



ANALYSIS OF EDUCATIONAL ADMINISTRATION MANAGEMENT PROBLEMS AT KELAPA DUA PUBLIC ELEMENTARY SCHOOL

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Abstract

This study aims to determine how the Administration Management, the Effectiveness of the management of educational administration management and the Supporting and Inhibiting Factors. The data successfully collected in this study were analyzed using descriptive qualitative analysis techniques through steps, or components of interactive model data analysis. The data collection techniques used in this study were interviews, observations and documentation. The research informants were determined through purposive sampling techniques, where, against parties who were considered close and knew directly the data and information regarding the problem of Educational Administration Management at SD Negeri Kelapa Dua, totaling 7 people. Qualitative descriptive analysis techniques were used to analyze the data. The results of this study indicate that the effectiveness of management, the effectiveness of supervision of educational administration management are in fairly good condition, this is supported by local government policy factors, and HR factors, Budget factors and facilities and infrastructure factors are in fairly good condition.

Keywords: Management, Educational Administration, Problematics.

1. INTRODUCTION

Background

Schools are educational institutions equipped with essential tools to carry out their functions and improve the quality of school management. Each school is responsible for providing and producing quality students. The quality of a school will also influence the quality of the students it produces. Indonesia's future depends on the human resources it produces. Therefore, each school has a crucial role and responsibility to improve the quality of each student and thus advance the Indonesian nation. Therefore, schools must be managed in a structured and effective manner to achieve their educational goals.

School administrative services are a crucial tool for improving school quality. Schools will achieve success if their educational services are well-managed. Effective school management plays a crucial role because it impacts the teaching and learning process. (Muspawi & Robi'ah, 2020) Administration plays a key role in managing, organizing, and directing all activities within the school to achieve its goals.

In this regard, school administration management services support and regulate the learning process so that it runs according to plan and achieves its goals (Zakhiroh, 2013). School administration management services are a primary focus for prospective students to gauge the quality of the school (Jamal & Syarifah, 2018). Educational management systems must be implemented effectively and optimally to ensure they run according to the school's expectations and achieve educational goals.

From this definition it can be seen that administration is a process that coordinates, involves and benefits many people and as a tool in processes related to decision-making, planning, directing, coordinating and controlling functions. School management is an activity where all resources are provided, organized and used to achieve school education goals effectively and efficiently.

Therefore, schools need to consistently provide an understanding of the importance of school management through effective learning processes through measurable planning. It is hoped that this



measurable planning will also achieve the desired goals because activities are in accordance with the plan. Management, planning, and educational administration play a crucial role in the world of education.

In the planning function, a leader formulates and communicates what is to be achieved. In educational administration, a manager seeks to evaluate whether planned activities have been implemented effectively. Many organizations, including schools, frequently experience problems such as unfinished tasks and activities, failure to complete them on time, budget overruns, other activities that deviate from the plan, project implementation that does not align with the current budget year, and planned cost reductions.

A key issue in the administrative management at Kelapa Dua State Elementary School is that much of the administration is still handled directly by the principal. The low level of teacher skills and the lack of a School Administration (TU) department mean that the principal is primarily responsible for all administrative matters, including official correspondence and various school reports. This often leads to overlapping between incoming and outgoing administration.

The lack of knowledge of teachers in using technology such as computers/laptops and the absence of permanent administrative staff to prepare administration causes a workload on the principal.

If educational administration is not carried out effectively in schools, it will be difficult to establish standards and methods for measuring school performance, implement corrective actions, and accurately and timely achieve school goals. Without disciplined work practices by teachers, the school's goals outlined in school plans and activities will be difficult to achieve effectively.

Therefore, through this research proposal, we will try to study in depth the problem of educational administration management at Kelapa Dua State Elementary School so that this can be a reference in improving the administration system and it is hoped that it will be mutually supportive.

