

Madrasah Education Management Ibtidaiyah Ma'arif Saman Bantul

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Abstract: This study aims to reveal the management of MI Ma'arif Saman in terms of the management of the curriculum, educators and education staff, student, facilities and infrastructure, and school and community relation. This study uses the qualitative research method with a phenomenology design by conducting in-depth exploration of madrasah education management activities at Madrasah Ibtidaiyah (MI) Ma'arif Saman an institution education under the auspices of the Nahdlatul Ulama Ma'arif Education Institute (LP Ma'arif NU). The data are collected through observation, interviews, and documentation. The data analysis uses the model of Miles, Huberman, and Saldana. The results of this study show that the management of education of MI Ma'arif Saman is done in several ways to make the management of education in both MI more organized and effective. Both schools have developed Curriculum 2013. The existing teaching and educational staff can increase the quality and quantity in teaching and learning activities because they are carried out by various methods to provide materials, not just using the lecture method alone. However, in the new school year 2019/2020, received two prospective students despite not distributing brochures or announcing registration for new student admissions. Whereas MI Ma'arif Saman won a class for new student candidates by favoring excellent programs that are still rarely held in primary schools. In general, the relationship between schools and communities run well to jointly advance education in Indonesia, especially in MI Ma'arif Saman.

Keywords: *management, madrasah, MI Ma'arif.*

INTRODUCTION

Education for everyone is very important where the government has made a law that says nine years of compulsory education. According to (Sanusi & Rusdiana, 2017) education is basically an effort to preserve cultural values in society. Humans as the main input in education psychologically are beings who are able to think, behave, and have potential, therefore the government also strongly supports the existence of education in Indonesia, as well as in Law No. 20 article 1 concerning SISDIKNAS (National Education System) (2007: 2) states 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 religious spiritual strength, self-control, personality, intelligence, noble character, and skills needed by him, society, nation and state.

Ibtidaiyah Madrasah Ma'arif Saman (MI Ma'arif Saman) is one of the educational institutions that has religious values in it, MI Ma'arif Saman is a madrasa that is on the same level as an elementary school sheltered by a foundation of educational institutions ma'arif nahdlatul ulama (Ma'arif NU LP) which has been stated by Qomar (2014: 95) that so far it has been realized that madrasa education is largely or on average the quality of education is very low and that awareness has not been realized in the form of active involvement in providing strategic solution.

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Therefore, child researchers discuss the management of education in MI Ma'arif Saman by using (mulyasa, 2003). Defining education management is a process of developing collaborative activities of a group of people to achieve predetermined educational goals. The process of controlling group activities includes planning (planning), organizing (organizing), mobilization (actuating), and supervision (controlling) as a process to become a vision into action. By presenting in the field of curriculum, facilities and infrastructure and students.

THEORY

Field of Education Management Plans

Curriculum National education objectives in Indonesia are based on the views and ways of life of Indonesian people, namely Pancasila as an implication of the Pancasila values adopted by the Indonesian people, and reflected in the formulation of the objectives of the Indonesian national education contained in Law no. 20 of 2003, namely: national education based on Pancasila and the 1945 Constitution of the Republic of Indonesia. (UPI, 2017)

Planning curriculum

(kompri, 2014) first curriculum planning. As a concept a program or learning plan seems to be followed by experts. Today which states that the curriculum is basically a planning or student experience program directed by the school.

Implementation of the curriculum

(jabar & dkk, 2016) most of the implementation of the curriculum is related to teaching activities. These include teaching methods, materials and resources, which are often listed in teaching materials and are often also observed in the classroom when teaching and learning activities take place.

Curriculum Evaluation

Curriculum evaluation involves procedures for evaluating student outcomes and curriculum plans. Evaluation data is the basis for decision making and planning between education managers, they, often delegate it to outside supervisors or consultants who report them to administrators, who in turn have the option to communicate findings to teachers, parents and the community.

Students according to the (UPI, 2017) based on the origin of the word, understanding management of students is a combination of the words management and students. Management of students according to the general provisions of RI law No. 20 of 2003 concerning the National education system is a community member who seeks to develop self potential through the learning process that is available on certain pathways, levels and types of education.

Soebagio (minarti, 2012) is a structuring or all activities related to students, namely starting the entry of students to the exit of these students from a school or institution. Whereas Ari Gunawan defines student management as the whole process of activities planned and attempted as deliberately and continuous guidance for all students to be able to participate in the teaching

and learning process effectively and efficiently starting from the acceptance of students to the discharge of students from a school.

Various opinions above can be concluded that students are someone who will develop themselves to reach the potential they already have in various levels that must be carried out in accordance with the applicable rules and carried out as well as possible so that the desired goals can be achieved.

a) Analysis of the needs of students

the first step in the activities of students is to carry out a needs analysis, namely by determining the students needed by the educational institution. The steps taken in carrying out there are several steps of the (UPI, 2017) namely:

(1) Plan the number of students

Determining the number of students is very important for teaching and learning activities which must see the condition of the class that can accommodate several students and the tone of some teachers to be able to teach students who have been accepted, therefore planning the number of students who will be accepted is necessary and considered.

(2) compile a student activity program

Arranging student programs that will be carried out for students while studying at the school is very important because it needs to be arranged as follows: vision and mission of the institution, interests and talents of students, facilities and infrastructure, existing or available budgets, and educators and education which exists.

(3) Selection of students

Selection of students is the selection of prospective students to determine whether or not prospective students are accepted for educational institutions that have been registered in accordance with applicable regulations. Selection of students is important, especially for institutions whose student clones exceeds the predetermined power. That way can be seen from the test or test, tracing ability abilities and the last from the STTN value or the UN score.

