

The Implementation of Academic Supervision in Senior High School Level

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Abstract—This research discussed the implementation of academic supervision done by the school principal on the teachers in senior high school of Al-Aziz tlambah karang Penang Sampang. This research used a qualitative research method through the descriptive design. As receipt of the technique was used in the study data in observation of supervision, interviews and documentation. The results of this research showed that the teachers who were guided and assisted during their teaching period became more professional in doing their job. This academic supervision will help the teachers to be more systematic in planning the learning process.

Keyword—*academic supervision, school principals, teachers.*

I. INTRODUCTION

The act of number 20 years 2003 on the national education system said that education is a conscious effort planned manner to realize the atmosphere of the teaching and learning process. The expansion of the national education aimed at the potential students in order to become man who believe and devote himself to God the Almighty, have a good health, knowledge, skillful architect and master builder, creative, independent, and gain citizens for a democratic and responsible.

Manifesting the purpose of education a very serious that requires the attention both from the educational institution public and private, the government, the community, and all education stakeholders. To improve the quality of education should be implemented in a planned manner, structuring and sustainable.

The quality education is a need for as well as a fundamental to achieve educational objectives. Without a reliable education and better, hence to educate nations and develop human resources completely difficult to achieve. The quality of education are very needed in preparing human resources tool in the future. School is an institution that is expected to produce high-quality human, so the education system in high school must to be supported by human resources quality, dedicated high, creative and innovative. It will bring school easier to accomplish its intended purpose, meet the needs of above. The teachers should be able to give the meaning of learning, to know

about what is new and potentials school tuition during follow learning and made learning as the teachings of the formation of the competency and improving the quality.

Usman said that teachers are profession/ office or work requiring special skill as a teacher this sort of work cannot be done by any person outside education [1]. Those are the kind of profession that is most vulnerable to pollution. The teaching profession is not easy and not just anyone can do. The teachers profession placed in a position to expected, for example with business employment teachers is low because reviewed in terms of income, so they will be on levels of government welfare not based on devotion although now have started to be improved. Some community members to professional despised teachers.

The role of teachers who so great in education up into sectors important in determining the height the low level of the quality of the outcome of students to study. The strategic position of teachers in an effort to improve the quality of education is strongly influenced some things other (professionally ability, work motivation, pedagogical, social competence, competence personality and their welfare) .

In Al-Aziz high school, a teacher is patient and none easily discouraged in guiding and directing the students to have a base or the foundation is strong. The competence and skill in implementing learning force the teachers to improve their professionalism, a demands on a level of education of that is teachers who are required to be able to manage proses learning effectively because the curriculum not only require cognitive ability (knowledge) course, but also the ability affective (attitude, behavior and psychomotor).

Headmaster of Al-Aziz senior high Tlambah karang penang sampang has already proposed planning or program supervision to teachers in the class, so that the implementation of supervision can be implemented in an optimum manner because teachers treated as a partner working that have ideas and experience.

The school principal provided the opportunity to teachers to suggested the idea , excite working spirit high , generated an atmosphere of a pleasant work , safe , and I was really excited .The conclusion can be achieved through

academic supervision where the school principal in high school ruler of the land delivers a process the development of professional teacher ability, with the mentoring that good in the class, with assistance from senior teachers in creating the situation and the condition class that is conducive and comfortable with references to discipline in learning teach so that it will have a good to the quality improvement of their experiences in the schools in implementing supervision. National education minister number 13 year 2007 on standard for school / Islamic states that the school principal must have academic qualifications university graduates (an undergraduate degree) or a diploma four (d-iv) teaching staff or non-teaching staff in higher education institutions which were accredited. While the data obtained from the ruler in senior high school of Al-Aziz tlambah karang penang sampang in 2016 / 2017 that principals of sma ruler of the land had an undergraduate degree and teachers and staff to which another has a certificate as many as 18 people, and 4 a person who has a masters level qualification. Saw this data and all this is clearly that all teachers in senior high school ruler of the land tlambah coral of Indonesia in penang sampang meet requirements set by national education minister mentioned above.

