

The Role of the School's Principal in Improving Performance of School's Administration

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Abstract: This study intends to identify, characterize, and assess the principal of SMP Negeri 4 Penukal Utara's contribution to raising the caliber of school administration. The analytical method employs methods for descriptive quantitative analysis. In this study, information was gathered through interviews, observation, documentation, and literature reviews. According to the study's findings, the principal of the school assumed the role of head of administration when performing administrative and informational administrative tasks. The school principal's function as head of administration, together with the administrative staff's performance, is carried out in line with operational requirements for school administration and positively affects how smoothly teaching and learning activities are carried out. The study's conclusion is that the school principal's position has ramifications for the execution of obligations and functions supporting the execution of operational tasks that facilitate the development of the school as a whole.

Keywords: Administration, Performance, Principal

A. Introduction

As the best location to learn, schools are among the educational institutions established by the public and private sectors with the goal of forming whole people via the growth of intellect, potential, spirituality, personality, and social skills. The role of the principal as a manager in enhancing administrative responsibilities to accomplish educational goals in the school for which he is responsible is one of the numerous elements that affect and determine school success. The attainment of quality education is projected to be able to spur and at the same time activate school leadership that is able to impact and mobilize all educational resources. As a manager, the principal must be able to empower the teaching staff through collaborative teamwork, offer opportunities for the teaching staff to advance their careers, and promote the participation of the entire teaching staff in a range of initiatives that support school initiatives. The ability to establish programs, organize organizations and personnel, activate teaching staff and employees, and maximize school resources are all part of the school principal's responsibility as a manager (Supatmi, 2014).

Consequently, a department that supports these activities, termed school administration, is required in order to enhance the quality of education. School In order to operate an effective and efficient educational process in schools, administrative staff/administrative staff (TU) support the running of the educational process through administrative services. It has been revealed that educational staff are responsible for providing administration, management, development, supervision, and technical services to support the educational process in educational units.

A school's administrative body that directly manages internal and external services has the responsibility and function of supporting the implementation of operational work to achieve an organization's goals, providing information to the top leadership of the organization to help them make decisions or take appropriate action, and assisting the organization's smooth development. School administration is a sequence of work organization management tasks carried out by an individual or group of individuals in a systematic and orderly manner to fulfill an institutional objective (Asmani, 2011). The quality of services provided by an institution will be impacted by effective administrative management. The presence of administrative staff in schools is crucial to the learning process. Teachers cannot perform administrative duties because they are a part of the learning process. Considering that administrative labor is by its very nature governed by unique rules. (1) Collecting is an activity that involves looking for data. Administration has six activity functions. The provision of information up until the point at which it is prepared for use; (2) Making notes is the act of gathering information with a writing tool so that it can be read, kept, or communicated. a voice recorder, for instance; (3) Processing is the act of organizing data so that it can be used as information; (4) Duplicating is the act of making copies of documents or data; (5) Sending is the act of communicating data or information to others; and (6) Saving is the act of keeping particular tools or documents in a location that is regarded as secure (Nawawi, 2000).

The school principal's role in improving the performance of administrative employees is vital because this may have an impact on the caliber of the administrative services themselves. In general, the principal's responsibilities can be divided into two categories: work in the area of school administration, and work associated with educational professional development (Fitrah, 2017).

SMP Negeri 4 Penukal Utara served as the site of this study. Based on the findings of the researchers' initial observations, it was discovered that the school administration staff's performance had improved over the previous two semesters, particularly their performance. This is evident from the researchers' findings that school administrative staff have the necessary aptitude, know-how, or proficiency to carry out their responsibilities correctly and satisfactorily, which leads to an improvement in school administrative services. Discipline, loyalty, and responsibility aspects in performing their duties as school administration staff undoubtedly have an impact on administrative staff skills that are deemed to have

increased. In addition, outside influences like the function of the school principal are thought to have an impact on enhancing the effectiveness of the administrative personnel at SMP Negeri 4 Penukal Utara.

