

Management of Education Personnel in Improving Administrative Performance in the 4.0 Era

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Article Information

Article History:

Received May 22, 2023

Revised June 23, 2023

Published June 29, 2023

DOI:

[10.58557/eduinsights.vxix](https://doi.org/10.58557/eduinsights.vxix)

Keyword:

management of education
personnel
administrative performance

ABSTRACT

Management of education personnel aims to utilize education personnel effectively and efficiently to achieve optimal results. The purpose of this research is to find out how to improve the performance of the administrative sector in the 4.0 era. The method used is a descriptive qualitative approach with data collection techniques in the form of interviews, observations, and documentation. The data analysis process is carried out with the stages of data collection, data reduction, data presentation and drawing conclusions. Based on this research the management of education personnel in improving the performance of the administrative field in the 4.0 era, namely planning to improve the performance of the administrative field by placing employees with existing employees in order to be able to improve work performance, Implementation in improving the performance of the administrative sector by training and providing compensation, evaluation in the development of education personnel is needed to develop skills, knowledge and attitudes, and evaluating the dismissal of education personnel by balancing the needs of employees with the goals of the school.

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1. INTRODUCTION

The emergence of the digital era cannot be avoided or rejected because digitalization has entered various areas of life, including education. This is in accordance with Law no. 20 of 2003 article 4 paragraph 2 that education is organized as a systematic unit with an open and multi-meaning system. The digital era is an era with all the ease of access to information using digital technology. It is called the digital era because information technology is used and used as a primary need which results in a feeling of comfort for its users. This is because digital technology can help facilitate all forms of human work. Likewise with the world of education, especially school administration, the use of digital technology is expected to facilitate the implementation of work in order to achieve a planned goal.

In the world of education, the need for information ranging from institutional data, facilities, curricula to data on the origin and condition of students, is widely asked by both individuals and government, private and other institutions. Therefore, in order to provide good service to all school members, an education administration data format and an education administration data management system must be created that are able to coordinate the various needs needed. As Lieng Gie said, in essence, administration is realized through six patterns of action, namely collecting, recording, processing, duplicating, sending and storing all the information needed by the organization. Because administration functions to help the educational process in it. (Kurniawan, 2018, p. 102)

Educational staff management aims to utilize educational staff effectively and efficiently to achieve optimal results, but still in pleasant conditions. In this regard, the functions of educational staff that must be carried out by leaders are to attract, develop, study and motivate educational staff to achieve system goals, help members achieve positions and standards of behavior, maximize the career development of educational staff and align individual and organizational goals (Mulyasa E., 2012, p. 42).

Management of education personnel includes 1) procurement of education personnel 2) orientation of new employees 3) training 4) development of educational staff 5) compensation 6) termination of educational staff. All of this needs to be done properly and correctly so that what is expected is achieved, namely the availability of the required educational staff with the appropriate qualifications and abilities and can carry out the job properly. (Mulyasa E., 2005, p. 152).

Procurement of educational staff is the first step and reflects the success or failure of an institution in achieving its goals. If the educational staff is accepted as competent, then efforts to realize the goals are relatively easy. Conversely, if the educators obtained do not meet the requirements it is difficult for the institution to achieve its goals (Hasibuan M., 2007, p. 28). However, recruitment of staff occurs not only at the time of the establishment of a school but also occurs at schools that have been established for a long time. Procurement of employees occurs if: There is an expansion of work that must be achieved due to school goals or due to an additional large workload so that it is not carried on by the existing staff and there is one or more employees who leave or are transferred to another school or due to death so there is new formation vacancies. (Kurniawan, 2018, p. 48)

Before recruiting new employees, the source of employees who will fill existing job vacancies must first be determined. Sources of employees can be from the institution itself (internal) and from outside the institution (external). and make selections effectively and efficiently. The orientation of new personnel in each school is the responsibility of the principal. if this orientation period can be filled effectively it means laying the foundation for personnel development tasks for the following stages. (Kurniawan, 2018, p. 54).

Training is an activity to improve one's work ability in relation to the mastery of various skills and techniques for carrying out certain work in a relatively short time needed by schools in an effort to achieve goals. (Kurniawan, 2018, p. 55).