B. Problem Formulation

Based on the background above, the author formulated research problems to be carried out in-depth research, namely:

1. How is the administration of education managed at Kelapa Dua State Elementary School?
2. How effective is the management of educational administration at Kelapa Dua State Elementary School?
3. What are the supporting and inhibiting factors for the effectiveness of educational administration management at Kelapa Dua State Elementary School?

C. Research purposes

In every research that is formulated, there are certain objectives, this research has the objective to analyze and explain the implementation of the effectiveness of educational administration management as well as the supporting and inhibiting factors of educational administration management at Kelapa Dua State Elementary School.

D. Benefits of research

It is hoped that the results of this research will be useful academically and practically.

2. RESEARCH METHODS

To research a phenomenon, a research method is needed that can help answer questions and achieve the research objectives. There are three types of research methods that can be used: qualitative, quantitative, and mixed methods (Neuman, 2004; Rubin & Babbie, 1997).

The research method used in this study is a qualitative method with a descriptive case study type. Kenneth D. Bailey (1994:58) descriptive research is a study that aims to provide a detailed description of a phenomenon (to describe what happened). Descriptive research aims to provide a description of a social phenomenon. In the context of this study, social phenomena have been identified as explained in the research background, but these social phenomena or symptoms do not yet have complete data and information to explain. Descriptive research here is to answer the question what with a more detailed explanation of social phenomena as intended in a research problem.



Descriptive qualitative research also emphasizes the process aspect of the research results that reveal the problem as it is according to the reality that exists in the research field through written or spoken words from people and observed behavior.

Thus, this research method was chosen and deemed appropriate for examining village fund management oversight, considering it relevant and appropriate to the research problem. This approach is used to build understanding and provide explanations of phenomena, including processes and explanations of meaning, which are the dominant methods in this research.

3. RESULT AND DISCUSSION

A. Research result

1. Overview of Kelapa Dua State Elementary School

Profile All

Creating Schools as quality learning places that reflect the character values of a nation that believes in and is devoted to God Almighty.

Mission

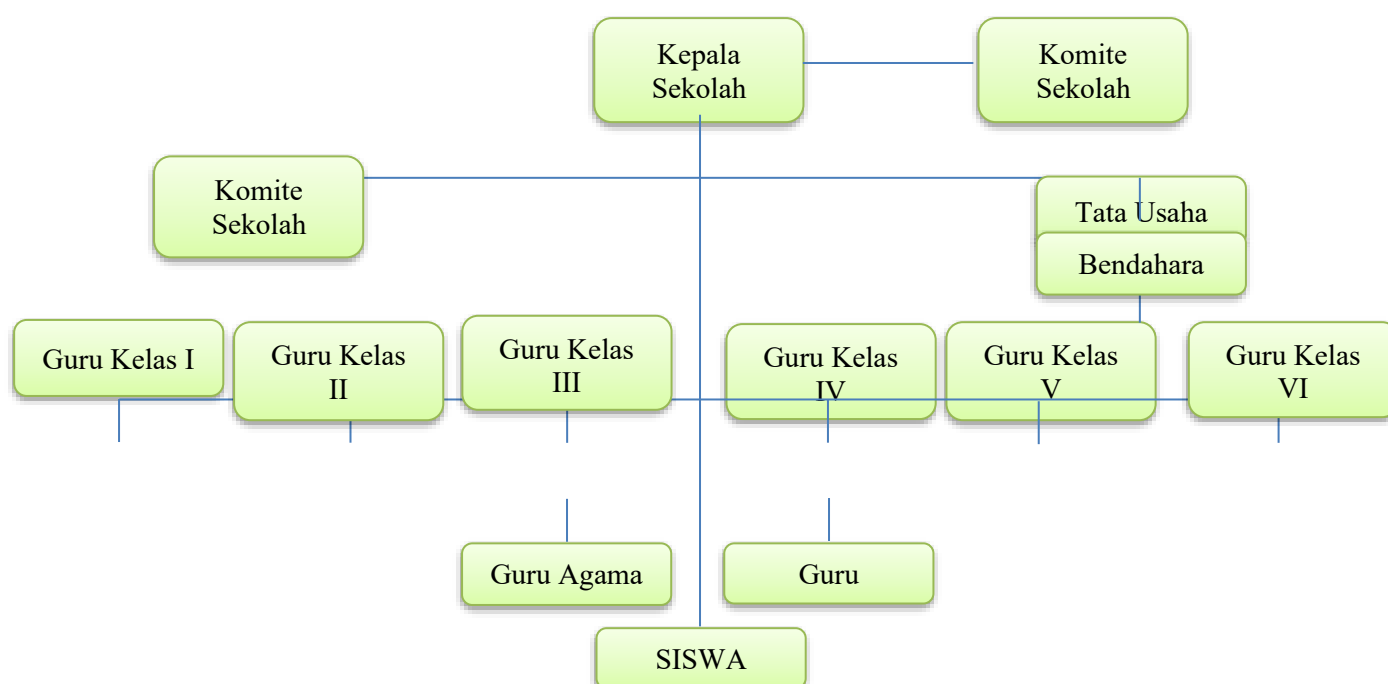
- Improving Human Resource Capacity and Qualifications
- Implementing an Active, Creative, Effective and Enjoyable Learning Process (PAKEM) with optimal results.
- Increasing Capacity and Effectiveness as well as Facilities and Infrastructure.
- Improving Educational Integrity and Life Skills
- Increasing Student Activities Contributively
- Cultivating a Professional Culture Based on Faith and Islam
- Managing a Healthy and Conducive School Environment

