

PERFORMANCE EVALUATION OF ADMINISTRATIVE STAFF AT MTsN (STATE ISLAMIC JUNIOR HIGH SCHOOL) IN CENTRAL ACEH REGENCY

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Abstract: This study aimed to describe the performance of administrative staff at MTsN (State Islamic Junior High School) in Central Aceh Regency. The research approach used was a mixed method, quantitative, and qualitative, with the research subjects being the head of the madrasa, the head of administration, and administrative staff. Data collection techniques included questionnaires, interviews, observations, and documentation. The results of the performance evaluation of administrative staff at MTsN throughout Central Aceh Regency were as follows: The performance of administrative staff at MTsN 1 was carried out well in the implementation of student administration, staffing, finance, correspondence, public relations, and curriculum. The performance of administrative staff at MTsN 2 showed that the implementation of student administration, staffing, finance, public relations, facilities and infrastructure, as well as the curriculum, had been carried out well. The performance of administrative staff at MTsN 3 indicated that the implementation of financial administration, public relations, and curriculum had been carried out well. In conclusion, the performance evaluation of administrative staff at MTsN in Aceh Tengah Regency indicated good performance in terms of finance, curriculum, and public relations. However, the administrative processes related to student administration, staffing, and facilities and infrastructure were not properly carried out.

Keywords: Performance And Administrative Staff

Introduction

The success of an educational institution cannot be separated from the management of its human resources, one of which is the performance of teaching and education staff in providing educational services to the community. The progress of an organization or institution, in this case an educational institution, will depend on the performance of human resources in providing services or producing products used by each consumer. Performance measurement results are the main ingredient in comparing the performance results of teaching and education staff with existing performance standards, this is an effort made by educational institutions to improve the performance of teaching and education staff in accordance with established standards and the demands of environmental changes from society.

Educational services at Islamic educational institutions, especially the State Tsanawiyah Madrasah (State Islamic Junior High School) in Central Aceh Regency, are of particular concern to shareholders and stakeholders in general, this is due to the increasing number of prospective students interested in entering the State Islamic Junior High School in Central Aceh Regency, the number of educational staff and education is increasing every year and the number of facilities, facilities and infrastructure of madrasas is starting to be sufficient. Based on this, educational staff, especially administrative staff at madrasas, need more performance in providing educational

services at State Tsanawiyah Madrasahs in Aceh Regency, so in this article we will take a scientific study regarding the evaluation of educational staff at MTsN in Central Aceh Regency, especially administrative staff. .

Educational personnel are part of society who dedicate themselves and are appointed to support the provision of education. The task of educational personnel is to carry out supervision and technical services to support the educational process of a particular educational unit. (Shahzadi et al., 2014) School or madrasah administrative personnel are part of the educational personnel who have competence in carrying out their main duties and functions as personnel. school or madrasah administration. Constitutionally, school or madrasah administrative staff are regulated in the Minister of National Education Regulation (PERMENDIKNAS) Number 24 of 2008. This Ministerial Regulation contains the competencies of school or madrasah administrative staff. That every school or madrasah administrative staff must have competence in supporting the educational and teaching process to improve the quality of school or madrasah services and achieve the educational goals of the school or madrasah. Based on this ministerial regulation, every school or madrasah has qualifications or standards that have been determined to become a school or madrasah administrative staff. (Bachtiyar, 2017)

Literature Review

Their job performance appraisal will also be measured on their ability to carry out these tasks efficiently and effectively. (Masrek et al., 2021) Performance appraisal is an important management tool for measuring employee performance, clarifying employee status such as promotion, demotion , retention, as well as helping develop employee capacity by providing feedback through training. (Kim and Holzer, 2016)

In general, work performance is a limitation of a person's success in carrying out a job. (Sari, 2020) in general, performance is the result of the work process that has been achieved based on skills and abilities, work-related behavior. (Palaiologos et al. , 2011) In forming an effective performance appraisal system for educational staff in MTsN throughout Central Aceh Regency, performance instrument characteristics are required: 1) Instruments in performance appraisal must avoid biased characteristics 2) Evaluators or appraisers must be objective regarding the work results of educational staff 3) The assessment method has fair and consistent principles. (Ikemefuna and Chidi, 2012) Through these three characteristics, the madrasah head who has the role of leader and madrasah manager can map the performance of the educational staff. The urgency of performance assessment for educational staff is a systematic description of the strengths and weaknesses of educational staff both individually and in general. (Lohman, 2021) Performance indicators for educational staff consist of quality, quantity of work results, discipline in work, accommodating in the environment work and accuracy in completing work. (Shahzadi et al., 2014)

