

The Role of School Administration in Improving Operational Effectiveness and Quality of Education

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Abstract

School administration plays a vital role in carrying out the core functions of educational institutions. This study aims to explore the impact of school administration on improving operational efficiency and quality of education. Using a library research approach, this study collects, analyzes, and synthesizes information from various sources to gain a comprehensive understanding of the topic. Data analysis was conducted using descriptive-qualitative methods. The findings of the study revealed that school administration plays a vital role in improving operational effectiveness and quality of education. Good management allows for efficient management of human resources, finances, and educational facilities. Schools with an organized administration system are able to create a more conducive learning environment, thus positively influencing student learning outcomes. However, challenges remain in running an effective administration. Some schools face constraints such as lack of resources, both financial and human. Therefore, it is important for related parties to collaborate and create innovative solutions to overcome these challenges.

Keywords: School Administration, Operational Efficiency, Quality of Education



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INTRODUCTION

Education from the past until now is seen as something very important in various aspects of human life. In Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System, article 1 explains that education is a conscious and planned effort to create a learning atmosphere and learning process so that students actively develop their potential to have spiritual religious strength, self-control, personality, intelligence, noble morals, and skills needed by themselves, society, nation and state (Fatoni, 2024).

School administration plays a very important role in carrying out the basic functions of educational institutions. As the center for managing teaching and learning activities, school administration covers various fields ranging from resource management, financial management, to planning and implementing academic policies. Without effective administration, it is difficult for schools to achieve educational goals optimally (Fatimah et al., 2024). Good administration ensures smooth school operations, good coordination between teaching staff, and targeted resource allocation, which ultimately has a positive impact on the quality of learning (Maghfirah et al., 2024).

Along with the development of the era and increasingly complex educational demands, school administration must continue to adapt in order to support the improvement of the quality of education. The role of administration is no longer limited to technical functions, but also on how effective management can facilitate educational innovation and increase the participation of all stakeholders. Well-structured administration will build the foundation for schools to develop and meet high educational standards, both locally and globally (Uhansyah, 2017).

The effectiveness of school operations is highly dependent on how well the administration manages various important processes such as budgeting, class scheduling, and teaching staff management (Andriani & Hidayat, 2023). Inefficient management can result in chaos in daily school activities, such as inaccuracy in time allocation, inadequate facilities and infrastructure, and failure to achieve curriculum targets. Therefore, improvements in school administration will have a direct impact on improving operational quality and, furthermore, on overall educational outcomes (D. Y. Siregar et al., 2024).

Not only that, the quality of education produced by schools is also influenced by the effectiveness of administration (Napitupulu et al., 2022). Effective administration allows teachers to focus more on teaching tasks, because supporting processes such as providing learning materials, scheduling, and academic reporting can be managed properly. So that a conducive environment is created for teaching and learning activities and has the potential to improve student learning outcomes. Furthermore, a good administration system can also ensure that every student receives equal and quality education services.

Previous studies have shown that good school administration contributes significantly to students' academic achievement and increases operational efficiency (K. Putri et al., 2024). However, there are still several challenges that must be faced in its implementation, such as budget constraints, lack of training for administrative staff, and lack of use of technology in school management. The purpose of this study is to identify the role of school administration in improving the operational effectiveness and quality of Islamic education.

RESEARCH METHOD

This study uses a library research method, which aims to collect, analyze, and compile information from various literature sources in order to obtain a comprehensive understanding of the topic being studied. Library research is conducted by tracing, identifying, and reviewing data from various types of literature such as books, scientific journals, articles, research reports, and other related documents. The data analysis technique used is descriptive-qualitative, which aims to describe and interpret information obtained from the literature (Zed, 2014).

RESULTS AND DISCUSSION

Definition and Function of School Administration

The word administration comes from Latin which consists of two words, namely "ad" and "ministrare." The word "ad" has the same meaning as the word "to" in English, which means "towards" or "to." Meanwhile, "ministrare" has the same meaning as the word "to serve" or "to conduct," which means to serve, help, or direct. In English, "to administer" is also interpreted as organizing, maintaining (to look after), and directing. Therefore, all activities that involve assistance, service, direction, or arrangement in order to achieve goals can be called administration (Napitupulu et al., 2022).

According to The Liang Gie, administration is a series of activities involving the arrangement of the main work carried out by a group of individuals in a collaboration to achieve certain goals (Hantoro et al., 2021). Sondang P. Siagian stated that administration is the entire process of implementing decisions that have been taken, where this process is usually carried out by two or more people to achieve predetermined goals (Alauddin, 2020).

Schools are educational institutions or organizations that are formal, non-formal, or informal, which can be established by the government, the private sector, or a combination of both. Its main purpose is to provide education, manage, and guide students through the learning process carried out by educators or teachers (Elyati et al., 2022).

From these two definitions, it can be concluded that school administration includes all activities starting from control, management, and regulation that involve collaboration between various parties, so that the purpose of establishing a school to provide education through the teaching and learning process can be carried out properly.

