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Educational Personnel Administration

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ABSTRACT

Educational personnel administration is the entire process of activities that are planned and carried out deliberately and seriously as well as providing ongoing and ongoing guidance to teachers and employees in schools or educational institutions. Personnel administration is the entire structuring process that is concerned with the problem of obtaining and using the workforce and the school efficiently, in order to achieve predetermined school goals. With good administration of teachers and employees, we can achieve our business goals even better, namely more effectively and more efficiently. This administration is a tool to achieve goals faster, more successfully, more economically in the use of tools and costs. In personnel administration, it is the main supporting element that enables students to excel in the teaching and learning process. Among personnel members there are arrangements of duties and responsibilities.

Keywords: Administration, Teachers, Employees.

INTRODUCTION

Educational personnel administration encompasses a series of activities that are carefully planned and executed with dedication to manage and continuously guide teachers and staff in schools or educational institutions. Personnel administration involves all the processes related to the recruitment and efficient utilization of workforce within schools, aimed at achieving the predetermined goals of the institution. With effective personnel administration for teachers and staff, the objectives of educational organizations can be achieved more optimally, effectively, and efficiently. This administration serves as a tool that enables the attainment of goals more quickly, with better results, while saving resources and costs. Within personnel administration, there are essential components that help support students in excelling during the learning process. Each staff member is assigned structured duties and responsibilities to ensure the smooth operation of the institution. (Kuswardani, 2020)

With good personnel administration for teachers and staff, we can achieve our organizational goals more effectively and efficiently. This administration becomes a tool to reach objectives faster, more successfully, and with greater savings in the use of resources and costs. In personnel administration, it serves as a primary supporting element that allows students to excel in the teaching and learning process. Among the staff, there is a clear allocation of duties and responsibilities.

METHODS OF RESEARCH

The method used in this research is library research, which involves the collection of data by understanding and studying theories from various literature related to the administration of teaching staff and employees.

RESULT AND DISCUSSION

Personnel, in its broad sense, includes all human elements involved in administrative activities, such as teachers, staff, and students. However, in this context, the term "personnel" is used solely for the group of officials, namely teachers and other staff members. Each of these personnel groups has specific duties and responsibilities, as well as clear working relationships. The principal is usually assisted by one or several people. (Wibisono & Fatimah, 2024)

The vice principal coordinates the affairs/activities of teaching and learning, student affairs, educational facilities and infrastructure, and the relationship between the school and the community. Meanwhile, the non-educational personnel group is led by a head of administrative affairs.

Personnel administration involves all processes related to the organization of acquiring and utilizing the workforce in schools efficiently, to achieve the predetermined goals of the school. Educational personnel administration encompasses all planned and deliberate activities aimed at managing and continuously guiding teachers and staff in schools or educational institutions.

The urgency of teacher personnel administration is crucial in creating a quality and effective educational system. Good administration ensures that every teacher is managed in a structured manner, from recruitment, placement, to career development. With effective personnel management, schools can ensure that the recruited educators have qualifications that meet the school's needs and are committed to

providing the best education for students. This also allows the school to map out educator needs, address teacher shortages, and plan for the regeneration of teaching staff. (Syukri, Nabila, Anjani, Kabeakan, & Azzahra, 2023)

Additionally, teacher personnel administration is vital to ensuring the welfare of teachers through fair systems of salaries, benefits, and recognition, which ultimately influence their motivation and performance. Good management helps teachers feel appreciated and supported in their career development, which can enhance their productivity and dedication to teaching. Without proper personnel administration, schools are at risk of issues such as low teacher performance, high stress levels, and uncontrolled teacher turnover, all of which can negatively impact the quality of education.

In conclusion, it can be summarized that personnel administration refers to the people who carry out certain tasks to achieve the desired goals of school education.

Organization of School Staff

An organization consists of a number of parts/elements with several individuals/staff members arranged hierarchically and working together to achieve specific objectives. The characteristics of an organization are:

1. There are tasks that must be carried out.
2. There is a division of labor that requires coordination among group members.
3. There are additional elements that provide dynamics to the organization through specific interactions. Based on the division of labor, school personnel are usually grouped into two categories:

1. Educational Staff

Educational staff are employees responsible for teaching and learning activities, either directly in the classroom handling specific subjects or indirectly as support personnel.

2. Non-Educational Staff

Non-educational staff are employees who assist in the smooth operation of teaching and learning activities, such as administrative staff and janitors/helpers.