The development of educational staff is an effort to improve the abilities and skills of educational staff so that they become more productive. The development of educational staff is very important because of the demands of work or position, as technology advances and people are increasingly aware of the importance of education. The development of educational staff is an effort to improve the quality of education in terms of work efficiency for all school staff who are in an educational organizational unit (Minarti, 2011, p. 139). The human resource development process is the starting point where the organization wants to improve and develop individual skills, knowledge and attitudes according to current and future needs.

Compensation is remuneration provided by agencies to employees which can be valued in money and has a tendency to be given on a regular basis, besides that compensation also affects the morale and enthusiasm of employees. Usually compensation is given based on considerations that include the severity of the work, the ease of work, the size of the job risk, whether or not skills are needed at work (Fathurrohman S. d., 2016, p. 134)

Termination of employment or dismissal can occur after an employee is accepted who then leaves or is expelled. The following are several types of termination of employment, including (Kurniawan, 2018, p. 68) namely termination at his own request and retirement

Based on the results of observations on May 31, 2021 at MTs Nashuhiyyah found a discrepancy between educational background and work, development has not been maximized because employees still don't make much use of Google for education applications, there are no special administrative management staff, administrative staff not yet updating the latest school data for publication on the madrasa website, lack of facilities that support improving administrative performance in the 4.0 era such as limited availability of computers and internet networks.

- 1) How is the education staff management plan in improving administrative performance in the 4.0 era?
- 2) How is the implementation of educational staff management in improving administrative performance in the 4.0 era?
- 3) How is the evaluation of educational staff management in improving administrative performance in the 4.0 era?

2. METHOD

Viewed based on the type of data and the type of research used, namely using qualitative research with a descriptive approach. Qualitative (descriptive) research is research that uses qualitative data so that the analysis also uses qualitative (descriptive) analysis or depictions of naturalistic field findings or what they are according to field conditions. (Kurniawan, 2018, p. 29). The subjects in this study were data obtained from interviews with madrasa heads and administrative staff related to Education Personnel Management in Improving Administrative Performance in the 4.0 era obtained from observations, interviews and documentation conducted at MTs Nashuhiyyah Jatimerta, Gunungjati District, Cirebon Regency. Data collection techniques carried out in this study included the following observations, interviews, and documentation. Data analysis techniques performed in this study were data reduction, data presentation and conclusion. Drawing conclusions in this study was carried out from the beginning of the data reduction process, then conclusions were made if the data was sufficient, then temporary conclusions were made, after that final conclusions were made when the data was complete.

3. RESULT AND DISCUSSION

3.1. Education Personnel Planning in Improving Administrative Performance in the 4.0 era

Based on field findings regarding planning in Improving Administrative Performance in the 4.0 era at MTs Nashuhiyyah Jatimerta Gunun Jati, namely by needs analysis, where needs analysis is a logical and orderly calculation process of all the basics or factors that are determined to be able to determine the number of employees needed by the school to be able to carry out their duties efficiently. Education personnel planning (Mangkunegara, 2013, p. 4) is a process of determining workforce needs based on forecasting, development, implementation and control that ensures the institution has appropriate employees, placement of employees at the right time at the right time economically and more useful.

Needs analysis is usually carried out based on workload estimates, employee capacity estimates, and available equipment. In analyzing the needs of educational staff, it is necessary to have the function of administrative activities, namely collecting. Collecting is defined as looking for data to make available everything that doesn't yet exist. Like the procurement of employees.

Planning for personnel procurement occurs not only at the time of the establishment of a school but also occurs in schools that have been established for a long time. Procurement of employees occurs if: There is an expansion of work that must be achieved due to school goals or due to an additional large workload so that it is not carried on by the existing staff and one or more employees leave or are transferred to another school or due to death so that there is a new formation vacancy. Sources of procurement are from the institution itself (internal), meaning that the workforce to be employed is taken from promotions, transfers or jobs, job demotions, and placing employees among existing employees. Whereas from outside the institution (external), namely using the

services of old service employees, through educational institutions, taking educational institutions, taking from other institutions, looking directly to where the source of labor is and through advertising (Kurniawan, 2018, pp. 48- 50)

Based on this theory, it can be concluded that the procurement of employees is not only held during school construction but can also be held if there is a vacant position, it is necessary to procure employees. Procurement of staff at MTs Nashuhiyyah education staff comes from within by placing employees among existing employees. This means that it is done by placing an existing employee in a position that happens to be vacant or a new assignment is held. Because this method is done in order to improve work performance, because employees expect to get the opportunity to get promoted.