Objective

- Able to practice religious teachings resulting from the learning process and self-development activities
- Improving PAKEM Teaching and Learning Achievements
- Creating a friendly, dynamic and comfortable school atmosphere in a harmonious relationship for the school community.

2. Organizational structure and composition

Figure 1 Organizational Structure and Composition





I. Respondent Overview

The informant selection technique was purposive, selecting informants who were considered to have the most knowledge and understanding of the research problem. Respondents were teachers at Kelapa Dua Public Elementary School. Based on observations and research, the total number of teachers at Kelapa Dua Public Elementary School in 2024 is:

Table 1. Data on the Number of Teachers at Kelapa Dua Public Elementary School in 2024

No	Type	Status	
		civil servant	School Honorary Staff
1	Classroom teacher	9	1
2	Subject Teacher	4	
Amount			14

Source: SPTJM Dapodik SDN Kelapa Dua

Based on Table 1. the number of classroom teachers for the 2024 academic year is 10, including one honorary school teacher and four subject teachers. The number of teachers at Kelapa Dua Public Elementary School is sufficient to meet the required capacity.

Table 1.2. Educational Qualification Data for Kelapa Dua Elementary School Teachers

No	Type	Qualification			
		S1	D3	D2	SMA
1	Classroom teacher	6		4	
2	Subject Teacher	2		2	
Amount					14

Source: Kelapa Dua Elementary School Data

Based on Table 2, it is known that the 2024 teacher education qualifications for Kelapa Dua Public Elementary School are for 6 class teachers with a bachelor's degree and 4 with a diploma in education. Meanwhile, there are 2 subject teachers with a bachelor's degree and 2 with a diploma in education.

II. Analysis of Discussion Results

The presentation of the results or data from this research location can be presented sequentially as follows:

1. Management of Educational Administration Management

a. Facilities and infrastructure

Infrastructure is the facilities or tools needed to support a particular activity. To obtain informants' responses regarding this matter, an approach and interview was conducted with the Principal of Kelapa Dua Elementary School (M.SN). He stated that:

"Regarding the facilities and infrastructure at Kelapa Dua Public Elementary School, they are considered quite adequate, both in terms of the physical building and the availability of learning media." (June 23, 2024)

This was also further explained by the Class Teacher, (MN) regarding Administrative Management Planning, he explained that:

"In terms of administration and facilities & infrastructure management, thank God, things are generally running well. In general, there are still shortcomings, but the school is always trying to improve existing shortcomings, namely in the administration section" (21/6/2024).