This is consistent with administrative performance, which calls for emotional, spiritual, and even intellectual intelligence because school administration staff is expected to perform to their absolute best when delivering services. The Implementer of School Administrative Affairs must possess the technical competencies listed in the Regulation of the Minister of National Education No. 24 of 2008 concerning Standards for School/Madrasah Administration Personnel: 1) carry out personnel administration; 2) carry out financial administration; 3) carry out administration of facilities and infrastructure; 4) carry out the administration of school relations with the community; 5) carry out the Administration of Letters and Archiving; 6) carry out student administration; 7) carrying out curriculum administration.

One of the things that has an impact on a school's quality is the performance of the administrative staff. Initiatives to improve the standard and efficacy of school administration staff, however, haven't received much attention in practice. As of right now, initiatives to improve educational standards have only addressed problems with instructors, principals, and students' dynamic curricula. An administrative worker attending seminars, training, or training is uncommon. In the current system of school management, the function of the administrative staff is becoming more and more crucial. The management of student data, educator and education staff data, correspondence, archives, administration of facilities and infrastructure, and financial administration are the only functions those administrative personnel typically perform as administrators of school administration (Arikunto, 1993).

In this situation, school administrators need to play a bigger part in initiatives to boost staff productivity. The principal must be able to create and maintain all school facilities because they serve as administrators. The management of the curriculum, the administration of buildings and infrastructure, filing management, and financial management are all responsibilities of school principals.

B. Methods

A qualitative method was applied in this investigation. Researchers in this study made an effort to thoroughly examine the influence of school principals in initiatives to boost the productivity of administrative employees. According to Moleong (2014), displays of spoken or written words that researchers watch is the source of qualitative study data. Therefore, the methods used to collect data for this study were interviews, observation, documentation, and a review of research-related literature. SMP N 4 Penukal Utara is the focus of this investigation. This study's data analysis employed quantitative techniques. According to Moleong (2014), qualitative data analysis is an effort performed with data that involves organizing the data, grouping it into manageable pieces, synthesizing it, searching for and identifying

patterns, determining what is significant and what can be learned, and determining what can be communicated to others. Until a result is reached, data analysis and data collecting are typically done simultaneously. The data that has been examined throughout this study's stages will be given in a clear and understandable written format.

C. Results and Discussion

The principal's role in efforts to improve the performance of administrative staff at SMP Negeri 4 Penukal Utara includes putting their full trust in them to manage the school administration, both administrative and informational, according to the results of data analysis through interviews, observation, and documentation (Glasman and Heck, 1990). The school principal made this effort because he believed that administrative administration was part of the organizational structure of the school that handled all aspects of school administration, from communication to inventory of commodities. The principal of SMP Negeri 4 Penukal Utara tries to give full trust to the administrative staff because administrative activities involve not only correspondence but also all information and information in the form of letters, preventing staff members from feeling under pressure and overburdened with tasks and responsibilities (Results of interview with Principal of SMP Negeri 4 Penukal Utara on November 29, 2022). The principal of SMP Negeri 4 Penukal Utara seeks to increase the quantity and quality of administration through training that is conducted both inside and outside of the school. This is done in order for administrative administration activities in the process of recording, collecting and documenting data and documentation to run smoothly and be used by the school principal in the decision-making process and the process of making reports on education programs in schools.

The administration employees of North Penukal 4 Public Middle School found that attending regular training improved their performance in school administration. In general, North Penukal 4 Public Middle School's administrative operations have been successful. The administrative staff at North Penukal 4 Public Middle School, which was made up of two employees, Ms. LA, and Mrs. IM, performed their tasks and functions precisely based on the findings of the researchers' observations. The administrative staff also has no trouble locating the information that the school principal needs because the data has been carefully gathered. Data that does not yet exist can also be made available by administrative employees so that it is available for use when required. Include initials and a name on the cover letter, check the quantity and address of incoming, departing, and expedited mail, and carefully examine the letter's secrecy mark, among other things.