Method

This research explores the reality of evaluating the performance of madrasah administration staff at MTsN 1, MTsN 2 and MTsN 3 from performance indicators in the areas of curriculum, student affairs, facilities and infrastructure, community relations, finance and personnel. This research contains primary and secondary data which can provide an overview of the presentation of the report. Data comes from interview scripts, field notes, photos and official documents from the madrasah such as the work of the madrasah administration staff. The unit of analysis in this research is administrative staff and madrasah heads, with details for MTsN 1 Central Aceh as many as 12 people, MTsN 2 Central Aceh as many as 12 people and MTsN 3 Central Aceh as many as

11 people. So in this case the unit of analysis in this research is 38 people consisting of 35 administrative staff and 3 madrasa heads.

Result and Discussion

Evaluation of performance of educational staff is a process of assessment of the work of the educational personnel consisting of several steps of evaluation namely: observing, evaluating the performance of teaching staff, recording the assessment and giving feedback to the education staff.(Daft, 2010) The stage or step of the assessment is a procedure that must be carried out by the managers, the head of the madrasah using tools and techniques to know the value of the work force of education, besides the head may give feedback on the outcome of the labor force of training. Educational performance is a key element of MTsN in Central Aceh District. The success or failure of an educational institution in particular MTsN in Central Aceh district depends on the performance of the education and education itself. Educational performance is closely linked to the performance of the madrasah, through effective and efficient educational performance will have a positive influence on the success of the Madrasah. (Rumambie, 2014) The role of the performance of the educational force in the madrasah is a crucial thing for each madrasa itself, the advance of the retreat of the Madrasah depends on the performances of the education force itself, so there is a synergy between the performance and the progress of the matrasah. Completing tasks with maximum results will be a source of self-satisfaction and self-gratification.(Muchhal, 2014) This understanding indicates that there is a standard of the weight of the employee's ability to meet the requirements of the job.

The results of this study describe the performance of the educational staff on MTsN 1 Central Aceh, MTs N 2 Central Aceh and MTsn 3 Central Aceh in the fields of student administration, staffing, finance, public relations and curriculum. From the observations based on the observation guidelines, there are some administrative areas that have not been implemented in an effective and efficient manner, such as the administration of facilities, studentship, staffing and letters of letter. In the implementation of the tasks and functions of the educational staff that are in the domain of the student administration implemented is to create and prepare a student database both manually and online through the academic information system, to make and prepare the data of the candidate new pupils, student motherbooks, letter of application for the transfer of the madrasah, as well as sending information and data to the Madrasah Kemenag central Aceh. The administrative process is carried out manually and online through the academic information system of the madrasah. description of the task of the educational staff on the domain of the student administration is to prepare the degree number, fill in the student database of the scientific information system, the transfer process of students. Based on the observations obtained that MTsN 3 Takengon has not implemented the student administration process effectively and efficiently when compared with MTsN 1 and MTsn 2 Takengons.

The curriculum administration process carried out by the educational staff at the three matrasahs is performed effectively and efficiently, the curricular administration process here consists of recapitulation of the results of the semester, the other scholarship schemes make the examination participant card, the administration of the repetition of the end of semester and the recapitalisation of the rise of class/students repeat, the list of graduation submissions. The role of the educational force in the curriculum administration process is one of the indicators of the success of the matrasah in the academic field. Through the process of administering a good curriculum will produce valid data or information that can be used as a material in determining the strategic steps of the head of the madrasah to vision and mission and improve the quality of the Madrasah. The competence and expertise of the educational staff of the curriculum administration processes is very good which resulted in the administration process of curricula carried out

effectively and efficiently. Many organizations assess the performance of their members on the basis of their competence and expertise. (Dessler, 2013) The competence and expertise of the educational force is essential in supporting the work of educational forces. So in this case, the ability of the educated in the work can be supported with the competence, expertise and skills appropriate to the work.

The financial administration activities of MTsN in the District of Central Aceh can be described through several administrative activities, including making plans for the use of regular boss funds in one budget year, submitting regular spending and salary SPP (Educational Development Contribution), making SPJ (Accountability Report) expenditure whenever there is spending, making the SPP wage deficit when there is change/mutation of officials, paying taxes that have been collected by KPPn (state treasurer). In addition, prepare authentic evidence of the financial administration process carried out such as receipts and purchase vouchers. Routine financial reporting can be done on a period, either monthly, three-monthly, each semester or each academic/budget year.