According to the data and information that appears from the results of the interviews conducted above, it shows that the planning for managing facilities and infrastructure is adequate, both in terms of infrastructure and learning media tools.

b. Governance

School administration/management is a series of activities of recording, storing, duplicating, collecting, processing, and sending written objects and documents which essentially support all school administration work. To find out the informant's response regarding this matter, an approach and interview was conducted with the Principal of SDN Kelapa Dua, (M.SN). He said that:



"Regarding the management/administration at Kelapa Dua State Elementary School, it is quite good, one of the obstacles is the lack of administrative staff (TU), so most of the administration is still handled by teachers, especially the principal."

This was also further explained by the Class Teacher, (MN) regarding Administrative Management Planning, he explained that:

"The obstacle in implementing the administration at Kelapa Dua State Elementary School is the lack of administrative staff or TU so that most of the administration is still handled directly by the Principal and several teachers who have a little understanding of IT, this also hinders the learning process of teachers in the classroom, because they are more busy with administration which should be the task of the Administrative or Business Staff."

According to the data and information that appears from the results of the interviews conducted above, it shows that the implementation of administration at Kelapa Dua State Elementary School is still not running well because there are no administrative or administrative staff to handle administration at Kelapa Dua State Elementary School.

2. Effectiveness of Educational Administration Management

To find out the informant's response regarding this matter, the research results can be displayed sequentially as follows:

a. Administrative management planning

One of the activities that organizational management must undertake is planning, which is the entire process of thinking about and determining the activities to be undertaken by an organization. One of the main planning activities that must be carried out is related to school administration. To obtain informant responses regarding this matter, an approach and interview was conducted with the Principal of Kelapa Dua Elementary School (M.SN). He stated that:

"In terms of planning, it's already very good, about 80% of the time. There are some challenges related to new regulatory changes, especially the lack of information from school supervisors at the sub-district technical implementation unit (UPT). However, the established plan is progressing well."

This was also further explained by several Class Teachers, (MN), (DP), (AM) regarding Administrative Management Planning, they explained that:

"Planning is carried out in accordance with existing rules/regulations, so the planning that has been carried out can be said to be running well."

According to the data and information that appears from the results of the interviews conducted above, it shows a picture of administrative management planning at SD N Kelapa Dua, both in terms of information/access, planning has been running well.

b. Implementation of administrative management

Administrative management is the management of all institutional interests of an administrative nature. Within every institution or organization, certain activities are carried out functionally to achieve specific goals. To obtain informants' responses regarding this matter, an approach and interview was conducted with the Principal of Kelapa Dua Elementary School (M.SN). He stated that:

"The implementation of administrative management at Kelapa Dua State Elementary School has been carried out according to the rules determined by the government, especially regarding evaluation and supervision of teachers who have not completed the administrative requirements, namely the Lesson Plan (RPP) and Lesson Plan (RPS), especially now that it has been changed to the Independent Learning Curriculum."

This was also further explained by several Class Teachers, (MN), (DP), (AM) regarding Administrative Management Planning, they explained that:

"It is in accordance with the regulations that have been implemented, especially regarding the new curriculum which must be adjusted, which of course requires it."

Based on the interview results above, it is clear that the implementation of Administrative Management appears to be in very good condition, although there are several obstacles, but these can be overcome by the school.



c. Evaluation of administrative management

Evaluation is the process of assessing. This assessment can be neutral, positive, or negative, or a combination of the two. When something is evaluated, the evaluator usually makes a decision about its value or merit. To obtain informants' responses to this issue, an approach and interview were conducted with Kelapa Dua State Elementary School (MSN). Essentially, the evaluator stated that:

Regarding the evaluation carried out at Kelapa Dua State Elementary School, it is carried out at the end of each month, both in terms of administration and related to the teachers' council.