The school of principals as supervisor and leader of education will provide the assistance to the teachers directly through class visit, interview to the speech of individual task, the provision of advice about ways advance the teaching and learning process, help me plan out a unit of lessons. Head of the agency a dynamic as a consultant, capable of preparing and encourage inferiors (teachers) in enhance the capacity of its duty and conform to the developments taking place. The role of the head of schools in managing the capability of teachers in the process of learning not only to increase the competency level but also to increase the provision of motivation. So that the implementation of supervision are done by school principals were able to stimulate learning that teachers are doing good by using the method of learning which he is able to do.

The approach of supervision conducted by the head of Al-Aziz senior high school so as to be accepted by the teachers approach that is using following; (1) pra-observers a preliminary meeting them to the atmosphere familiar with teachers, discuss preparations for made by teachers and make a deal on the aspect of which are a focus of observation; (2) observation (observation learning) observation focused on the aspects have been agreed upon, use a record (field notes), and does not affect the teaching process, (3) place-observers (meetings) should be conducted after observation.

Supervision done by the principal in the learning process in senior high school al-aziz tlambah coral penang sampang is supervision visits class or observation classroom with supervision academic using age group, the discussion between teachers by the consultation subject teachers school.

A snapshot of the above, the school principal in high school ruler of the land has already proposed the program supervision, undertaking the task of academic supervision and pursue the results of supervision to a subordinate who they have under their responsibility. It can be seen on a document that is such as the supervision, the guest log class, supervision and archive book of document in senior high school of Al-Aziz tlambah karang penang sampang.

The purpose of the research conducted at Al-Aziz High School in Penang Sampang Reef about Academic Supervision Implementation conducted by the principal to the teachers is:

1. To find out and describe the individual supervision process at Al-Aziz High School Tlambah Karang Penang Sampang.
2. To find out and describe the group supervision at Al-Aziz High School Tlambah Karang Penang Sampang which is divided into sub-focus on activities:
 - a. To find out and describe the supervision of class visits conducted by the principal to the teachers at Al-Aziz High School in Karang Sampang Penang.
 - b. To find out and describe the discussion of subject teachers (MGMP) at Al-Aziz high school tlambah karang penang sampang.

II. METHOD

This research used the qualitative study, namely a procedure research that yields descriptive data. [2] stated that the qualitative study is data collection in a scientific background, with promising use the scientific method, done by a person or researcher. [3] stated that the qualitative study having six features namely; (1) pay no mind the context, the situation (concern of context); (2) natural level (natural setting); (3) man as an instrument (the human instrument); (4) data is descriptive (descriptive data); (5) the plan be about the same research with the observation (emergent design); (6) analysis of data is inductive (inductive analysis).

The kind of research used in this research was a case study [4]. The study the cases was in case study the investigators attempted to examine individual or unit in depth. The investigator tried to discover all the variables that are important in the history or development of subject. This research was an attempt to find out on the implementation of the supervision academic done by the school principal in senior high school of Al-Aziz tlambah karang penang sampang.

III. RESULT AND DISCUSSION

A. Academic Supervision at Al-Aziz High School

The school principal at Al-Aziz High School also has the task of seeing, observing the teacher in carrying out their main duties, functions and responsibilities individually.

This can be interpreted as an individual supervision conducted by the principal at Al-Aziz High School to his subordinates.

It supports Kimball's theory [5] which says Supervision is a process of assistance to improve the teaching and learning situation better, the principal improves the learning process to provide supervision services to the teacher covering the whole teaching and learning situation (goals, materials, techniques, methods, teachers, student, an environment). This learning situation was improved and improved through supervision activities by the Principal.

Thus, the supervision service at Al-Aziz High School covers all aspects of both education and teaching. The concept of supervision cannot be compared to inspection, inspection emphasizes power and is authoritarian, while supervision by the head of the Al-Aziz school emphasizes friendship or guides individually or in groups through democratic techniques and approaches. Then the implementation of individual supervision at Al-Aziz High School Tambah Karang Penang Sampang in accordance with his opinion [5] said that supervision is a procedure that gives direction and conducts a critical assessment of the teaching process. The ultimate goal of supervision must provide better service to all students.

This can be felt by all teachers at Al-Aziz High School after the supervision of the headmaster followed up giving the teacher the opportunity to explain the teaching process that had taken place, then the Headmaster of the Al-Aziz High School gave input in the form of direction and guidance, and the input could carried out at the next meeting. when the school principal supervises the next class visit the high school principal of Al-Aziz sees a quiet classroom atmosphere with innovative teaching, students can feel at home in the classroom.

