



Management of Educational Facilities and Infrastructure in Improving Learning Productivity in Elementary Schools

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Abstract. Management of facilities and infrastructure in educational units is very important, if the planning is well regulated, it will certainly be in accordance with the expectations and desired goals in a quality learning process. The purpose of the study was to describe the management of facilities and infrastructure at the State Elementary School 1 Laloeha. The research method used is the descriptive qualitative method. The research was conducted at the State Elementary School 1 Laloeha with the research subjects including the principal; vice principal for student affairs and curriculum; treasurer; and administrative staff. Data collection techniques are in the form of observation, interviews, and documentation. The data analysis technique used descriptive analysis. The results of the study indicate that the policy for planning for facilities and infrastructure is prepared at the beginning of the year by analyzing needs; The policy for the procurement of facilities and infrastructure is not in accordance with existing procedures; policies for organizing facilities and infrastructure are not in accordance with the school principal's decision; supervision of facilities and infrastructure is less responsible.

Keywords: Elementary School Learning · Facilities and Infrastructure

1 Introduction

Learning in the education unit will run according to the plan and the desire to achieve the goals of the educational components are fulfilled which are supported by educational facilities and infrastructure. Thus, learning is effective, efficient, useful, and of good quality.

Good school quality cannot be separated from the participation of teachers with good quality output and education. Quality is the ability to produce something which, when associated with performance, leads to effectiveness and efficiency.

To make a quality school, it is necessary to pay attention to the factors that have an influence on the quality of education, including morals, work ethics, motivation, attitudes, discipline, health, achievement opportunities, environment, work climate, technology, satisfaction, human relations, level of education. education, government policies, and facilities and infrastructure. A person will get a proper and good education if the

school pays attention to many things, both its management, facilities, and infrastructure, as well as the learning system.

SD Negeri 1 Laloeha is one of the leading state elementary schools. An educational unit can be said to be a superior school if it meets several criteria, one of which is educational facilities and infrastructure to support learning activities. However, based on observations, the school does not yet have adequate class completeness based on the number of students.

Students are reduced in-class hours due to insufficient classrooms, so they have to enter alternately with other classes that use the room. Therefore, researchers are interested in knowing the causes of inadequate school facilities and infrastructure which is said to be one of the leading elementary schools in Kolaka Regency.

The term management is quite broad and addresses everything from standardized procedures for the control of production processes to the leadership and charisma of managers [1]. Management is a concept that is familiar to people in all professions and management of types of organizations [2].

Learning facilities are able to improve the quality of education through school productivity [3]. Educational facilities and infrastructure are important components of education and become one of the eight national education standards. The importance of educational facilities and infrastructure is so important that every educational institution (school) strives to meet the standards of facilities and infrastructure in order to improve the quality of schools.

Completeness of facilities and infrastructure is one of the attractions for prospective students, parents, and the community. Types of standardized facilities and infrastructure include education units, land, and buildings, as well as the completeness of other facilities and infrastructure.

Educational facilities are highly valued by citizens and play an important role [4]. Education infrastructure of high-quality means that students have adequate temperature, lighting, and functional furniture that are likely to improve the quality of their learning experience [5].

The teaching-learning process (PBM) or teaching-learning activities (KBM) will be more successful if it is supported by adequate school facilities and infrastructure so that the government always strives to continuously equip school facilities and infrastructure for all levels of education so that wealth The physical state of the country in the form of school facilities and infrastructure is very large.

Facilities and infrastructure as an integral part of all learning activities in the education unit have a function and role in achieving learning activities according to the curriculum of the education unit. This is the fulfillment of appropriate and efficient (effective and efficient) facilities and infrastructure, a proper needs analysis is needed in planning it.

