

MANAGEMENT OF HUMAN RESOURCE ADMINISTRATION AT SDN 100 AND MI DARUL HIKMAH NORTH BENGKULU

A. Tsabat Izzudin¹, Moch. Iqbal²

¹Sekolah Dasar Negeri 100 Bengkulu, Indonesia

²Universitas Islam Negeri Fatmawati Sukarno, Bengkulu, Indonesia

¹Abdullahtsabatizzudin@gmail.com, ²moch_iqbal@iainbengkulu.ac.id

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Abstract: *Each school has all processes in the management of its school administration. Especially for MI whose management is under the auspices of the Ministry of Religion, while the elementary school management is under the authority of the national education ministry. Administrative management is also adjusted to the level of existing human resources. For example, a school principal who understands the concept of good management administration will look different from one who does not understand the concept of human resource administration management. Where here human resources are very important because for a KBM to take place there must be teaching staff, school operators, treasurers, committees, etc., because there must be a decent building to support the use of good KBM and qualified ATK for the continuation of an interesting learning process, and adequate facilities are needed to support all of that. The method used by the author is qualitative where all institutions have their way of administering their schools, differences and efforts and different human resources are examples of absolute differences at a school level. The results of the study show that every education budget both in MI and in elementary school is given by the provisions or techniques that apply in education budgeting, such as the number of students, the number of teaching staff, the number of buildings that must be renovated, and so on. Therefore, each school has its tips for guaranteeing existing human resources. Human resource management is needed because the existence and progress of the school depend on school management such as principals, treasurers, teachers, operators, guards, and others.*

Keywords: *management, human resource management, elementary school administration, madrasah ibtdaiyah administration.*

INTRODUCTION

Human beings were created by Allah SWT by being endowed with reason and mind as a tool in achieving their goals in life [1]. Humans have the predicate of being social beings so that they live in groups that have the same interests and goals [2]. Humans also cannot live alone, because in a human life to carry out their activities, an individual must be helped by others [3],[4].

The role of other individuals in this life is very important. Without the help of the people around him, humans cannot do anything. Living human beings are born in organizations, and educated by organizations, and almost all human beings spend their life working for organizations [4],[5]. His free time is used to play around, pray, and rest, within the

organization. Similarly, humans will die in an organization and when it comes to the funeral, the organization still holds a role [6]. In the above sense, it indicates that the organization and humans are integrated. Organizations will not run without people. Man cannot manage his time and life goals without organization [5].

The importance of human resources needs to be realized by all levels of management, including in Islamic education management [7]. No matter how advanced technology is today, the human factor still plays an important role in the success of an organization. It can even be said that management is essentially human resource management, or human resource management is synonymous with management itself [8].

Every organization in general needs human resources because for organizations, human resources are the most valuable asset they have [9]. Human resources are workers, employees, employees, or people who do or have a job [10].

Humans are creatures that cannot walk alone and this individual will look for other groups of individuals to work together and build an institution both for himself and others [11]. As for every institution, especially educational institutions, there are management techniques, and administration, in doing human resources well [12][13]. Does each educational institution, especially in MI Darul Hikmah and SDN 100, have differences in human resource management, and management administration itself? As we have seen, SDN 100 has the identity of a state school under the auspices of the National Education (National Education) and MI Darul Hikmah under the auspices of the Ministry of Education (religious department) [14].

Based on the description of the background above, the author is interested in conducting further research with the title "Management of Human Resource Administration Management at SDN 100 and MI Darul Hikmah North Bengkulu" to find out how the management of HR Administration and what factors affect the management [15].

METHOD

In this study, the author uses a qualitative approach, through a Qualitative descriptive method with descriptive analysis [16]. Descriptive research is carried out to obtain a picture of the situation or information about symptoms or findings in the field at the time the research is carried out [17]. After the data is obtained, then the data is analyzed. With this approach, the researcher is expected to be able to capture the situation and phenomena to be studied, namely to reveal the HR Administration in SD 100 and MI Darul Hikmah.

The time of this research is April 4 -April 21, 2022, at SDN 100 and MI Darul Hikmah. The subject of this research is human resources including Principals, Teachers, and Education Personnel at SDN 100 and MI Darul Hikmah.

The data collection techniques used in this study include interviews, observations, and documentation with data validity techniques using researcher extension and source triangulation [16]. The data analysis technique using Miles and Hibermen's theory includes data presentation, display, and conclusion [18].

RESULTS AND DISCUSSION

Definition of Human Resource Management

Management has the meaning of managing an individual or group where it will be conditioned on a common goal. In human resource management, it is called the term personnel management [19].

Personnel management is in the form of planning, organizing, directing, controlling, developing, compensating, integrating, maintaining, and dismissing employees, to realize the goals of the company, individuals, employees, and society [20].

In educational institutions, human resource management is all activities related to the recognition of the importance of educators and education personnel in schools as vital human resources, which contributes or contribute to the goals of the school, and utilizes functions and activities that ensure that human resources are used effectively and/or for the benefit of individuals, schools, and communities [21].

Objectives and Scope of Human Resource Management

To achieve optimal human resource meaning, management with clear goals is needed. Management goals can be seen from the lowest level, namely the personal level (personal objective), rise to a higher level, i.e. functional goals (function objective), continue to organizational objectives, and culminate in national and international community service goals (society objective) [22].

Personnel management or education personnel aims to utilize education personnel effectively and efficiently to achieve optimal results, but still in pleasant conditions [23].