Supervision The school principal at Al-Aziz High School contains several main activities, namely continuous coaching, developing professional skills of personnel, improving teaching and learning situations, with the ultimate goal of achieving the educational goals. In other words, the implementation of supervision by the head senior high school of Al-Aziz is a service process to assist or foster teachers individually and in groups.

This coaching causes an improvement or enhancement of the teacher's professional abilities, then is transferred into teaching behavior so that the creation of a more effective teaching and learning situation and ultimately can improve students' learning achievement. Thus, the notion of supervision is more focused on efforts to provide services and assistance, both individually and in groups in an effort to improve teaching, so that teachers and other education personnel feel guidance from a principal, not as a relationship between superiors and subordinates but a humanitarian relationship.

Academic supervision conducted by the principal in Al-Aziz high school is an effort to help teachers develop their ability to achieve learning goals in accordance with Sudjana and Dresh [6] said that academic supervision is assessing and fostering teachers in order to improve the quality of the learning process in order to obtain more student learning outcomes optimal. The learning process can be carried out in the classroom, outside the classroom and / or in the laboratory. Whereas in carrying out the learning many teachers at Al-Aziz High School experienced difficulties, so it was deemed necessary to conduct academic supervision of teachers by the Al-Aziz High School Principal to create an optimal student learning process. So that it can create a good teaching and learning situation.

That means academic supervision at Al-Aziz high school is in accordance with Glickman's theory [6] which states that academic supervision is a series of activities helping teachers develop their ability to manage the learning process in order to achieve learning goals.

Academic supervision conducted by Al-Aziz high school principals, among others; (1) understanding the concepts, principals, basic theories, characteristics and trends of the development of each field development subjects; (2) guiding teachers for each field development subjects in schools based on content standards, competency standards, basic competencies, and KTSP development principles; (3) guiding teachers in selecting and using learning / guidance strategies / techniques; (4) guiding teachers in preparing RPP; (5) guiding.

Teachers at Al-Aziz High School Tambah Karang Penang Sampang carry out learning / guidance activities to develop the potential of students in each subject development in Al-Aziz High School; (6) guiding teachers to manage in Al-Aziz High School; (7) motivating teachers to utilize information technology for learning / guidance for each development of subjects in secondary schools over Al-Aziz to add to the penang Sampang reefs. The results of the study above conclude that academic supervision at Al-Aziz High School is a series of activities arranged by the Al-Aziz High School principals in directing and guiding teachers in carrying out a fun learning process as a benchmark in achieving educational goals.

The results of the study on academic supervision at Al-Aziz High School Tambah Karang Penang in Sampang are also in accordance with the theory of [7] stating that to carry out academic supervision effectively requires skills, conceptual, interpersonal and technical. The principal must have and master the concept of academic supervision which includes understanding, goals and functions, principles, and supervision techniques.

B. Academic Supervision Techniques in SMA Al-Aziz

Academic supervision techniques conducted by school principals in Al-Aziz High School are a method used by a supervisor, namely the principal in providing services and assistance to supervised teachers. Supervisors to achieve

the supervision objectives specified above, the Al-Aziz High School Principal uses various kinds of academic supervision techniques such as theory. [8] which says that academic supervision techniques are grouped into two types, namely: individual and group techniques.

1. Individual Supervision Techniques at Al-Aziz High School

Individual supervision conducted by the Al-Aziz high school principals is a technique that the school principals use as supervisors in fostering individual teachers to overcome all of their shortcomings, in which these deficiencies are specific in which other people may not know except the teacher concerned with the principal. This individual supervision technique is used if only a teacher has a special problem and asks for separate guidance from the supervisor.

Individual techniques, which include: (a) class visits, (b) class observations, (c) private conversations, (d). intervisitation.

a) Class Visit at Al-Aziz High School

Class visits are carried out by Al-Aziz High School supervisors / principals to classrooms where a teacher is teaching or when class is empty, containing class facilities when the teacher is absent. This is in accordance with the theory [9] that the purpose of supervision of class visits at school, including: (a) to observe (knowing directly the teacher in carrying out his main tasks, teaching, using teaching aids, teaching methods and techniques), (b) to find out the strengths and weaknesses of the teacher, (c) to obtain data needed by the supervisor in determining appropriate ways to improve and improve teaching and learning conditions, (d) to encourage the teachers so they want to improve their abilities.