The output of the achievement of the initial goals of an educational institution is expected to be sufficient for its facilities and infrastructure, however, in order for educational facilities and infrastructure to be adequate and relevant to needs, a more in-depth study of the management of facilities and infrastructure is needed. The goal is that the school's vision and mission will be achieved in accordance with the initial planning. As stated in the Regulation of the Minister of National Education of the Republic of

Indonesia Number 24 of 2007, educational units (schools) must have facilities and infrastructure including classrooms, library rooms, laboratories, leadership rooms, teachers' rooms, places of worship, school health business (UKS), and Sports field.

Learning facilities are everything that can facilitate and expedite the implementation of business [6]. Educational facilities are a set of tools and equipment that are directly used and support the educational process, especially the teaching and learning process such as buildings, classrooms, tables, and chairs as well as learning tools and media so that educational goals can run smoothly, regularly, effectively, and efficiently. While educational infrastructure is a piece of basic equipment that indirectly supports the implementation of the educational process in schools.

2 Methods

The research method used is the descriptive qualitative method. The research was conducted at the State Elementary School 1 Laloeha, Kolaka Regency, Southeast Sulawesi. Data was collected by means of observation, interviews, and documentation. Sources of data in the study were principals, vice principals for student affairs, vice principals for curriculum, teachers, and administrative staff (TU). Data analysis used descriptive analysis consisting of three activity lines, namely data reduction, data presentation, and conclusion drawing/verification.

The interview instrument regarding the management of facilities and infrastructure at the State Elementary School 1 Laloeha consists of 4 items. The first point is about the planning of facilities and infrastructure in improving the quality of learning at the State Elementary School 1 Laloeha which includes: (1) Has a plan been made to meet the needs of school supplies? If so, what is the purpose? (2) Is the plan for the development of facilities and infrastructure made a work program? If yes, how does the program development process work? (3) Does the plan for the development of facilities and infrastructure form/involve school personnel? If so, who is involved? (4) How is the needs analysis and budgeting done to plan the procurement of facilities and infrastructure? and (5) If in the implementation of the program it turns out that the plan cannot run perfectly, will you revise the planning of facilities and infrastructure? If so, how was the revision process carried out?

The second point is about the procurement of facilities and infrastructure in improving the quality of learning at the State Elementary School 1 Laloeha which includes: (1) Is the procurement of school facilities and infrastructure based on a needs analysis? (2) What is the mechanism for the procurement of school facilities and infrastructure? (3) How do I get school supplies? and (4) What is the form of the procurement report? The third point is about organizing facilities and infrastructure in improving the quality of learning at the State Elementary School 1 Laloeha which includes what are the procedures for organizing school facilities and infrastructure. The fourth point is about the maintenance of facilities and infrastructure in improving the quality of learning at the State Elementary School 1 Laloeha which includes: (1) If in the implementation process there are items that cannot be used, is there a maintenance program? (2) Is there a procedure for maintaining school facilities and infrastructure? (3) How is the process of maintaining school facilities and infrastructure? (4) Who is directly responsible

for school facilities and infrastructure? and (5) Are all equipment in the school well maintained?

The instruments for observing the management of infrastructure related to the quality of learning at the State Elementary School 1 Laloeha include: the focus of observations on the facilities and infrastructure owned and the things observed regarding the facilities and infrastructure that support student learning activities.

3 Results and Discussion

The planning process for facilities and infrastructure for the next academic year is carried out by deliberation. Schools involve all teachers in planning school facilities and infrastructure. At the time of making the plan adjusted to the available budget. Teachers are given the opportunity by the principal to express ideas or ideas about what facilities and infrastructure are needed for one year. The first step taken in the procurement of educational facilities and infrastructure is determination. The determination made with the school refers to the prioritized needs to support the learning process. The purpose of determining the facilities and infrastructure to meet the needs of the learning process in the classroom. Thus, the procurement of educational facilities and infrastructure is carried out by the school leadership based on a mutual agreement and by looking at the needs needed by the school at the State Elementary School 1 Laloeha.

