasks to administrative staff and the implementation of good administrative governance in accordance with national education standards. In the planning process, Human Resources at SMKS Bina Insani Malunda needs to be considered for the number of staff that is still lacking in terms of the division of duties so that staff do not have additional or more optimal tasks according to the duties of each administrative staff.

Planning in an effort to realize national standard school administration governance at SMKS Bina Insani Malunda Majene Regency is the first thing that must be done. Holding to a plan will certainly produce the expected goals. Without planning, activities to realize national standard school administrative governance will experience difficulties or obstacles in achieving the desired goals.

This illustrates that planning in realizing national standard school administration governance at SMKS Bina Insani Malunda, Majene Regency, can be said to be good because there is a flow of planning activities at SMKS Bina Insani Malunda. For example, a meeting was held before the beginning of the new school year by school principals and heads of administration and other personnel involved in the activity to discuss the preparation of plans or initial goals in realizing national standard school administrative governance. Before conducting a planning meeting, staff prepare the necessary data, where the data concerns the preparation of activities. In the planning process, the division of duties and obligations of each staff member has also been formulated. "In the planning process, it begins with compiling all activity programs (Arhas & Jamaluddin, 2024; Arhas & Suprianto, 2020). In the process of preparing this planning, the principal also involved all school residents, including teachers, administrative staff, and school committees. After the preparation of the planning, the results are deliberated, agreed upon, and socialized through a task division meeting at the beginning of the school yea"r.

Based on this theory related to planning in an effort to realize national standard school administrative governance, planning must be carried out jointly, meaning including all staff personnel in planning meetings to compile or design activities so that they are truly in line with the goals to be achieved.

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**Organizing**

Organizing is the activity of forming or dividing tasks for a person according to his or her ability to work effectively. The benefits of organizing can help divide tasks according to the conditions that occur within the organization.

Based on the results of interviews with informants, the organization, in an effort to realize national standard school administrative governance, was carried out at a meeting at the beginning of the year by discussing the division of tasks to staff. The system of dividing tasks for staff is carried out concurrently, or each staff member has two to three additional tasks, and monthly meetings are held to find out the competencies of the staff and become a forum for staff to share information, because some of the staff are still not in accordance with their majors and placements. The planned division of tasks by the principal is effective and clear.

Organizing is the first step towards the implementation of a plan that has been prepared beforehand. Organizing in realizing national standard school administration governance is carried out as an effort to facilitate a job or activity by dividing tasks according to the expertise of each staff member. It can be seen that the organization, in an effort to realize national standard school administrative governance at SMKS Bina Insani Malunda Majene Regency, is well done. Such as holding meetings to distribute tasks to administrative staff according to their respective abilities. Although in the division of duties, administrative staff have additional tasks due to the lack of administrative staff, administrative staff can do additional tasks well in accordance with the previously prepared plan. The performance of administrative staff who get additional tasks is able to achieve the expected goals; in this case, the principal can divide additional tasks among administrative staff clearly and according to the abilities of each administrative staff member.

The division of tasks to administrative staff is one of the efforts so that each staff member can be responsible for the tasks given. So that work in school administration can achieve goals effectively and efficiently. "In the organization, there is a detailed division of duties, authorities, and responsibilities according to fields and sections, so that harmonious and smooth cooperative relationships can be created towards the achievement of the goals that have been set" (Darwis et al., 2023; Nickols, 2016; Rustam et al., 2024; Strohmeier, 2020).

Based on this theory, related to organizing activities in an effort to realize national standard school administrative governance has been carried out properly, this can be seen by the division of tasks to administrative staff through meetings, and every administrative staff member who gets additional tasks is able to optimize these additional tasks so that the expected goals in organizing can be achieved as they should.

**Implementation**

Implementation is an activity or effort of a person in realizing the previous plan according to what is expected. Related to the implementation of administration in an effort to realize national standard school administrative governance adjusted to existing policies and activities in schools.

Based on the results of interviews with informants, the implementation in an effort to realize national standard school administrative governance is carried out in accordance with the division of tasks that have been given and includes all administrative staff personnel. Then the obstacles faced by the staff can be solved through an evaluation meeting. The seriousness in doing the task needs to be paid attention to so that the tasks given are not done carelessly. The participation of the head of administration in the implementation of duties is to petrify some of the work of the staff and for school operators to help deal with problems.

Based on the results of observations made on the implementation of national standard school administrative governance, it has been running in accordance with the planning and standards set. Where all administrative staff participate or actively participate in the implementation of tasks, as well as the resolution of obstacles through evaluation meetings.

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The implementation in an effort to realize national standard school administrative governance at SMKS Bina Insani Malunda Majene Regency is an activity to implement actions or carry out a plan. Regarding the implementation of realizing national standard school administrative governance, administrative staff adjust existing policies and activities in school administration in accordance with applicable regulations in order to achieve the goals of good school administrative governance. In implementation, each administrative staff member plays an important role in carrying out the assigned tasks so that the implementation of duties in school administration runs smoothly and according to what is expected. This can be seen in the implementation of school administrative tasks in accordance with the previously determined planning. And those involved in the implementation of duties are all administrative staff. Thus, the obstacles faced in the implementation of school administrative tasks can be solved through evaluation meetings. "Implementation according to the plan in real conditions involving all human resources owned to achieve predetermined goals" (Buchanan, 2015; Kotler & Keller, 2008; Vardarlier, 2021).