Characteristics of accuracy, accountability and honesty are the domain in carrying out the process of financial administration on MTsN in Central Aceh district. Based on the results of observations carried out by the researchers can be found that the financial administrative process conducted by the personnel of education in the Aceh districts is being performed effectively and efficiently. The behavior in the work of the educational staff at the MTsN district of central Aceh can determine the good performance of the financial administration process. Accuracy, accuracy, honesty and openness in the preparation of financial reports of the activities of the madrasah. Based on the documentation of this research, that the financial reports that have been prepared by the researchers have good completeness and accountability, this is due to the fact that researchers always make regular monthly reports.

In supporting the teaching learning process, tools and tools are needed to support the process. In this regard, the madrasah as an educational institution requires the administration of the prasarana means that serve to know the needs of the procurement of goods and services on the pratarana means and as the inventory data of the Madrasah. Based on the analysis of the documents and the reflection performed by the researchers, it is possible to identify the registration of supplies in the inventory mother book, reports are made every three months, make a report to the head of the madrasah whenever there are additions or changes of goods and create a report at the end of the academic year / budget year that is ongoing.

From the results of observations and documentation it can be described that the educational staff at MTsN 2 and MTsN 3 Takengon have poor performance in carrying out the administration of madrasa facilities and infrastructure, this can be proven by the inventory management process only being carried out on some of the facilities and infrastructure, so in this case It is very difficult for madrasa heads to determine infrastructure needs. As a manager, the head of the madrasah must fulfill the facilities and infrastructure at the madrasah to improve the quality of education, but this requires an inventory data report of the physical condition of the facilities and infrastructure. Fulfillment of facilities and infrastructure can be carried out by carrying out maintenance and maintenance of facilities and infrastructure that are in good condition or suitable for use and are damaged as well as providing facilities and infrastructure if the condition of the facilities and infrastructure cannot be repaired. Control of facilities and infrastructure by the madrasa head must be carried out intensively and continuously to determine the condition of the facilities and infrastructure that can be used as support in the teaching and learning process.

The performance of educational staff is a key element of a madrasah. The success or failure of a madrasa depends on the performance of the educational staff and educators themselves in

serving the internal and external customers of the madrasa itself. Performance has a determination that is closely related to organizational performance, through the effective and efficient performance of organizational members it can give rise to positive determination of the success of the organization's performance (Rumambie, 2014). Apart from that, for everyone who works, performance is crucial for every member of the organization. Completion of the tasks of someone who does the work with maximum results will be a source of satisfaction and a source of pride (Muchhal, 2014). Whether the performance of the education staff at MTsN in Central Aceh Regency is good or bad will form a good or bad determination of the performance of the madrasah itself and can shape the job satisfaction of the education staff.

Apart from observation results, there is also data from interviews that supports the results of this research. From the results of the interviews, several obstacles to the administrative process were found, such as inadequate facilities and infrastructure, the accuracy of administrative data which was not yet valid and not very complete, and administrative staff which were still limited in number. Based on the performance evaluation graph of madrasah administration staff at MTsN throughout Central Aceh Regency, it can be described as follows:

- 1) Evaluate the performance of madrasah administrative staff at MTsN 1 Central Aceh, implementing student administration, personnel, finance, correspondence, public relations (PR) and curriculum, carried out well in accordance with the main duties of each madrasah administrative staff and in accordance with the Regulations of the Minister of National Education Number 24 of 2008 concerning School/Madrasah Administrative Personnel Standards.
- 2) Evaluation of the performance of madrasah administrative staff at MTsN 2 Central Aceh, the implementation of student administration, personnel, finance, public relations (PR) and curriculum has been carried out well. However, the implementation of the administration of facilities and infrastructure in the job description aspect has not implemented the elimination of facilities and infrastructure. Likewise with the implementation of correspondence, the job description aspect has not carried out the reduction of letters/documentation. This is not in accordance with the Regulation of the Minister of National Education Number 24 of 2008 concerning Standards for School/Madrasah Administrative Personnel. The large number of administrative staff in schools or madrasahs who have multiple positions, apart from school or madrasa administrative staff, can be a problem in the administrative process staff. This causes the administrative process in schools or madrasahs to not yet or not be able to run optimally. (Zakhiroh, 2017) In The student administration process at a school or madrasah starts from processing student administration from entering students to leaving or graduating from the school or madrasah. The activities of the student administration process start from registration, recording prospective new students, dividing students into classes, recording school master books, registering National Examination participants and being declared graduated/leaving school. (Muspawi and Robi'ah, 2020)
- 3) Evaluation of the performance of madrasah administrative staff at MTsN 3 Central Aceh, financial administration, public relations (PR) and curriculum have been implemented well. However, in the implementation of student administration, namely in the job description aspect, students have not yet carried out statistical data creation.