The procurement of facilities and infrastructure at the State Elementary School 1 Laloeha is based on a needs analysis and its functions in accordance with the previously prepared plan. Procurement of facilities and infrastructure adjusts to the budget owned by the school. The procurement of facilities and infrastructure at the State Elementary School 1 Laloeha is carried out by purchasing from the student facilities and infrastructure fund and from the school operational cost fund (BOS). Because, State Elementary School 1 Laloeha is under the auspices of the ministry of education, culture, research, and technology.

Procurement of facilities and infrastructure is the first operational function in schools. This function is essentially a series of activities to provide facilities and infrastructure in schools as needed, both in terms of type, specifications, quantity, time, and place with prices, and sources that can be accounted for. Procurement of educational facilities and infrastructure is the activity of providing all types of facilities and infrastructure in accordance with the needs in order to achieve the educational goals that have been previously set.

The way to obtain facilities and infrastructure in schools to support learning activities is by buying. Every purchase of equipment is known by the principal. All goods purchased will be made with a report on the procurement of facilities and infrastructure that is known by the principal. The activity of procuring facilities and infrastructure itself also has a function to regulate and organize the fulfillment of the required facilities and infrastructure related to the desired type, quantity, quality, place, and time.

Organizing the facilities and infrastructure at the State Elementary School 1 Laloeha is the responsibility of the principal. By giving authority or duties to the deputy principal in terms of facilities and infrastructure. Facilities and infrastructure related to the learning process is the responsibility of the vice principal in the field of curriculum, while facilities

Table 1. State elementary school facilities and infrastructure I Laloeha.

| Types of Facilities and Infrastructure | Amount | Condition |
|--|--------|--------------|
| Principal's office | 1 | worthy |
| Teacher's room | 1 | worthy |
| Classroom | 10 | worthy |
| Library room | 1 | not feasible |
| Teacher's bathroom | 1 | not feasible |
| Female teacher's bathroom | 1 | not feasible |
| Boys' bathroom | 2 | not feasible |
| Girls' bathroom | 2 | not feasible |
| Warehouse | 1 | not feasible |
| Sports field | 1 | not feasible |
| Canteen | 1 | not feasible |
| School Health Business (UKS) | 1 | not feasible |

and infrastructure related to student extracurricular activities are the responsibility of the vice principal for student affairs. The administration section provides a label or number on every facility and infrastructure owned by the school.

Organizing is also the unification of the steps of all activities to be carried out by elements in an institution. Organizing greatly determines the smooth running of the implementation in the form of further arrangements regarding power, regulation, and responsibility. Thus, everyone knows their position, duties, functions, work, and responsibilities. Organizing facilities and infrastructure is a process to explain in detail the purpose of the existence of facilities and infrastructure and assign responsibility to people who have been given the task of being in charge of a structure (Table 1).

The organization is a series of interaction systems between people aimed at achieving organizational goals. The system provides behavioral direction for members of the organization. Organizing is the ability of leaders as policymakers in the government bureaucracy and school principals as leaders of learning activities.

Maintenance is an activity that is carried out continuously to keep school property in good condition and ready for use. Maintenance of educational facilities and infrastructure has a very important role because, with good maintenance, the implementation of education will run well too.

Supervision through maintenance includes all continuous efforts to keep facilities and infrastructure in good condition. Maintenance activities start from the use of goods, namely by being careful in using them.

Special maintenance must be carried out by officers who have special expertise according to the type of goods in question. All school equipment is not only arranged in

such a way but also maintained properly on a regular basis so that it is always pleasing to the eye, easy to use, and not easily damaged.

Every activity facility and infrastructure is always checked. In terms of its nature, there are four types of maintenance, namely checking maintenance, preventive maintenance, repair maintenance, and heavy repair. Judging from the repair time, there are two types of maintenance, namely daily maintenance, and periodic maintenance.

School facilities and infrastructure must be well maintained. In order for facilities and infrastructure to be properly maintained, checks and school supplies must be carried out in one room. Any damaged goods will be made a repair form. The repair form that has been recorded will be reported to the facilities and infrastructure section of the State Elementary School 1 Laloeha. Then the facilities and infrastructure department will check.