The supervision of class visits conducted by the principal in Al-Aziz High School among them determines the time in conducting supervision because it only takes a sample of data, so the supervisor does not notify his arrival and the time is short, individual and cannot be done to observe the teacher more than one person at a time. same, no initial meeting, can observe more than one class, follow-up.

The supervision of class visits at Al-Aziz High School Tambah Karang Penang Sampang is classified into three stages, namely preparation, supervision process, and feedback. As with the [10] which states that the process of supervision of class visits in schools is divided into three stages, namely preparation, supervision process, and feedback. Preparations made by the school principal when starting supervision of class visits are (1) checking past records about the names of teachers who have weaknesses; (2) examine the various weaknesses and the name of the teacher concerned; (3) examine information obtained from various parties regarding cases of weaknesses in teachers; (4) record the cases and the teacher concerned; (5) choose the weaknesses and the case, which one can be given on that day; (6) determine the time of supervision. The process of

supervising class visits by the principal, taking into account the following: (a) The supervisor's attitude when in the classroom is not too blatant, when he wants to intervene is not offensive to the teacher or student, the supervisor may move places if he feels sufficient supervisor from the outside (b) Observing the teacher, the supervisor observes the teacher teaching better through sight than hearing (c) The things observed, the supervisor observes weaknesses or cases that have been set in supervision preparation such as sound

The teachers are too slow, have not mastered group guidance (d) Intervene in teachers because there are various types of teachers so supervisors need to take a different approach (e) The form of notes is enough on blank paper about data that must be repaired directly or the data to be discussed in feedback.

The meeting of the principal's return as a supervisor wants further discussion about the findings data during the supervision process. Supervisors consider how the communication pattern in the discussion for each teacher receives repairs

Ending the supervision process in Al-Aziz High School there are two ways (1) the supervisor corrects directly does not require a reverse meeting so the supervisor apologizes and excuses the teacher concerned, (2) the supervisor requires a reversal before the supervisor asks himself to leave the class first checking the signal that later there will be a special round-trip meeting.

b) Observation Class at Al-Aziz High School

Class observations conducted by the principal at Al-Aziz High School are visits made by the principal as a supervisor to a class with a view to observing the situation or events that are taking place in the class. This class observation refers to the theory [11] which states that observing the activities of teachers and students in class. A supervisor in this case the principal uses the method directly into the class or indirect method, namely the person observed is limited by the glass room where students do not know. In observing this, principals pay attention to several things, including: goals to be achieved at school.

c) Private Conversation at Al-Aziz High School

Conversations between Al-Aziz High School Principal as a supervisor and a teacher at Al-Aziz High School to learn more about his professionalism. The results of the study are in accordance with the theory [11] Which states that a private conversation between the principal and the teacher aims, among others; (a) to get to know each other better between supervisors and teachers, both as individuals and as professional officers, (b) to help teachers recognize their abilities, help teachers realize their strengths and weaknesses, (c) foster and develop better teaching, (d) eliminate and avoid bad prejudices between supervisors and teachers,

d) Intervisitation

Intervisitation conducted by the school principal at Al-Aziz High School is a technique of visiting classes between one teacher and another. The results of the study are in accordance with the theory [11]. Supervision intervisitation other teachers have opportunity to see their colleagues teach, which can help fellow teachers who need new experiences, motivate each other

IV. CONCLUSION

1. As individuals, the principals need to guide and assist the teachers to achieve the aim of optimize performance and achievement. It can be conducted in groups in order to ease the supervisor to improve the teachers's ability.

2. A visit class done principals trough coming into class to see how teachers follow in the classroom to obtain data on the condition of actually over teachers following the classroom. And it would be the difficulties encountered by the teachers then be input and guide to learning more effective and happiness.

3. The MGMP implementation in high school al-aziz tlambah karang penang Sampang is going well proved by several programs work realized field. MGMP can improve the professionalism of teachers in making the learning process be more effective, efficient, and innovative.

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