

IMPLEMENTATION OF ADMINISTRATIVE MANAGEMENT AT SMA NEGERI 2 SAMARINDA

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ABSTRACT

As one of the schools that is in great demand by students, SMA Negeri 2 Samarinda is an educational institution that has a good and systematic quality of educational services. So from this, it can encourage an effective and efficient educational process. This is undoubtedly influenced by the implementation of administrative management, which is reflected in the implementation of the duties of administrative staff and library staff in providing good administrative services and management to students at school. The purpose of this study was to determine the implementation of administrative management at SMA Negeri 2 Samarinda through the implementation of the duties of administrative staff and library staff. This research was conducted at SMA Negeri 2 Samarinda. This study uses a qualitative approach, namely an approach based on phenomena or realities that occur in the field. Sources of data in this study were the Principal, administrative staff, and library staff, using data collection techniques in the form of interviews, observation, and documentation. Data analysis techniques in research, namely using data collection, data reduction, data presentation, and drawing conclusions. The results of this study indicate that SMA Negeri 2 Samarinda carries out the implementation of school administration management well. This is illustrated by the implementation of administrative staff duties, which include staff and student management, presentation of school data, preparation of an inventory of archival storage equipment, and implementation of school environment maintenance. And also, the duties of a librarian include procurement, processing, and empowerment of library books. So that from the implementation of administrative management, can encourage good educational services in achieving the desired educational goals.

Keywords: Implementation, Management, Service.

ABSTRAK

Sebagai salah satu sekolah yang banyak diminati oleh peserta didik, SMA Negeri 2 Samarinda adalah merupakan lembaga pendidikan yang memiliki kualitas layanan pendidikan yang baik dan sistematis. Sehingga dari hal tersebut dapat mendorong proses pendidikan yang efektif dan efisien. Hal ini tentunya dipengaruhi oleh implementasi manajemen tata usaha, yang tergambar dari pelaksanaan tugas tenaga staff tata usaha dan tenaga perpustakaan dalam memberikan pelayanan dan pengurusan administrasi yang baik kepada peserta didik di sekolah. Tujuan penelitian ini adalah untuk mengetahui implementasi manajemen tata usaha di SMA Negeri 2 Samarinda melalui pelaksanaan tugas tenaga staff tata usaha dan tenaga perpustakaan. Penelitian ini dilakukan di SMA Negeri 2 Samarinda. Penelitian ini menggunakan pendekatan kualitatif, yaitu Pendekatan yang berdasarkan kepada fenomena atau realita yang terjadi dilapangan. Sumber data dalam penelitian ini adalah Kepala sekolah, Tenaga staff tata usaha dan Tenaga Perpustakaan, dengan menggunakan teknik pengumpulan data berupa wawancara, observasi dan dokumentasi. Teknik analisis data pada penelitian, yaitu menggunakan pengumpulan data, reduksi data, penyajian data dan penarikan kesimpulan. Hasil penelitian ini menunjukkan bahwa SMA Negeri 2 Samarinda melaksanakan implementasi manajemen tata usaha sekolah dengan baik. Hal ini tergambar dari pelaksanaan tugas tenaga staff tata usaha yang meliputi pengurusan ketenagaan dan siswa, penyajian data sekolah, penyusunan inventarisasi perlengkapan penyimpanan arsip dan pelaksanaan pemeliharaan lingkungan sekolah. Dan juga tugas tenaga perpustakaan yang meliputi pengadaan, pengolahan dan pemberdayaan buku perpustakaan. Sehingga dari implementasi manajemen tata usaha tersebut, dapat mendorong pelayanan pendidikan yang baik dalam pencapaian tujuan pendidikan yang diinginkan.

Kata Kunci: Implementasi, Manajemen, Pelayanan.