3.2. Implementation of performance improvement in the 4.0 era at MTs Nashuhiyyah Jatimerta Gunung Jati Cirebon

Based on field findings regarding the implementation of Improving Administrative Performance in the 4.0 era at MTs Nashuhiyyah Jatimerta Gunung Jati, namely by implementing administrative performance improvements carried out by training and providing compensation. Training is an activity to improve one's work ability in relation to the mastery of various skills and techniques for carrying out certain work in a relatively short time needed by schools in an effort to achieve goals. (Kurniawan, 2018, p. 55) Implementation of administrative training at MTs Nashuhiyyah has been carried out whose activities are carried out simultaneously with other administrative employees. for training in the 4.0 era plus a pandemic, training is mostly carried out online, like seminars or other activities.

As for the implementation of compensation in order to improve performance. Compensation is an appropriate award or reward - directly or indirectly, financially or non-financially to employees, in return for their contribution/service to achieving organizational goals. (Teguh, 2016, p. 120). In terms of giving compensation to MTs Nashuhiyyah administration employees, it is carried out directly and indirectly. Which is the provision of direct compensation, namely the provision of salaries every month and the provision of indirect compensation such as THR which is given during Eid.

3.3. Evaluation of performance improvement in the 4.0 era at MTs Nashuhiyyah Jatimerta Gunung Jati Cirebon

Based on field findings regarding evaluation in Improving Administrative Performance in the 4.0 era at MTs Nashuhiyyah Jatimerta Gunung Jati, namely the development of educational staff and termination of employment. Controlling or supervision or also often called control is one of the management functions in the form of conducting assessments, if necessary making corrections so that what is done by subordinates can be directed to the right path with the objectives that have been originally outlined. (Fauzi, 2017, p. 37)

In carrying out the development and termination of work relations, supervision is required. Supervision is intended to prevent deviations in the implementation of work activities and at the same time take corrective action if deviations have occurred from what has been planned. The human resource development process is the starting point where the organization wants to improve and develop skills, knowledge, and attitude. Knowledge as a development component that focuses on employee understanding of the theory or practice of knowledge. Skills can be obtained by following a course program with related material or you can also take education and attitude, namely a person's mindset that is implemented in the form of an attitude of behavior. This component is no less important than before. Because the level of performance and productivity of an employee is quite influenced by the person concerned. Because if employees do not have a bad attitude, it is feared that it can cause a decrease in productivity. (Sutrisno, 2016, p. 61) Then termination of employment or dismissal can occur after the employee is accepted who then leaves or is issued at his own request or retires. (Kurniawan, 2018, p. 68)

Dismissal of educational staff in the sense that the employee is no longer working at the school because of the termination at his own request or because he has reached the retirement limit.

In achieving the desired goals, what schools must do is to carry out all these processes and evaluate them as often as possible so that what is planned and what is the goal of education can be realized..

4. CONCLUSION

Based on the results of the research and discussion, it can be concluded that the increase in administrative performance includes planning, implementation and evaluation. Planning for performance improvement has not been maximized because the head of the madrasa does not open employee vacancies to place vacant positions. But the madrasa head places employees among existing employees. Implementation of administrative performance improvement is quite optimal. which administrative training at MTs Nashuhiyyah has been carried out. Administrative staff training is carried out simultaneously with other administrative employees. In terms of providing administrative employee compensation, it is carried out directly and indirectly. Which is the provision of direct compensation, namely the provision of salaries every month and the provision of indirect compensation such as THR which is given during Eid. Evaluation in the development of educational staff is quite good because they have developed skills, knowledge, and attitudes. Because the level of performance and productivity of an employee is quite influenced by the person concerned. if employees do not have bad skills, knowledge, and attitudes, it is feared that it can cause a decrease in productivity. As for evaluating the dismissal of staff by balancing the needs of employees and the goals of the school in a balanced way so that employees can provide all the abilities they have and this will have a positive impact on employees and schools.

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