The function of school administration is very important to ensure that the education process runs effectively and efficiently (Syukur & Setiawan, 2021). Here are some of the main functions of school administration:

- a. *Planning*. School administration is responsible for planning various educational activities and programs, including the curriculum, budget, and resources needed to achieve educational goals.
- b. *Organizing*. School administration regulates the organizational structure of the school, including the division of tasks and responsibilities among teaching staff and administration, and ensures that all elements work together well.
- c. *Directing*. Administration provides direction to staff and students, including guidance and motivation so that all parties can contribute to achieving the educational goals that have been set.
- d. *Controlling*. This function includes monitoring the implementation of educational programs and activities to ensure that everything goes according to plan. This also includes evaluating the performance of staff and students.
- e. *Coordination*. School administration functions to coordinate various activities and programs, both within the school and with external parties, such as parents, government agencies, and the community.
- f. *Reporting*. Administration is responsible for compiling reports related to school performance, student development, and budget use. This report is important for transparency and accountability.

- g. *Human Resource Development*. School administration functions to plan and implement training and professional development for teachers and staff, in order to improve the competence and quality of teaching.
- h. *Financial Management*. The administration is also responsible for managing the school's finances, including budget planning, expenditures, and management of other financial resources.
- i. *Improving the Quality of Education*. One of the main functions of school administration is to ensure that the education provided is of high quality and relevant to the needs of students and the community.
- j. *Managing the Learning Environment*. School administration also functions to create a safe and comfortable learning environment for students, which supports effective teaching and learning processes.

Scope of School Administration

School administration gives full authority to the school to plan, organize, direct, coordinate, supervise, and evaluate various components of education in the school (Uhansyah, 2017). These components include:

1. Student Administration

Student administration includes activities related to planning, implementing, and supervising students and the activities they participate in, so that the learning process can take place in an orderly manner. In general, student administration functions as a means to improve the quality of school services to students optimally. The implementation of student administration should create an environment where each student feels safe and can grow and develop well, according to their talents and interests (Satrio et al., 2021).

Some of the student administration management include:

- a. Managing New Student Admissions
- b. Managing Guidance and Counseling Programs
- c. Managing Student Distribution for Learning
- d. Recording Student Attendance and Absence
- e. Managing Student Transfers/Transferring Schools
- f. Managing Student Statistics by Class and Gender
- g. Student Master Book

2. Curriculum Administration

Curriculum administration includes all activity processes that are designed and implemented deliberately and attentively, and are carried out continuously to manage teaching and learning situations effectively and efficiently. This aims to support the achievement of predetermined educational goals.

Some of the functions of curriculum administration according to Mustopa (2023) are: *first*, Increasing the efficiency of curriculum resource utilization. Planned and effective management can empower curriculum resources and components to the maximum. *Second*, Increasing fairness and opportunities for students. To achieve optimal results, students must be given equal opportunities, not only through intracurricular activities, but also through extracurricular activities that are managed comprehensively in order to achieve curriculum goals. *Third*, Increasing the relevance and effectiveness of learning. A well-managed curriculum can meet the needs of students and their surroundings, resulting in a learning experience that is in accordance with these demands. *Fourth*, Increasing the effectiveness of teacher performance and student activities. Professional and effective curriculum management

can provide better motivation for teachers and students in achieving learning goals. *Fifth*, Increasing the efficiency and effectiveness of the teaching and learning process. The learning process must be continuously monitored to ensure alignment between the planned design and implementation. This can avoid inconsistencies between plans and implementation, and provide motivation for teachers and students to carry out learning effectively and efficiently. *Sixth*, Increase community participation in curriculum development. A professionally managed curriculum will involve the community, especially in the preparation of teaching materials or learning resources that are adjusted to the characteristics and development needs of the local area.

Some of the curriculum administration management include:

- a. Modifying the national curriculum according to the initial abilities and characteristics of students
- b. Outlining the education calendar
- c. Preparing lesson schedules and dividing teaching tasks
- d. Arranging the implementation of the preparation of teaching programs per semester and lesson preparation
- e. Arranging the implementation of the preparation of curricular and extracurricular programs
- f. Arranging the implementation of assessments
- g. Arranging the implementation of class promotions
- h. Making student learning progress reports
- i. Arranging improvement and enrichment efforts

3. Administration of Educators and Education Personnel

Administration of educators and education personnel (PTK) is a series of activities involving educators, including planning, organizing, directing, reporting, coordinating, supervising, and financing. This process utilizes all available facilities, both human resources, materials, and spiritual aspects, to achieve educational goals effectively and efficiently (Simanjuntak et al., 2024).

Some of the management of educator and education personnel administration include:

- a. Employee inventory
- b. Proposing employee formations
- c. Proposing appointments, promotions, periodic promotions, and transfers
- d. Managing welfare efforts
- e. Managing the division of tasks.