To evaluate the implementation of administration in schools, this is often carried out by the principal on teachers, especially regarding learning administration, so this is often implemented both internally within the school and externally.

d. Administration management administration

Administration and Development Administration is a series of activities that include bookkeeping, inventory, and reporting of regional assets in accordance with statutory provisions. To obtain informants' responses to this matter, an approach and interview were conducted with Kelapa Dua State Elementary School (MSN). Essentially, he stated that:

The administration at Kelapa Dua State Elementary School has been running well even though there are no administrative staff, because the administration at the school is carried out by several teachers who already have some understanding of using IT.

Then, to find out the results of the interview with the Treasurer of Kelapa Dua State Elementary School, he said that:

"Regarding administration, we do not have administrative/TU staff here, so we as teachers who have a little understanding of IT are more dominant in completing school administration, this is what slightly hinders the process of managing administration at school."

Based on the interview results above, it appears that the implementation of administration has not been carried out properly, due to the lack of administrative staff/TU, which affects the completion of administration at the school.

e. Budget usage reporting

Reporting is one mechanism for realizing and ensuring accountability in school budget management. The essence of this reporting is that school budget management can be accounted for from various aspects. Therefore, reporting on school budget use is a school obligation as an integral part of education delivery. To obtain informants' responses to this matter, an approach and interview was conducted with the treasurer of Kelapa Dua Elementary School (MSN). In essence, he stated that:

"Elementary school reporting is usually done in February to determine the annual budget allocation. However, for 2024, it will be done in December, so the budget is compiled based on the budget received. After the first phase of disbursement, a teacher council meeting is held to report on the disbursement. Therefore, reporting is always done on time, as otherwise, the budget cannot be disbursed."

f. Accountability for budget use

Budget accountability is the downstream component of a long financial reporting process. Good budget accountability begins with sound budget planning and use, in accordance with laws and regulations. To gather informant responses, we approached and interviewed the treasurer of Kelapa Dua Elementary School (MSN). Essentially, he stated:

"If the accountability is in accordance with procedures, because after the disbursement we will submit an LPJ for inspection by the District Service, so the accountability must be on time."

3. Supporting and Inhibiting Factors

a. Human Resources (HR) Factors

Human Resources (HR) is a crucial factor, and an inseparable part of any organization. HR is also a key determinant of organizational development. Essentially, HR consists of the people employed in an organization as drivers, thinkers, and planners to achieve its goals. To gather informants' responses to this issue, an approach and interview was conducted with the Principal of Kelapa Dua State Elementary School (MSN). Essentially, he stated:



"The human resources at Kelapa Dua State Elementary School are quite adequate, especially regarding mastery of Information Technology. However, there are several teachers who have little understanding of IT usage, which also affects school administration."

b. Budget Factors

A budget is a plan within an organization that is prepared in an integrated manner and explained in monetary units for a specified period or timeframe. To obtain the informant's response to this matter, an approach and interview was conducted with the Principal of Kelapa Dua State Elementary School (MSN). In essence, he stated that:

"In terms of budget ratio, more goes to the BOS fund. BOS funds cannot be used for physical development. Therefore, the Physical Special Allocation Fund (DAK) is used for development. Even then, it can't be obtained every year, with a minimum proposal of four to five years in advance."

c. Infrastructure factors

In general, the definition of Facilities and Infrastructure is a tool to support the success of a process of efforts carried out in public services, because if these two things are not available, all activities carried out will not be able to achieve the expected results according to plan.

To find out the informant's response to this matter, an approach and interview was conducted with the Principal of Kelapa Dua State Elementary School (MSN). In essence, he stated that:

"Infrastructure and facilities are still lacking, especially in the construction of offices, libraries, and teacher housing. That is what we hope for in the future from the government."