Based on this theory related to the implementation of realizing national standard school administrative governance has been carried out as expected. This can be seen from the task implementation process involving all administrative staff in an effort to achieve the goals that have been set previously. Administrative staff also double-check work that has been done before. With a degree of seriousness, precision, and attention to the work carried out, the key to achieving national standard school administrative governance.

**Supervision**

After the implementation stage, the next stage is the supervision stage. Supervision is an activity carried out by a person to conduct an examination of performance and ability to complete work.

Based on the results of interviews with informants, supervision in an effort to realize national standard school administrative governance is carried out by going directly to check staff performance and making improvements to shortcomings that occurred during the implementation of the program. The monitoring process of staff performance is carried out every month through an evaluation meeting. In building good collaboration, it can be done by discussing the things you want to do and being open. The quality of the staff's work is as expected, and the obstacles faced can be solved properly through an evaluation meeting.

Based on the results of the observations carried out, the supervision of school administrative governance is carried out regularly and effectively. There is supervision of staff performance every month through evaluation meetings. For its implementation, the principal and the head of administration and related people went directly to the location to monitor and check the performance of the staff.

The supervision referred to in school administration activities is to control the performance of administrative staff in carrying out their duties. Where this activity is carried out to supervise the activities of administrative staff to be in accordance with the plan. In addition, supervision of staff performance is carried out by school principals, heads of administration, and people involved in the supervision. This can be seen in that there is direct supervision every month to check the activities of administrative staff in carrying out their duties. In addition, observations are made on staff performance to identify obstacles faced and can then be resolved in an evaluation meeting.

Routine supervision is important to observe the performance of administrative staff and assist staff performance in fixing problems that may occur. With good supervision, administrative tasks can be carried out efficiently, accurately, and in accordance with established policies and procedures. According to the theory, "In supervision, the main thing that is done is to make observations as well as measurements to find out whether the implementation and work results achieved are in accordance with the plan or not. The process of supervision does not have to be done at the end of the year but can be done periodically in a shorter time. The goal is so that

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the obstacles found can be handled immediately and quickly." (Glas et al., 2006; Nasrullah et al., 2024; Reynet & Gintrac, 2023; Urbancová et al., 2021).

Based on this theory related to supervision in realizing national standard school administrative governance has been carried out as expected, this can be seen in that the supervision carried out every month on the performance of administrative staff shows that there is consistency in monitoring and evaluating the implementation of administrative tasks. Thus, the potential for errors or irregularities can be minimized due to regular monitoring. In supervision, there is also collaboration between supervisors to build an effective supervision system.

**Supporting Factors**

Supporting factors are something that can encourage the achievement of goals in an effort to realize national standard school administrative governance. The parts that must be considered are planning, organizing, implementing, and supervising. However, every activity cannot be separated from supporting factors.

Based on the results of interviews with informants, it can be seen that the supporting factors in the effort to realize national standard school administrative governance are the facilities and infrastructure available in schools and the advantages of each staff member, good cooperation and communication, the ability of the principal to lead, and the holding of evaluation meetings every month.

**Inhibiting Factors**

Inhibiting factors are things that can hinder the occurrence of an activity in an effort to realize national standard school administrative governance. The activities that must be considered are planning, organizing, implementing, and supervising. However, some activity processes cannot be separated from inhibiting factors.

Based on the results of interviews with informants, it can be seen that the inhibiting factor in efforts to realize national standard school administration governance is the low level of facilities and infrastructure, which is an obstacle in carrying out activities. Staff shortages that slow down the division of tasks and some staff having other activities outside of school activities are a barrier to attending meetings, and high workload is due to staff having additional duties.

## CONCLUSION

Based on the results of the research and discussion, it can be concluded that efforts to realize national standard school administration governance at SMKS Bina Insani Malunda Majene Regency are in the "quite good" category. This effort is reflected in several indicators, namely: 1. Planning, where the planning process is carried out well and involves all relevant personnel such as the principal, administrative staff, and school committee members. Meetings held before the new school year help formulate plans and goals to achieve national standards of education. 2. In the process of organizing, a meeting was held at the beginning of the year to distribute tasks to administrative staff. Although there are some staff who are not in accordance with the placement department, monthly meetings are held to evaluate the competence of the staff. Although the staff had additional duties, the organization seemed effective and clear in achieving the expected goals. 3. The implementation of duties in an effort to realize national standard school administration governance at SMKS Bina Insani Malunda Majene Regency is going quite well. Judging from the involvement of all administrative staff, solving obstacles through evaluation meetings, as well as seriousness and precision in doing the assigned tasks, are the main factors in achieving the expected goals. 4. Supervision of the performance of administrative staff at SMKS Bina Insani Malunda is carried out regularly every month by going directly to the location to check the activities of the staff. This oversight process helps in identifying the obstacles faced by staff and ensuring that administrative tasks can be carried out

efficiently according to national standards. Supporting and inhibiting factors in an effort to realize the national standard school administrative governance. Based on the results of the research, supporting factors in realizing national standard school administration governance at SMKS Bina Insani Malunda Majene Regency include facilities and infrastructure in schools, good communication, staff advantages and competencies, effective leadership of the principal, and the existence of monthly evaluation meetings. However, there are inhibiting factors such as lack of facilities and infrastructure, lack of staff personnel, other activities outside of school during working hours, and high workload.

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