4. Administration of Facilities and Infrastructure

Educational administration in the field of facilities includes all facilities needed in the teaching and learning process, both movable and immovable, to ensure that the achievement of educational goals takes place smoothly, orderly, effectively, and efficiently. Meanwhile, infrastructure is defined as facilities that support the educational process indirectly, such as yards, gardens or school parks, roads to schools, and school regulations, and other elements (S. A. Putri et al., 2024).

School facilities and infrastructure management is tasked with planning, organizing, directing, coordinating, supervising, and evaluating the needs and utilization of facilities and infrastructure. The goal is that all of these components can provide maximum contribution to teaching and learning activities.

5. Financial Administration (Treasurer)

School financial administration is a financial management process that includes receipt to reporting of financial use responsibilities objectively and systematically. This process is very important to pay attention to, because financing issues are a crucial aspect for the continuity of a school organization (Umami & Fauzi, 2023).

In its implementation, financial management follows the principle of separation of duties between the functions of the Authorizer, Ordonator, and Treasurer.

- a. The Authorizer is an official who is given the authority to take actions that have an impact on budget receipts and expenditures.
- b. The Ordonator is an official who has the authority to examine and order payment for all actions taken based on the authorization that has been set.
- c. The Treasurer is an official who is authorized to receive, store, and spend money, and is required to prepare calculations and accountability.

The Principal as a manager, acts as the Authorizer and is given the task of being the Ordonator to instruct payments. However, he is not allowed to carry out the function of Treasurer because he has the responsibility to carry out internal supervision. Meanwhile, the Treasurer, in addition to carrying out his functions as Treasurer, is also given the role of Ordonator to verify the right to payment (Karyatun, 2016).

6. Public Relations Administration (PR)

The administration of relations between schools and the community includes the entire process of activities that are planned and implemented seriously on an ongoing basis to obtain support from the community in general and the public in particular. The goal is to increase the effectiveness and efficiency of school or educational operational activities, so that they can help achieve the educational goals that have been set (Listiyani et al., 2023). To attract the attention of the community to be willing to participate in advancing the school, various efforts need to be made, including informing the community about school programs. This includes programs that have been implemented, those that are ongoing, and those that will come, so that the community can clearly understand the school (Sinaga et al., 2023).

School Administration in Improving Operational Effectiveness and Quality of Education

School administration plays an important role in improving operational effectiveness and the quality of education. In this context, good management allows for efficient management of human resources, finances, and educational facilities. In a study conducted in several schools, it was found that schools with an organized administration system were able to create a more conducive learning environment, thus positively influencing student learning outcomes. Data shows that schools with good management have higher graduation rates and more active student participation in extracurricular activities (Q, 2024).

One key aspect of school administration is careful planning. Good planning includes not only the curriculum, but also human resource development, including training for teachers and administrative staff. In the case study, schools that conducted regular training for teachers were able to improve the quality of teaching and motivate students to study harder. This shows that investment in teacher professional development contributes significantly to the quality of education (Uhansyah, 2017).

In addition, effective communication between all stakeholders—such as teachers, parents, and students—is also an important factor in school administration. Through good communication channels, all parties can collaborate and share information related to the learning process. Research shows that schools that implement open communication tend to

have greater support from parents, which leads to increased student motivation and academic performance (Sa'dullah, 2023).

Another factor that influences the effectiveness of administration is the use of information technology in school management. Schools that adopt a school management information system (SIMS) can track student progress, manage financial data, and plan activities better (Ayuliana et al., 2019). The results of the analysis show that the use of this technology not only speeds up the administration process but also increases transparency and accountability in resource management (A. S. Siregar et al., 2024).

The quality of education is also influenced by good financial management. Schools that have a clear budget plan and prioritize the allocation of funds for basic needs, such as improving facilities and purchasing teaching materials, are able to provide a better learning environment for students. The use of the budget that is right on target has a positive impact on the teaching and learning process and facilitates student academic achievement.

However, challenges remain in running an effective administration. Some schools face obstacles such as a lack of resources, both financial and human. A study shows that a lack of support from the government or community can hinder initiatives designed to improve the quality of education. Therefore, it is important for related parties to collaborate and create innovative solutions to overcome these challenges.

CONCLUSION

Effective school administration greatly influences the quality of education. With good management, careful planning, open communication, and the use of technology, schools can create a positive and productive learning environment. All of this has a direct impact on students' academic achievement and their character development. As a suggestion, schools need to increase administrative capacity through training and professional development for staff. In addition, it is important to encourage active participation of parents in the educational process and utilize information technology to support school administration. With these steps, it is hoped that the quality of education in schools can continue to improve and reach the expected standards.

AUTHOR CONTRIBUTIONS

Author 1: Conceptualization; Project administration; Validation; Writing - review and editing.

Author 2: Conceptualization; Data curation; In-vestigation.

Author 3: Data curation; Investigation.

Author 4: Formal analysis; Methodology; Writing - original draft.

Author 5: Supervision; Validation.

Author 6: Other contribution; Resources; Visuali-zation; Writing - original draft.

CONFLICTS OF INTEREST

The author(s) declare no conflict of interest

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