Human resource management is carried out so that educators and education personnel can carry out their duties well so that they can achieve individual goals, functional goals, organizational goals, and community goals. The scope of human resource management is covered in the following table:

Scope of Personnel Management	
1. Human Resource Planning	7. Performance appraisal
2. Analysis of educators and education personnel	8. Career development
3. Procurement of educators and education personnel	9. Training and development of educators and education personnel
4. Selection of educators and education personnel	10. Creating a quality of working life
5. Orientation, placement, and assignment	11. Consultation of educators and education personnel
6. Compensation	12. Research on educators and education personnel
	13. Retirement and dismissal of educators and education staff.

Negri Elementary School

Public elementary schools are schools that stand under the auspices of the Ministry of National Education [24]. There are many school levels in districts/cities to meet compulsory learning and also equal distribution of education in Indonesia [25].

The standardization of management and administration is in line with the policy of the education office. For example, teachers are recruited by the government and financed by the government, while school financing is through BOS funds (School Operational Assistance) [26]. The learning curriculum includes general materials plus PKN, PAI, and Penjaskes materials. In addition, in elementary schools, students also learn about Indonesian as their mother tongue and English as an international language. Not only that, students are also required to understand Information Technology, Mathematics, Science, Social Studies, and Cultural Arts in equal portions [27].

Madrasah Ibtidaiyah

Madrasah Ibtidaiyah or what we often know as MI is under the auspices of the Ministry of Religious Affairs [28]. The reason is that MI does teach children about al-Islam education, but the travel time is the same as elementary school, which is for 6 years from grades 1 to 6. The curriculum used is in line with the curriculum of the Ministry of Religious Affairs [29].

School operational funds are budgeted through BOM (Madrasah Operational Assistance) and teacher recruitment through the Ministry of Religion and Ministry of Religion

regulations [30]. Islamic-based learning so that it is required to wear Islamic uniforms [31]. The learning material is more religious lessons than general lessons, religious subjects include the Qur'an and hadith, fiqh, aqidah akhik, to Arabic and Islamic culture. General courses are the same as elementary school learning materials, Natural Education, Social Education, Mathematics, Indonesian and so on [32].

The Role of Human Resource Management in Elementary and Middle School

Human resource management today has received sharp attention from various parties. Human resources have a greater impact on organizational effectiveness than other resources. How well human resources are managed will further determine the organization's future success [33].

An organization in realizing its existence to achieve its goals requires effective human resource planning. As the first and main factor in the development process, human resources have always been the subject and object of development. The administrative process is also greatly influenced by human resource management [34].

Because of the importance of the role of human resources in the implementation and achievement of organizational goals, human resource management must pay attention to several aspects, such as staffing, training and development, motivation, and maintenance which was stated in more detail by Laili Isnaniah, in his textbook entitled "Human Resource Management" states that Human resource management is the attraction, selection, development, maintenance, and use of human resources to achieve both individual and organizational goals". The most important role in education management is one of the main or central goals [35].

Human Resource Administration Management at SDN 100 B/U and MI Darul Hikmah

1. Human Resource Management Procedures

After research, it is known that each school has all the processes for managing the administration of their respective schools. Especially for MI Darul Ulum whose management is administrative and managerial under the control of the Ministry of Religion and is different from SD Negeri 100 B/U which is under the authority of the National Education Office. Administrative management is also adjusted to the level of existing human resources. For example, a school principal who understands the concept of good management administration will be different from those who do not understand the concept of human resource administration management. Where here human resources are very important because for a KBM to take place there must be teaching staff, school operators, treasurers, committees, and others. Because there must be a decent building to support the use of representative KBM and ATK that can operationalize school administration activities to achieve an interesting learning process adequate facilities are needed to support all of that [36].

2. Standardization of Human Resource Administration Management

Based on research in the field, human resource management at SDN 100 B/U based on the National Education System (SISDIKNAS) includes teacher competency standards. Law No. 15 of 2005 concerning teachers and lecturers is required to have a minimum of S.1 diploma / Akta IV [37]. The recruitment is through the policy of the Ministry of National Education through a selection system. The division of teacher duties is more systematic with a focus on work efficiency and ASN teachers have regular training organized by the National Education Office as well as standardized performance evaluations through the Teacher Performance Assessment (PKG) system [38].

Unlike at MI Darul Hikmah, the management is in the policy of the Ministry of Religious Affairs, with additional regulations related to Islamic education [39]. The management standards remain based on the national education system, but there is a special emphasis on

the integration of Islamic religious values in learning. The teacher recruitment process is more flexible, according to the needs of the organizing foundation so that they have the status of Foundation teachers and there is a placement from the Ministry of Religion with the status of ASN religious teachers [40].

CONCLUSION

Based on the results of the research and discussion above, it can be concluded that each school has all processes in the management of its school administration. Especially for MI whose responsibility is under the Ministry of Religious Affairs. There is a difference in administrative management at State Elementary Schools under the auspices of the Education Office. Administrative management is also adjusted to the level of understanding of existing human resources. For example, a school principal who understands the concept of management administration well will be different from those who do not understand the concept of human resource administration management. Therefore, human resource management is very important because the existence and progress of the school depend on school management such as the principal, treasurer, teacher, operator, guard, and others.

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Author's Contribution

All authors contributed equally to the publication of this paper, all authors read and approved this paper, and all authors declare no conflict of interest.

Conflict of Interest

All authors state that there is no conflict of interest.

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