A. INTRODUCTION

Schools as the form of agents of change (agents of change) must be able to overcome the various problems. The role of educators and education personnel as actors in the world of education determines the success of education be achieved. Educators, as in direct contact with learners, significantly affect the success of education. Similarly, education personnel, who are technically not directly in direct contact with learners but are very supportive and become an important factor in the ongoing education process. Conducive work environment provided maximum performance of all teaching staffs.¹ But we can realize that the challenge of education today is not only focused on the problem of educational development in terms of technology, communication, information, and culture, but behind all that is one of the things that are very important in influencing the education process, namely the

¹ Dwi Sukaningtyas, "Pengembangan Kapasitas Manajemen Sekolah Dalam Membangun Pemahaman Visi Dan Misi," *Jurnal Cakrawala Pendidikan* 36, no. 2 (June 30, 2017): 257–66, <https://doi.org/10.21831/cp.v36i2.11844>.

problem of education management (Strictness) which is the key in the implementation of education in schools. Teacher training in IR 4.0 to facilitate the development of preservice teachers' 21st-century skills.²

The presence of management in the organization is to carry out activities so that a goal is achieved effectively and efficiently. The function of management in general in the unit of education is more emphasis on the Function of Planning, Organizing, Motivating, Innovating, and Controlling. Realizing professional teachers can be through good school management.³ Therefore, the managerial capabilities of organizers and school managers largely determine the diversity of school quality.⁴ School management can be interpreted as everything related to the management of the educational process to achieve the goals that have been set, both short-term goals, medium-term goals, and long-term goals.⁵ Management of business or school companies is one form of the application of management science based on management and administrative services in organizing education in schools. Education administration services are all efforts made by utilizing and optimizing existing personnel and material resources to achieve predefined goals.

Researchers found several research titles with almost the same topic as the researchers raised but with different content. However, indirectly some of these titles are related to the content of the discussion of the titles that the researchers raised, including Helma Tiara et al. Implementation of Administrative Management in Madrasah Aliyah Negeri 1 Samarinda and Siti Nursalamah, Implementation of Archival Management in the Administrative Department of Madrasah Aliyah El Hikmah Pekanbaru.

B. METHOD

Qualitative research methods are research methods used to examine the condition of natural objects. This research uses a qualitative descriptive approach. The use of this approach aims to describe the behavior of people, field events, and specific activities in detail and in-depth. According to Bogdan and Guba, quoted by Uhar Suharsaputra stated, qualitative or naturalistic research inquiry is a research procedure that produces descriptive or written, or oral words from people and behaviors that can be observed.⁶

² Timothy Teo et al., "Initial Teacher Training for Twenty-First Century Skills in the Fourth Industrial Revolution (IR 4.0): A Scoping Review," *Computers & Education* 170 (September 1, 2021): 104223, <https://doi.org/10.1016/j.compedu.2021.104223>.

³ Sumarto Pohan, "Manajemen Sekolah: Wujudkan Guru Profesional," *Tarbawi: Jurnal Ilmu Pendidikan* 14, no. 2 (December 10, 2018): 51–62, <https://doi.org/10.32939/tarbawi.v14i2.265>.

⁴ EE Junaidi Sastradiharja, "Manajemen Sekolah Berbasis Mutu," *Mumtaz: Jurnal Studi Al-Quran dan Keislaman* 2, no. 2 (2018): 267–92, <https://doi.org/10.36671/mumtaz.v2i2.28>.

⁵ Sri Nurabdiah Pratiwi, "Manajemen Berbasis Sekolah Dalam Meningkatkan Kualitas Sekolah," *EduTech: Jurnal Ilmu Pendidikan Dan Ilmu Sosial* 2, no. 1 (March 30, 2016), <https://doi.org/10.30596/edutech.v2i1.578>.

⁶ Suharsaputra, Uhar, "Online Public Access Catalog - Perpunas RI.

In this case, researchers look for information about the problems that focus on this study by conducting observations, interviews, and documentation. The examination of the validity of the data in this study uses triangulation techniques, which are data collection techniques that combine data from various data collection techniques and sources. There are three triangulations: Source Triangulation, Technical Triangulation, and Time Triangulation.

The data analysis used in the study was Miles and Huberman models. Milles and Huberman divide data analysis into qualitative research into four stages, namely data collection, data reduction, data presentation, and conclusion withdrawal or verification. Here will be presented the four stages.