Discussion of Research Results

Based on the presentation of the results of the data analysis above collected from field research, a picture was obtained regarding the Problems of Educational Administration Management, which is in a less than optimal condition, especially in terms of Educational Administration Management, according to the results of interviews with several sources, namely the Principal, Treasurer and several Teachers. That the above interview provides a picture that seems to be lacking in Educational Administration Management, because human resources, especially the teacher's council, still do not master IT and also the absence of Administration (TU) / Administrative Staff so that it is hampered in the efficiency of administrative implementation in schools. In terms of the effectiveness of Educational Administration Management, planning standards, reporting, this is compiled with a pre-existing regulatory approach with several improvements adjusted to government accounting standards and paying attention to the real components / conditions of the School. In accordance with the results of the study, reporting from Kelapa Dua Public Elementary School is not optimal because there are still delays, in this case due to the absence of TU so that it must be maximized regarding the time of report submission. This is in accordance with the results of interviews with several sources, the Principal, Treasurer and several Teachers regarding reporting on budget use. Human Resources (HR) Factors, it seems that in terms of the number of employees/HR there is no maximum level in carrying out administration at school, there is no administrative staff/TU, this is what causes the administration process to not be too optimal, This is also supported by the results of interviews with informants Principal, Treasurer and several Teachers. Budget Factors, this can be seen from informant sources that, the budget should be increased again related to the education budget, The results of the interviews above provide an illustration that SD Negeri Kelapa Dua is still lacking in terms of infrastructure so that its implementation is not optimal, because there is still a lack of budget provided. Facilities and Infrastructure Factors, the availability of facilities and infrastructure is also an important element in supporting the smooth implementation of administration and implementation of learning. In accordance with the results of interviews with informants that, Facilities and Infrastructure in SD Negeri Kelapa Dua is still very lacking, so it is very influential in carrying out administrative management at school.

4. CONCLUSION

Administration Management

In terms of administrative management, both in terms of deliberation, access to information on



fund management has been running well. In terms of management implementation, it is in very good condition, in the sense that school management based on facilities and infrastructure, based on budget and governance has been carried out well.

Effectiveness of Educational Administration Management

a). Administrative management planning: In the preparation of administrative management planning has been running well, b) Implementation of administrative management management: In the implementation of administrative management management is in a fairly good condition, c) Evaluation of administrative management management: Implementation of administrative management management by the principal is carried out at the end of each semester and evaluation from the sub-district area coordinator is carried out once a year has been running well, d) Administrative administration: It seems that the administrative administration carried out by is still lacking because the human resources at SD Negeri Kelapa Dua are still minimal, one of which is the absence of administrative staff / TU. e) Reporting of Budget Use: In reporting the use of the budget carried out by the school is quite good although there are some improvements made, the absence of administrative staff is what makes teachers take over the implementation of the reporting administration., f) Accountability of Budget Use: In accountability for the use of the budget by the school is quite good

Supporting and Inhibiting Factors

a). Human Resources (HR) Factor: the number of teachers at Kelapa Dua State Elementary School is sufficient, but in terms of administration there are no administrative staff to help with administration at school so the teachers themselves have to step in to complete it, b) Level of Science and Technology Mastery: of the total number of teachers at Kelapa Dua State Elementary School, only a few can operate computers in carrying out administration at school, this is because the age of the teachers is no longer young, so the enthusiasm in practicing Information Technology in the form of Laptops/Computers is very low., c) Facilities and Infrastructure Factor: in terms of facilities and infrastructure it is sufficient, although there are several buildings that should be renovated so that they are suitable for use.

Qualitatively, it can be concluded that administrative management at Kelapa Dua State Elementary School is in a fairly good condition, this can influence the level of effectiveness of administrative management at Kelapa Dua State Elementary School.

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