After it was determined that the students who had been accepted and not accepted were then announced. Announcement of the selection results is announced in accordance with the time set.

(4) Orientation

The orientation of students who have been accepted is the activity of accepting new students by introducing the situation and conditions of educational institutions where later the students take the teaching and learning activities.

(5) Placement of students

Before students who have been accepted in an institution then must first be grouped in study groups in accordance with the classroom system or educational institution in force. According to Hedyat Soetopo in the (UPI, 2017)(6) Development and development of students

The next step in the management of participants is to provide guidance to students to develop and guide students. Students must carry out various kinds of activities which are usually called curricular and extra curricures. This curricular activity is a teaching activity in the classroom

with a predetermined schedule while the extra curricula are all activities that have been determined in the curriculum to train the abilities that exist in students.

(7) Recording and reporting

Recording and reporting of students in an educational institution is very necessary, the activity of recording and reporting begins with the students being accepted at school until they graduate or finish leaving the school. Registrar needs to be done so that the institution can guide optimally and as an institution's responsibility so that the parties involved can be able to know the development of students.

(8) Graduation and alumni

Graduation is the final process of student management. Graduation is a statement from an educational institution about the completion of an education program that must be followed by students. After students have successfully passed the exams that have ended, the students have no ties with educational institutions but are expected to be able to maintain the relationship between the institution and alumni.

Management of Mulyasa Infrastructure Facilities (mulyasa, 2003) Educational facilities are equipment that is directly used for the educational process, such as tables, chairs, classes, and teaching media. Educational infrastructure is a facility that indirectly supports the course of the educational process, such as courtyards, gardens and parks. Educational facilities and infrastructure are also often referred to as school facilities or equipment. School equipment management can be interpreted as a collaborative process for the efficient and efficient use of all educational equipment.

a) Determine needs

This need is related to the process of finding information relating to the needs of the tools or data sources needed in a teaching and learning process. This activity involves several parties who have interests, the school can also involve the school community in determining the needs of facilities and infrastructure.

Determining needs with careful planning is an activity process to describe beforehand the things that will be done later in order to achieve the objectives that have been set. Kompri (2014: 248) in this case the intended plan is to specify the design of the purchase, procurement, distribution or manufacture of equipment in accordance with the needs of the school.

b) Procurement process

The procurement process is an advanced process of needs analysis, the procurement process is a process that brings in tools or goods for the process of learning activities.

(kompri, 2014) argues that procurement is an activity or to realize a plan to be a real action in an effort to achieve the determined goals effectively and efficiently, because the predetermined plan has value if implemented effectively and efficiently. The system for the procurement of facilities and infrastructure can be done in various ways.

c) Use

Usage is a process to optimize the function of the facility in supporting the process of teaching and learning activities. Some things that must be considered in the use of educational

facilities and infrastructure. First, the importance of arranging a schedule of uses, should not clash with other groups. Second, the main activities at school must be made as the top priority. Third, when the submission time should be submitted at the beginning of the year. Fourth, the appointment of personnel according to expertise in the field of ability. Fifth, scheduling must be clear between extracurricular and intracurricular.

d) Recording / Inventory

Inventory is an activity of recording or registering goods in an orderly and orderly manner, the necessity for recording must be provided with administrative instruments such as books for receipt of goods, books for purchase of goods, inventory master books, inventory class books, books not inventory and books made for stock .

(kompri, 2014) Inventory of educational facilities and infrastructure can be interpreted as recording and compiling state-owned goods systematically based on applicable provisions or guidelines.

e). Maintenance and Storage

Effective maintenance can be carried out with facilities and infrastructure in accordance with the needs of people who are already in schools such as textbooks in the library unit and so on. (kompri, 2014)

METHOD

This is a qualitative phenomenological research by setting MI Ma'arif Saman data collection is done by conducting observations or observations, interviews and documentation. Data analysis is performed by providing an explanation of the data that has been collected. Data checking is done by triangulating or comparing data from various sources and drawing conclusions.

CONCLUSION

Ma'arif Saman's Madrasah curriculum is carried out by planning involving Kasi Dikmad, Head of UPT PPD Sewon Subdistrict, Supervisor, Madrasah Committee and Teacher on 10 July 2018 to be used as learning guidelines in MI Maarif Saman 2018/2019 academic year set in Bantul on July 13, 2018, then carried out by making a learning program plan for teaching and learning activities. Organizing the curriculum is carried out by the head of the madrasa to organize the curriculum for the teachers by referring to the learning program plan (RPP) and the adjusted schedule. Direction is carried out according to class conditions with the creativity of each teacher to motivate students to be enthusiastic in learning and teaching activities. Supervision is carried out by curriculum evaluation conducted to improve if there are deficiencies in the curriculum.

Madrasah Ibtidaiyah Ma'arif Saman students are planned by analyzing the acceptance of new students to fill one class with a maximum of 28 new students. Organizing students with the formation of a new student admission committee (PPDB) with good strategies to attract students to become students in Ibtidaiyah Madrasah Ma'arif Saman. Raising for students by holding extracurricular activities to develop talent for students and superior programs for Tahfidz. Supervision is carried out by evaluation at the end of each semester by dividing the final semester results or report cards.

Facilities and infrastructure Madrasah Ibtidaiyah Ma'arif Saman is carried out by planning by analyzing the needs of goods needed to be held by buying light items and making proposals for heavy or large items. Organizing according to what is needed and which must be used in accordance with what needs to be used. Briefing is carried out by maintaining facilities and infrastructure to maintain the cleanliness and durability of the facilities and infrastructure available at Ibtidaiyah Madrasah Ma'arif Saman. Supervision is carried out with a bookkeeping inventory to find out the facilities and infrastructure that can still be used or cannot be used or used.

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