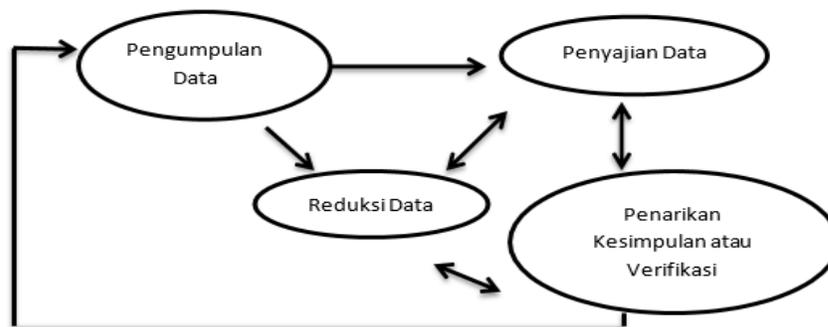


Figure 1 Framework of Data Analysis

Source: Sugiyono understands Qualitative Research Pengumpulan Data

C. RESULTS OF RESEARCH AND DISCUSSION

1. Results

A school that can be said to be advanced is a school that can utilize all the resources it has for education. A quality school results from good work and communication between all employees or school personnel, especially education personnel in their role in school governance management. Administrative management is one of the media in managing and maximizing the potential of education personnel in carrying out their duties in school companies. Administrative management generally includes all education personnel who have the burden of responsibility in managing the administration and affairs of schools related to data preparation or environmental management in schools.

However, in some schools, the management of business arrangements includes responsibility in educational development in school. The membership of school companies is constantly changing according to the needs needed by the school.

Administrative staff personnel, as supporters in the school administration process, are needed in managing various sources of legality and school data. In the necessary internal policymaking for school development, the administrative staff is also a medium of communication between schools and educators, and students. Therefore, administrative staff must be able to build good communication within the

scope of the school. In addition, administrative staff are always in contact with various events and school activities because most of these activities require the management of school administration. After all, it is a school activity or related to the school. So, in general, administrative staff are always needed in supporting activities in the school.

a. Description of The Implementation of Administrative Staff Duties at SMA Negeri 2 Samarinda

The administrative staff is part of the operation of school administration services. The role of administrative staff in helping various school needs from different things becomes something of concern. Implementing the administrative service process is the basis of the construction of legal and accredited educational institutions. Several problems occur in schools due to the lack of administrative management in carrying out their duties and functions as administrative services. However, gradually the attention of the school in improving business management in school administrative servants becomes something that is considered and improved. Administrative services are directed to students in the school, but administrative services also include educators, education personnel, parents of students, and even alumni of the school.

Although administrative services of a business only cover the scope of the school in the educational process. However, it takes attention and thoroughness to carry it out. In general, the implementation of administrative staff activities supports the school in carrying out various administrative issues and other things related to the school. As stated by Mrs. Christina, S.Pd, ST, M.Si as the coordinator of the school administration personnel, delivered as follows:

The task of administrative staff, in general, is to carry out the work of school operatives, especially in the administrative department, for example, in terms of military and students, including absenteeism, legalization, and correspondence. Then the presentation of school data, one of which is for the reporting of school funds, for the treasurer in his duties to handle the budgets of Bosnas and Bosda, handle the preparation of the administration of inventory of school archives and storage. There is also some administrative staff who are placed in the library to handle the library's administration.

The program or task of administrative staff is a plan of the school in preparing various school needs, which is then implemented in building cooperation between administrative staff and other education personnel. As stated by Mother Christina. described as follows:

The administration of a business work program is based on the school's needs, as I mentioned earlier. One of them is to design and compile assignment draff and job descriptions for school administration personnel, treasurers, student, finance, hygiene, security, and others, in accordance with the needs of the school.⁷

From the above, it can be concluded that the business administration has a duty

⁷ Christina Christina, Koordinator Tenaga Staff Tata Usaha SMA Negeri 2 Samarinda, Wawancara, June 16, 2020.

in serving various school operative work in achieving the desired school goals. In addition to being administrative personnel, administrative staff also support building good communication in the scope of school interns.

The creation of correspondence, legalization, and so on is the duty of business in processing all school needs, which then, after use, will be collected and processed as school archives in helping the creation of school statements and reports. As stated by Christina's mother, which is described as follows:

The filing system in this school is not much different from the one in the office. For filing systems, we use cabinet files and computer systems. So there is data that we store or archive in the computer, and there is also in the form of paper that we arrange and store in the closet.⁸

Processing school supplies, both learning facilities of learners and school infrastructure, is also a task of business in helping the collection and existing equipment. Inventory of goods or equipment also helps schools in recognizing school items or attributes used in the education process, in addition to helping schools in determining the number of goods or equipment that are still suitable for use or to be destroyed. This was then again explained by Christina's mother, namely as follows:

For an inventory of goods, we use data on each item with a barcode or registration number on each item, accompanied by more bookkeeping and recording, what things the school has, including chairs, computers, tablets, and everything that the school has. However, the needs of consumable goods are different from the collection of goods that can still be worth using.⁴

Then the administrative staff in its duties also includes environmental maintenance services to create a comfortable environment for students and school educators. Correspondence administration services, inventory, archiving, and maintenance of the school environment are carried out by the business administration following the agreed task description. Even administrative staff must also go through seminars and technical training needed by the school to keep up with the existing educational developments. As Christina's mother said, it is as follows:

Administrative staff in supporting the school to create a comfortable environment, always conduct an evaluation of environmental maintenance services carried out by employees under the business administration. In addition to evaluating the running of programs and services, the administration also participates in various training held by schools or education agencies in order to follow existing regulations and developments, such as training that implements the school's online system. From often following the activity and following the current rules, I once received a reward or assistance from the education office as the coordinator of the best administrative staff of Samarinda city in 2015.⁹

In line with this achievement, it was reaffirmed by Mr. Agus Gazali as the Principal described as follows:

⁸ Christina.

⁹ Christina.

Every time there is training from the education department to the education personnel, the school will send their education personnel to participate in the activity, especially for administrative staff personnel in the treasurer who often participate in training held by the education office.¹⁰

Workshop or training is one way for an education worker, especially business, to improve the competence possessed in developing the world of education today. In addition, participating in training also shows great attention of education personnel in encouraging optimal performance to achieve the desired goals of the school.

b. Description of The Implementation of Library Personnel Duties at State High School 2 Samarinda

The role of library personnel in carrying out their duties as library service providers is needed in building a creative and independent education. For this reason, the development of education is necessary with the support of libraries as a medium of learning. The library, a provider of school library services for learners, becomes very much needed in the learning process. Procurement of books becomes essential considering the availability of book references required in large quantities and diverse according to the needs of learners. This is in accordance with what was conveyed by the library personnel of State High School 2 Samarinda Setya Budi, which is described as follows:

The procurement of books in the library of SMA Negeri 2 Samarinda is obtained through purchases from school shopping. But there are also books obtained from students because students feel tired of reading the book and giving it to the library, or as a gift from students who have graduated. In addition, there are also books obtained from students to fulfill the task of certain subjects. For now, the library has a collection of about 2,072, all of which consist of reference books, textbooks, fiction and nonfiction books totaling 1,935. And another library collection, consisting of writing, clippings, and recorders that number about 137.¹¹

The procurement of library books to be enjoyed by school members becomes an important thing for schools in providing library or book materials, especially for learners in the implementation of education. This was later reaffirmed by the Principal of State High School 2 Samarinda Drs. H. Agus Gazali, M. Si. It is as follows:

The primary function of the library is to distribute books to students. With existing books, we strive to facilitate our children to have a handbook in teaching and learning activities. The distribution of books was managed by the library, with the power of the library or librarians.¹²

In addition to the procurement of books needed in the library service, periodic checking is also necessary to supervise the number of book collections used and borrowed and see how many visitors come to the library. As stated by Setya Budi,

¹⁰ Agus Gazali, Kepala Sekolah SMA Negeri 2 Samarinda, June 16, 2020.

¹¹ Setya Budi, tenaga perpustakaan SMA Negeri 2 Samarinda, 2019.

¹² Gazali, Kepala Sekolah SMA Negeri 2 Samarinda.

which is described as follows:

Library power reports some are monthly and annual. For monthly reports, we usually collect data about the book's condition and calculate by how many visitors come. Then for the annual report, we collect data from the monthly report to summarize and recap it into a yearly report. Book management is the next stage of procuring books that have become the property of the school to be used as library collections. The stage of book management is when the beginning of the recording and inventorying of new collection materials with the help of administration staff and librarian teachers, classifying books according to the content or theme of the book, and compiling books. New or old books will be processed in management to be recognized and known the number, themes up to the state of the book.