The administrative staff is also skilled in documenting significant actions so that they can later be used as reports or written down in a book to be read, distributed, and preserved. Keeping track of incoming, outgoing, and expeditionary letters, for example, on the postal carrier, control card, and agenda book. Penukal Utara 4 Public Middle School's administrative staff has also been successful in

managing the staffing and student manuals, handling incoming and outgoing mail, and providing dispositions on readily available disposition sheets. Sending assignment letters and circulars to people who have been given the assignment as well as to other officials or agencies, and duplicating incoming, outgoing, and expeditionary letters as copy archives (Observation Results dated November 20, 2022).

According to the findings of a meeting with administrative employees on November 25, 2022, all significant records and records had been recorded so that they could be correctly documented. In the file cabinet, the files are also organized by letter class and placed in a specific, secure location. As a result, by supplying the essential data and assisting the school's primary operations, namely the teaching and learning process, administrative personnel has been able to carry out operational duties. The administrative performance of North Penukal 4 Public Middle School in the operations of gathering, documenting, arranging, duplicating, sending, and keeping various information resources for school needs has been operating well, according to the researchers' findings. According to Aedi (2016), an organization's ability to carry out its operations cannot be isolated from the administrative sector, making it vitally important. The primary responsibility of the administrative field is to gather, process, and store data as well as archive or document the relevant organizational data.

Administrative activities include writing as well as dealing with finances, personnel, and even equipment (Reed and Swain, 1996). Activities related to school administration include gathering statistics about the school and organizing paperwork. Recording, assigning, and regulating letters are all parts of the operation known as mail management. While gathering academic information can be thought of as a process of creating lists, graphs, and/or statistics from data tables such that they are displayed in images or charts that indicate grades (Everard et al., 2004).

The principal thought that the administrative staff function was being carried out efficiently thanks to the ongoing training provided to them at North Penukal 4 Public Middle School. The principal of SMP Negeri 4 Penukal Utara was interviewed on November 29, 2022, and the results of the interview revealed that the administration staff had been able to provide good service, the archives had been duplicated, and records of events at the school had been maintained and could be used as information material (data) by the head school in making decisions.

According to the research's findings, the principal of SMP Negeri 4 Panukal Utara did a good job of fulfilling his responsibility in trying to raise the efficiency of the administrative personnel. It has been found that giving administrative staff full responsibility and trusting them to fulfill their responsibilities with a high sense of loyalty and responsibility through training provided by the school and from outside sources (such as the Education Office and training workshops) has been effective in raising school administration performance. These outcomes have an effect on how well SMP Negeri 4 Penukal Utara manages its correspondence, which is crucial to

the learning process and the efficient operation of the school's fundamental operations.

For the convenience of teachers and principals who may need the information at any moment, correspondence has been gathered and archived in archives. The administrative team of North Penukal 4 Public Middle School has assigned numbers to each incoming and outgoing letter and stored them. This makes it much easier for the school to create an activity schedule based on the letter number. After receiving a letter, it is examined for the number and the mailing address, initialed, and the complete name written on the expedition book/letter introduction sheet. The letter is then forwarded to the school principal and reproduced as part of the school archive.

As a result, it can be said that the principal of SMP Negeri 4 Penukal Utara has done his part to raise the efficiency of the administrative staff. The principal is well aware of the administrative staff's relatively important role in educational institutions. The quality of educational services will be maximized with excellent performance (Hifza et al., 2020).

D. Conclusions

Based on the findings of the study and discussion that have been discussed, it can be said that the principal has done a good job of managing school administration by improving the performance of the administrative personnel. Penukal Utara 4 Public Middle School's administrative personnel has been operating efficiently and in accordance with the school administration SOP. Performance of administrative personnel at SMP Negeri 4 Penukal Utara can satisfy all users of school services, including teachers and students, and has a favorable impact on the efficient operation of the school's main activities, namely teaching and learning activities.

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