In the implementation of personnel, namely in the job description aspect, the preparation and presentation of statistical data on staffing has not yet been carried out, and in the

implementation of infrastructure, namely in the aspect of the job description, the elimination of infrastructure and presenting statistical data on infrastructure has not been carried out. Likewise with the implementation of correspondence, namely in the aspect of job descriptions there has not been a reduction in letters/documentation. Therefore, the implementation of job descriptions is not in accordance with the Minister of National Education Regulation Number 24 of 2008 concerning standards for school/madrasah administrative staff. Currently, the work of school administration staff cannot be separated from the use of information technology facilities. Through the use of information technology in the administrative process, it will make it easier for school administrative staff to carry out school administrative tasks. or madrassas. (Gunawan et al., 2018) The use of technology and information in administrative processes can improve administrative services at schools or madrassas. Not only that, increasing the abilities, skills and behavior of administrative staff needs to be improved through coaching and developing administrative staff. (Rahayu et al. ., 2021).

Through observation results from the assessment of educational staff at MTs in Central Aceh Regency with certain assessment criteria, it can be seen in the following diagram.

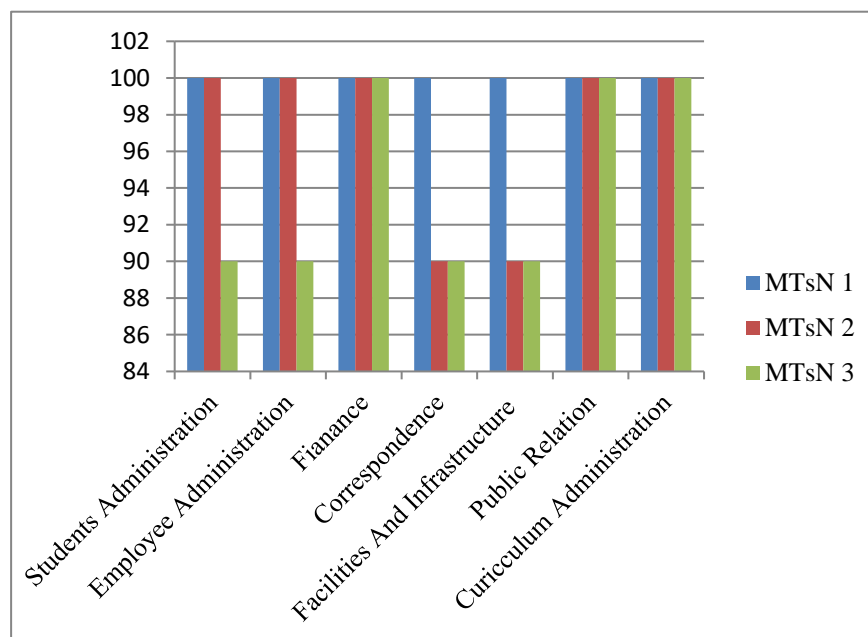


Figure 1. The Performance Of Educational Staff Based On The Results Of Observation
Source : Result Of Observation

Based on the research results, it can be found that administrative management in the realm of student administration, personnel and correspondence has not been implemented optimally. The administrative performance at MTsN 3 has not carried out its duties thoroughly. The role of the madrasa head as a manager and madrasa leader has a very large role in managing administrative services effectively and efficiently, this will make the educational service process at the madrasah better. work results documents shown, correspondence administration activities carried out at MTsN 1 Central Aceh, namely making circulars, announcements, recording and storing incoming and outgoing letters and duplicating letters as archives (if necessary). work results documents are shown, curriculum administration activities include preparing educational calendar documents, academic regulations, documenting the applicable curriculum, preparing syllabus formats, lesson

plans and learning outcomes assessments, documenting exam materials, making lists of prospective UAM and UN participants, documenting graduate competency standards education unit, documenting competency standards for subject graduates, documenting

Conclusion

Based on the research results, several conclusions can be drawn, including:

Performance evaluation of administrative staff from MTsN in Central Aceh Regency for carrying out good administrative processes in financial administration, public relations and curriculum. So that in this case, MTsN administrative staff in Central Aceh Regency understand, implement and evaluate the results of work in the financial administration, community relations and curriculum sections well.

Through performance evaluation, it can show parts of administration that have not been carried out well by administrative staff, namely administration of infrastructure, student affairs, personnel and correspondence. In the administration section, improvements to the administration system have not yet been made, which has an impact on the lack of effectiveness and efficiency of the administration implementation process, apart from that there is no job description for the administration process.

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