Book management is an important process stage of library books that will be used by learners so that they can be recognized and empowered easily. This was also conveyed by Mr. Setya Budi as a school library worker, which is described as follows:

The task of the library is recording incoming books or new books, compiling books according to their calcification, tidying up books that have been used to keep in and out of children. Because in the library there are rules, we support children can come to the library in an orderly and comfortable manner, so as not to disturb other friends.¹³

Library books as library collections must be managed and organized correctly, so that visitors or learners can find and use the desired library materials. The provision of inventory numbers and classifications is an effective way for each library personnel in preparing library services to students and other students. Book empowerment uses circulation, reference, and other services owned by the library. A good library can provide various needs of the library in the process of finding information or reference materials. Therefore, the library must develop in delivering better library services. This was then conveyed by Mr. Setya Budi as a school library worker described as follows:

School libraries, in addition to being used for library service purposes only, both to be a reading garden and book lending, teachers also often use the library as a media place in developing learning methods, such as one of the teachers holding learning in the library by utilizing reference materials in the library, so as not to fixate on textbooks only. In addition, students also use the library as a theme for discussion and exchange of ideas in a self-learning model. The library service recorded the number of visitors in a month, about 500 students and 150 pieces of book loans.¹⁴

In line with this, through a short interview conducted indirectly (online), to get supporting information to one of the students named Nindy class XI Mipa 2 in response to the school library service at Samarinda State High School 2. It conveys as follows:

Library services are well implemented. Through library services that provide reference and circulation services, we can borrow books according to our needs in the teaching and learning process in the classroom and then return them in time.¹²

¹³ Budi, tenaga perpustakaan SMA Negeri 2 Samarinda.

¹⁴ Budi.

With the development of technology today, the library must also be able to develop in accordance with the needs of the times. For that, it needs adequate library services with the needs of the library now, and the library must now be in harmony with the requirements of more and more information, if the library does not increase library services in accordance with the needs of the times, it will affect the benefits of libraries that are less developed. Drs. H. Agus Gazali, M. SI then conveyed the following:

School libraries must provide adequate IT facilities with the needs of the learning process of modern learners. In addition, the school library also needs to be able to access online references that are in accordance with learning practices and the development of potential learners in schools.¹⁵

The use of catalog systems becomes a tool to facilitate the use and search of library materials, and supported by an electronic lending system will be able to reduce the irregularity, damage, and even loss of borrowed books. This was then conveyed again by Agus Gazali, M.Si described as follows:

The distribution or borrowing of books to children is done by the library. In that regard, the library tries to make sure that what the school has is not lost or damaged. If it is damaged lightly, then there is a repair. But if it is severely damaged, it will be cleaned or renewed in new collections.¹⁶

We need to realize school library, as a forum for learners in getting the availability of references required, is also a place for educators to develop effective and non-passive learning models for learners, apart from all those things. School libraries can also measure the development and improvement of the quality of education in the school because an excellent educational institution continues to make changes and updates both in the learning and research process.

2. Discussion

Administrative management is an essential factor in managing various administrative and informational affairs in organizations or institutions. The Covid-19 pandemic requires schools to use the Management Information System (MIS) model, which is carried out by relying on various technological and internet sophistications, as an effort to support the creation of the 4.0 education era.¹⁷ In schools, administrative management is managed by education personnel members of business administration or school supervision. School management is increasingly important and demands serious attention from all parties concerned.¹⁸ Administrative management has the same function as management in general, which includes planning, organizing,

¹⁵ Gazali, Kepala Sekolah SMA Negeri 2 Samarinda.

¹⁶ Gazali.

¹⁷ Lovandri Dwanda Putra and Diyah Puspitarini, "Manajemen Administrasi Sekolah Di Era Pendidikan 4.0 Menggunakan Google for Education," *Prosiding Seminar Nasional Hasil Pengabdian Kepada Masyarakat Universitas Ahmad Dahlan* 2, no. 1 (December 29, 2020): 579–88.

¹⁸ Sesra Budio Sesra Budio, "STRATEGI MANAJEMEN SEKOLAH," *Jurnal Menata: Jurnal Manajemen Pendidikan Islam* 2, no. 2 (2019): 56–72.

implementation, and supervision, which is adjusted to the scope of administrative management related to the management of administration, information, and correspondence. That the duties and management functions of educators and education personnel are carried out based on statutory regulations with the aim of improving the quality of national education, developing science, technology and arts, as well as serving the community.¹⁹ But in this study, researchers described business management through the implementation of tasks and the role of education personnel who are members of school companies. From this different point of view, researchers want to lift the performance of school governance management by prioritizing the role of education personnel in carrying out their duties, which are directly related to the school's management function. Seven substances of school management become points in identifying school performance, the seven things are curriculum management, students, human resources, finance, facilities and infrastructure, community relations, and special services. The existence of accountability for school performance can help schools, communities, and the government to identify the profile and achievements of school programs more deeply.²⁰ The implementation of the interrelated educational personnel tasks can describe the performance of the management of the running business because the execution of the tasks carried out is a systematic description of the administrative management function applied in the school.