Administrative Activities and Instruments Used in Relation to School Personnel Matters:

1. Personnel List

The personnel list contains the identity or complete information about the employee or staff member, whether they are a teacher or administrative staff. In addition, each staff member should have a specific file folder to store official documents or certificates, which may include copies or photocopies closely related to personnel matters.

2. Attendance List for Teachers/Staff

The attendance of teachers and staff at school is essential for achieving educational goals. Therefore, it must always be monitored by the principal. For elementary school teachers, the attendance list may be daily, meaning the teacher signs it every day. However, for secondary school teachers, the attendance list can be based on teaching hours.

3. Record

conduct record is a list that contains the evaluation of an employee, prepared by their supervisor or manager. In this case, the principal prepares the conduct record based on the evaluation of the teachers under their supervision.

Personnel Administration Activities

1. Personnel Procurement Plan

In the effort to procure educational personnel, whether teachers or staff, thorough planning is necessary, including determining the number of personnel required and the specific expertise needed. This must be aligned with the needs of the educational institution in question. (Yani & Srimulat, 2023)

In creating the personnel procurement plan, the following activities are necessary:

a. Job Analysis

Job analysis is the process of reviewing all positions or jobs within an educational institution. The purpose is to determine how many personnel are needed according to the roles and expertise required by the institution.

b. Personnel Inventory

Personnel inventory is the recording or registration of the number and identities of existing personnel.

c. Personnel Procurement

According to Article 16, Paragraph 1 of Law No. 8 of 1974 concerning the fundamentals of civil service, it is stated that the recruitment of civil servants is an effort to fill available positions. Personnel planning involves determining the number and types of skills/expertise required, placing people in jobs at specific times that will, in the long term, benefit both individuals and the organization.

4. . Organization, Appointment, and Placement of Prospective Employees/Personnel

In order for personnel to carry out their duties properly and successfully, they need to be organized by considering the following aspects:

- a. Educational background, diploma/expertise, and work interests
- b. Work experience (especially in fields of interest or expertise)
- c. Potential for career development or advancement
- d. Attitude, appearance, and personality traits.

For the success of this organization, the school administrator/leader should provide a suitable, peaceful, safe, and comfortable working environment, so that employees become more devoted to their work.

In Law No. 8 of 1974, Article 19, it is stated that appointments to positions are based on work performance, work discipline, loyalty, dedication, experience, and trust, as well as other objective criteria. (Hidayatullah & Dahlan, 2019)

The activities carried out in the appointment and acceptance of prospective employees include:

- a. Applicants who have been declared or determined to have passed can be accepted or proposed for appointment as candidates for civil servants by the authorized official to the National Civil Service Agency (BAKN). After approval, the individual will be appointed as a candidate for civil service by issuing an official appointment letter in accordance with applicable government regulations.

b. Placement of Employees/Teachers

The placement of employees is not an easy task and requires careful consideration and deliberation.

Some difficulties in the placement of employees include:

- 1) Generally, employees prefer to work in cities and want to pursue higher education. In addition, cities offer facilities and opportunities for professional development and other work that can increase income.
- 2) Employees are often reluctant to be placed in remote areas due to the lack of adequate facilities, resulting in a shortage of teachers in those areas.
- 3) There is a growing tendency for more students to enroll in teacher training schools, which is not proportional to the number of students they will teach
- 4) There is no thorough planning in the placement of employees/teachers, resulting in an insufficient number of teachers to meet the needs.
- 5) Personnel administration is highly bureaucratic, which significantly hinders the smooth procedure of appointing and placing teachers or personnel in general.

To overcome the difficulties in the placement of employees/teachers mentioned above, the following actions can be taken:

- 1) Teacher placement should be based on the results of established selection criteria.

Placement should be adjusted to the needs of the school in question.

- 2) The distance between the teacher's residence and the school should not be too far or difficult to travel.
- 3) Gender and marital status should be considered for certain schools
- 4) The teacher's educational background and previous work experience should also be taken into account.

c. Teacher Income/Salary

Regarding the income or salary that will be received by the employee, the following considerations should be made:

- 1) Prospective employees have the right to receive income or salary in accordance with applicable laws and regulations.
- 2) Upon appointment, a prospective employee, according to Government Regulation No. 6 of 1976, Article 15, may count their previous service period if they had served as an employee before their appointment as a civil servant was issued
- 3) The right to a salary takes effect in the month when the prospective employee officially begins their duties.
- 4) Employee/Teacher Employment Status

a) Probation Period

The probation period lasts a minimum of 1 year and a maximum of 2 years.

b) Appointment as Civil Servant/State Teacher

The requirements for a prospective employee to be appointed as a civil servant include:

- Demonstrating loyalty and adherence to Pancasila, the 1945 Constitution, the state, and the government.
- Showing good character and conduct.