Based on these data, the facilities and infrastructure at the State Elementary School 1 Laloeha there are many categories that are not feasible, as well as the classrooms that are still lacking. Because the researcher found that class students always took turns using the room which was not enough (Fig. 1).

Based on the picture above, the condition of the facilities and infrastructure at the State Elementary School 1 Laloeha there are still many rooms that are not feasible. Thus, the category of excellent schools is very doubtful. It is not only the teachers who complain about this condition, but also the students and their parents.

Teaching quality has an influence on aspects of student learning processes [7]. Therefore, in addition to the importance of the role of a teacher, it must be accompanied by adequate classroom management for students as educational facilities and infrastructure. Thus, the quality of education will be good due to the management of an appropriate organizational structure.

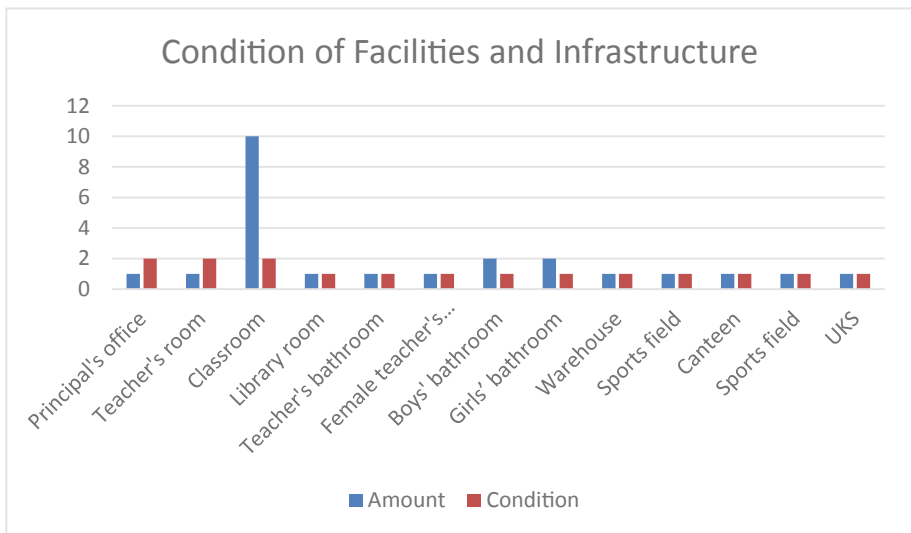


Fig. 1. Condition of facilities and infrastructure at the State Elementary School 1 Laloeha.

Management is cooperation with people to achieve organizational goals by carrying out the functions of planning, organizing, organizing personnel or staffing, direction and leadership, and supervision [8].

Indicators of the success of an educational institution can at least be seen from how productive the institution is in producing outputs that have a positive impact on each of its users. And productive to be part of one of the instruments. Likewise, with good schools, the role of teachers cannot be ignored in making a very large contribution to realizing good education. Productivity is the ability to produce something that is beneficial to oneself and the institution, which then when linked to performance, can lead to effectiveness and efficiency.

4 Conclusion

Based on the results of the study, the management of facilities and infrastructure in improving the quality of learning in the State Elementary School 1 Laloeha can be concluded, among others, Planning for facilities and infrastructure at the State Elementary School 1 Laloeha is not carried out by conducting a needs analysis and is compiled at the beginning of the school year; The procurement of facilities and infrastructure at the State Elementary School 1 Laloeha is not in accordance with existing procedures based on needs analysis and cost estimates; Organizing facilities and infrastructure at the State Elementary School 1 Laloeha in accordance with the principal's decision by authorizing the deputy principal to be responsible for the existing facilities and infrastructure; and Maintenance of facilities and infrastructure at the State Elementary School 1 Laloeha lacks responsibility.

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