In-State High School 2, Samarinda administrative management is run by administrative staff, as well as library personnel who are part of school management. Conceptually, school governance management is related to all administrative affairs and information in schools, both those carried out by education personnel and educators themselves. However, school entrepreneurship service providers are generally run by school education personnel, including library personnel. In addition to being a provider of library services to learners, library personnel also have the burden of tasks in managing administration and information in the school library. From this, the school library personnel is part of the school's company at Samarinda State High School.

School governance management, one of which is to talk about the extent of the implementation of the duties of administrative staff in managing and assisting in carrying out quality education. In support of good school management, not only measured by the availability of adequate human resources but also supported by the effective and efficient implementation of the tasks of each member of the school's governance. Members of the administrative staff consist of coordinators of school administration, staffing, treasurers, general staff / ICT, and procurement or

¹⁹ Lorensius Amon, Theresia Ping, and Soerjo Adi Poernomo, "Tugas Dan Fungsi Manajemen Pendidik Dan Tenaga Kependidikan," *Gaudium Vestrum: Jurnal Kateketik Pastoral*, June 7, 2021, 1–12.

²⁰ Syunu Trihantoyo, "MANAJEMEN SEKOLAH DASAR BERBASIS AKUNTABILITAS KINERJA," *Widyagogik : Jurnal Pendidikan dan Pembelajaran Sekolah Dasar* 3, no. 1 (2015): 90–102, <https://doi.org/10.21107/widyagogik.v3i1.1685>.

legalization.

In carrying out the task of administrative staff personnel, an understanding of the primary role of businesses in carrying out their network of functions is needed. Related to the results of existing research, the researcher summarizes various administrative work, which is generally done jointly by members of school companies in accordance with data in the field.

The role of administrative staff is to serve operative work (supporting) to achieve the goals of the school itself. All the implementation of administrative tasks is based on serving the implementation of school operative work, namely the implementation of the work that becomes the main task in the management of the school, which is explained as follows: a) Management of military and student administration, b) Presentation of school data, c) Preparation of administration or inventory of equipment, d) Storage of school archives.

From various roles, tasks, and competencies above, the author summarizes the functions, jobs, and competencies that must be fulfilled by administrative staff in becoming professional education personnel, namely as follows:

TABLE I
FONCTIONS DU PERSONNEL ADMINISTRATIF

Education Energy	Role of Education Personnel	Educational energy tasks	Competence of Education Personnel
Administrative Staff	A. Serves the implementation of operative work to achieve the purpose of organization.	A. Management of military and student administration. Student management includes creating books and student-parent numbers, administering scholarships, and archiving absentee journals or classroom diaries. And military management includes creating employee parent books and reviewing employee files (storing staffing data or archives). B. The presentation of school data is a requirement of the	A. Managerial Competence B. Technical Competence C. Social Competence D. Personality Competence

<p>B. Provide information and information for organizational leaders to make decisions or make appropriate decisions.</p>	<p>school, including the creation of school profiles, school self-evaluation (EDS), and school policymaking.</p>
<p>C. Helps smooth the development of the organization as a whole.</p>	<p>C. Preparation of administration or inventory of equipment includes the creation of an inventory master book, making a list of needs of inventory items or infrastructure facilities, and working on reports on the state of inventory items and school consumables.</p> <p>D. School archive storage includes archival storage in two ways, namely physically and digitally on documents that still have value.</p> <p>E. Implementation of environmental maintenance, including maintaining the cleanliness and safety of the school environment.</p>

The various roles, duties, and competencies above show that the roles and duties must be balanced with the competence of administrative staff in carrying out their responsibilities and authority as school service providers. Administrative staff personnel as a contributing factor in the implementation of school management, of course, have obstacles in the performance of tasks and their role as providers and managers of school services, one of which is the obstacle in the addition of school security personnel.