- Demonstrated proficiency in performing duties
- Fulfilled the requirements for physical and mental health.

3. Promotion, Service Examinations, and Credit Points for Teacher Functional Position Promotion

There are various types of promotions, including:

- a. Regular Promotion – a promotion given to civil servants who meet the required criteria, regardless of the position they currently hold.
- b. Selective Promotion – granted to civil servants who hold certain structural or functional positions.
- c. Special Promotion – a promotion awarded to civil servants one level higher than their previous rank.
- d. Service-Based Promotion – a promotion one level higher as a reward for civil servants who have completed years of service.

4. Career Development and Improving the Quality of Educational Personnel

a. The Importance of Career Development

Career development for educational personnel is based on the benefits and needs of the educational institution. Through career development, it is expected that:

- 1) The quality and enthusiasm of teachers in carrying out their duties will continue to grow.
- 2) The quality of education in schools will improve.
- 3) School administration will function more effectively.
- 4) Guidance and counseling for students will become more effective
- 5) Relationships between teachers and students, teachers and principals, as well as between the school and parents and the community, will be better maintained (Mulyasa, 2022)

b. Several Aspects to Consider in Career Development

There are several aspects to consider in the career development of educational personnel, including:

- 1) A clear and concrete understanding of educational and teaching goals.
- 2) The ability to select appropriate teaching materials.
- 3) The capacity to understand the problems, interests, and needs in the learning process of children.
- 4) The ability to organize available learning materials and experiences.

c. Work Morale and Productivity

There are several factors that influence the level of a person's work morale:

- 1) Interest or attention towards the job
- 2) Wages or salary received as compensation for the work performed
- 3) Social status associated with the job
- 4) Noble purpose or level of dedication related to the job
- 5) Work environment and human relations factors involved in the job

d. Employee Welfare

- 1) Efforts to improve the welfare of civil servants:
- 2) Taspen, regulated by Government Regulation No. 9 of 1963, explains that Taspen participants are entitled to receive a sum of insurance. This amount is received when the participant retires as a civil servant.

3) Healthcare Access or Insurance, regulated by Presidential Decree No. 230 of 1968, dated July 15, 1968. The purpose of this access is to provide health care support to civil servants, retirees, and their family members.

4) Civil servants are also encouraged to participate in government initiatives aimed at improving their standard of living. This includes giving them the opportunity to join or become members of civil servant cooperatives in their respective environments.

e. Transfer, Dismissal, and Retirement

Every civil servant is given the opportunity to transfer from one location to another for certain reasons. These transfers are intended to ensure the implementation of state duties or for the welfare of the civil servant.

There are several reasons for civil servant dismissal, including: personal request, reaching retirement age, organizational downsizing, misconduct, mental or physical health issues, abandonment of duty, death, or being declared missing.

Civil servant pension rights are regulated by Law No. 11 of 1969. Retirement refers to the cessation of duties for a civil servant who has reached the designated retirement age or has chosen to retire. The retirement age for civil servants is set at 56 years, but this can be extended to 65 years. (Yulia, 2019)

Teacher Code of Ethics

The teacher's code of ethics is a set of regulations or laws concerning the ethical conduct of a teacher as an educator, encompassing elements of morality, ethics, customs, and traditions.

Teacher Code of Ethics

The teacher's code of ethics is based on the philosophy of Pancasila with all the principles contained within, and the 1945 Constitution:

- 1) Teachers are devoted to fully guiding students in the effort to shape well-rounded individuals in accordance with Pancasila values.
- 2) Teachers demonstrate professional honesty in applying the curriculum according to the needs of each student.
- 3) Teachers communicate information about students and avoid any form of misuse of power and authority.
- 4) Teachers create a positive school environment and maintain the best possible relationships with parents for the benefit of the students.
- 5) Teachers maintain good relationships with the community around the school and the wider community for the sake of education.
- 6) Teachers, individually or collectively, strive to develop and improve the quality of their profession.
- 7) Teachers foster and maintain relationships with fellow teachers, both in the work environment and in the broader educational context. Teachers collectively maintain, improve, and develop teacher professional organizations as a means of service.

CONCLUSION AND RECOMMENDATIONS

Personnel administration for teachers and staff encompasses the entire process of managing issues related to the recruitment and utilization of manpower within schools efficiently, to achieve the pre-determined goals of the school. From the perspective of staff management, chronologically, according to the handling process, this aspect includes methods of placement and assignment, maintenance, development, evaluation, and handling of work termination.

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