However, the supervision and improvements carried out have minimized the problems that become obstacles in the implementation of administrative services in schools, so that for now, the existing obstacles, are not so felt to interfere with the process of implementing administrative services in schools. Pelaksanaan Tugas Tenaga Perpustakaan atau Pustakawan SMA Negeri 2 Samarinda

The School library is a provider of library materials and reference books owned by the school. Library as a means of students in developing the knowledge and creativity of learners is needed by the school as a support platform in the process of running education. The implementation of a library management system has an impact on business processes in the library which become faster and the output can be measured.²¹ From the library, we can measure how far students' reading interests and educational development are taking place in the school. In addition, in an effort to maintain good education, it needs to be supported by adequate resources, which is meant that educational resources are everything used in the implementation of education that includes education personnel, communities, funds, facilities, and infrastructure.

In general, library personnel or librarians are both terms that have the same meaning or understanding, namely people who have the burden of responsibility in managing and providing library services to learners or librarians. If Human Resources are not managed properly, their effectiveness will decline faster than other resources.²² Will keep the power of libraries and librarians in its implementation has a different scope and level. Library personnel is school education personnel who have met the standards of qualifications and competencies regulated by law in carrying out their functions or roles in the school library. While librarians are personnel or education employees who have the appropriate competence and scientific background in developing the quality of the library both in terms of knowledge and service so that for the term librarian himself is more attached to employees of regional libraries or universities who have their level in managing libraries that have their knowledge.

Library personnel who is one of the school education personnel who is tasked in carrying out the procurement, management, storage, maintenance, and development of libraries, it is very important to be able to determine the direction of the purpose of the library in the development of education in schools. Library personnel in carrying out their duties are not directed to learners only, but library personnel also serve educators in improving teaching and learning practices to learners.

Effective school library personnel is a library worker who understands and carries out his duties and roles as a manager of school libraries. In addition, a professional library worker must fulfill the competence in carrying out various tasks and functions in managing the library. From the results of research obtained from school interviews and observations, researchers summarize the multiple functions and roles of library personnel in managing the library, namely: a) Procuring books, b) Processing Books, c) Empowerment of books.

In addition to the task of library personnel in managing and supporting the availability of library facilities and infrastructure in schools. Library workers must also

²¹ Dwi Fajar Saputra, "VISUALISASI DATA DI SISTEM MANAJEMEN PERPUSTAKAAN," *Jurnal Perpustakaan Pertanian* 26, no. 2 (January 29, 2018): 82–86, <https://doi.org/10.21082/jpp.v26n2.2017.p82-86>.

²² {Citation}

understand well their role in the school. In many ways, library personnel plays various essential roles (double role) as school education personnel, namely as follows: a) Educator, b) Manager, c) Administrator, d) Supervisor.

To be able to carry out various tasks and roles, library personnel must technically meet the necessary competencies in organizing and developing the essential library services²³, namely as follows::

- a. Managerial competence is the ability of a person's education personnel to carry out management functions in managing school libraries. Information
- b. Management competence is the ability of a library worker to develop, organize, providing services and sources of information in library services.
- c. Educational competence is the ability and knowledge of education personnel in developing library services through literacy guidance and skills utilizing information and also promotion.
- d. Personality competence is the ability of educational personnel to build a spirit of work ethic and high integrity in providing library services. Social competence is the ability of education personnel to build good communication and social relations.
- e. Competence of Professional Development is the ability of education personnel to improve science and living the professional ethics possessed through reading activities that are common.

In carrying out the function, library personnel must carry out a series of tasks and roles through the competencies needed in carrying out library services that are effective, efficient, safe, and comfortable for each library. The school library is an integral part of the school program that supports the teaching and learning process in schools, is located within the school environment and is fully managed by the school concerned. To manage the school library, management is needed that is organized and regulates the implementation of activities in the library.²⁴ Not so different from administrative staff, school library personnel as school library service providers indeed can not be separated from the name of obstacles. One of them is about the procurement of library materials. Book imbalance with the number of learners is a common problem all schools face. However, schools' improvements and periodic improvements to library services have gradually overcome existing problems. The obstacles owned by library workers are not something to worry about anymore.

²³ Yuhelmi Muchtar, "Peta Kompetensi Dan Kebutuhan Pelatihan Bagi Pustakawan/ Tenaga Perpustakaan SMA/SMK Se Pekanbaru.Pdf Academia.Edu," accessed February 24, 2022.

²⁴ Elizona Elizona, "PENERAPAN MANAJEMEN SEKOLAH DASAR BERBASIS AKUNTABILITAS KINERJA," *Jurnal Ilmu Pendidikan Ahlussunnah* 3, no. 2 (October 26, 2020): 66–73.

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