

# The Contribution of Ability to Work on the Performance of School Administration Head of Public Junior High Schools in Bandung

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**Abstract**—School effectiveness is influenced by many factors, one of this is the quality of School Administration Head in providing administrative services in education. With excellent administration services, learning activities will run conductively. Therefore, this study will examine how the ability to work and achievement motivation on the performance of School Administration Head of Public Junior High Schools in Bandung. The research method used is quantitative method. The data obtained from 30 school headmasters as primary data and 30 Heads of Administrations as secondary data. According to the analysis results using statistic program there are some results as follows : (1) The work performance of the school administration head of Public Junior High Schools in Bandung exist in high category; (2) The Performance of the School Administration Head of Public Junior High Schools in Bandung exist in High Category; (3) There is a positive and significant contribution between the ability to work to the performance of school administration head in the public Junior High School in Bandung with strong category.

**Keywords**—*effective of school; performance of school; work ability*

## I. INTRODUCTION

School Administration Personnel (TAS) as school administrators must have professional administrative management skills. Professional work skills are needed to carry out the duties and functions of educational administration services effectively. The quality of the Head of TAS performance is influenced by factors such as attitude and aptitude, (knowledge and experience) and attitudes and behavior as a reflection of self-image.

The results of the field study show that the working capacity of the Head of the TAS is still low. Some indicators that indicate that the quality and performance of the Head of the TAS are still low are as follows:

- The performance of the Head of School Administration is not optimal;
- Lack of guidance, development, motivation, and collaboration from stakeholders;
- Less willing to take risks (not confident);

- Incompetent (educational background and experience are not appropriate);
- Facilities and infrastructure that are less supportive; and
- Not understanding Information and Communication Technology (ICT).

## II. FORMULATION THE PROBLEM

The problem of this research is how the contribution of the work capacity of the School Administration Head to their performance in Junior High School in Bandung City. In particular, the problem in this study was formulated as follows:

- How is the work ability of the School Administration Head at Junior High School in Bandung City?
- How is the performance of the School Administration Head at Junior High School in Bandung City?
- How big is the ability to contribute to the performance of the School Administration Head at State Junior High School in Bandung City?

## III. RESEARCH METHOD

Research uses quantitative methods with data processing using statistical assistance. Data was obtained through questionnaires distributed to 30 principals as primary data and 30 School Administration Head as secondary data (reinforcement).

Primary data is used as the main data that is processed after going through a homogeneity test. While secondary data is used as supporting data to strengthen the results of primary data processing [1]. Data analysis uses correlational and regression techniques using parametric statistics.

**IV. RESULTS AND DISCUSSION RESEARCH**

**A. Research Results**

By using the WMS (Weighted Means Score) formula, data is obtained that all variables in this study have a high tendency. This means that both the average capacity of the School Administration Head and its performance are in the high category. Can be seen in the table below:

**TABLE I. RESEARCH VARIABLE TRENDS**

Variable	WMS Score	Category
Variable X Work Ability of School Administration Head	3,43	High
Variable Y Performance of Work Ability of School Administration Head	3,30	High

Based on the normality test (Chi Square) shows that all variables are normally distributed as shown in the table below

**TABLE II. NORMALITY TEST RESULTS USING CHI SQUARE**

Variable	$\chi^2$ count	$\chi^2$ table	Information
Working Capacity of Work Ability the School Administration Head (X)	7,89	12,60	Normal distribution
Performance of Work Ability of the School Administration Head (Y)	12,36	12,60	Normal distribution

Note: 95% significance level

The table above shows the score  $\chi^2_{\text{count}} > \chi^2_{\text{table}}$ . Based on the criteria  $\chi^2_{\text{count}} < \chi^2_{\text{table}}$ , meaning; all variables are normally distributed at a 95% significance level. This means that hypothesis testing can be done using parametric statistics, in this case using the *Product Moment formula* from Pearson.

Hypothesis Testing Results show that work ability contributes significantly to the performance of the Work Ability of the School Administration Head at State Junior High School in the City of Bandung. The calculation results can be seen in the table below:

**TABLE III. HYPOTHESIS TESTING RESULTS**

Hypothesis	R <sub>count</sub>	R <sub>table</sub>	df	Information
Variable contribution of X to Y	0,76	0,36	30	Significant

Note: 95% Significance level

**V. DISCUSSION OF RESEARCH**

**A. Work Ability of the School Administration Head at Junior High School in Bandung City**

The results of the study showed that the ability of the School Administration Head was in the high category (3.43)

lower than the respondent of the School Administration Head (3.52). This means that from the ability to work indicators influence the increase in work ability. This trend according to the results of the study is illustrated in the following chart.

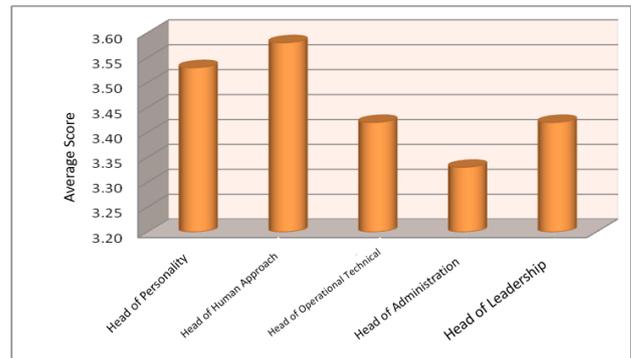


Fig. 1. Work ability of school administration head.

Human approach (highest score). This means that School Administration Head on average has the ability to work in a humanitarian approach. (teamwork, providing good service, communicative, and good working relationships with superiors, peers and with related institutions), this is allegedly related to educational qualifications and tenure (work ability, education, and years of service).

Personality, (second) namely the ability of individuals related to mental attitude and character (good integrity and character, high work ethic, creative and innovative, and having a sense of responsibility for work).

Leadership (third) is in the high category (decision making, creating a conducive work climate, can utilize resources effectively, and be able to foster good staff).

Operational technical capabilities (Fourth), namely the preparation of work plans and programs, preparation of reports, needs analysis, use and application of ICTs such as the use of computers, LCDs, projectors, program applications, networks, and the internet.

Administrative ability (fifth); personnel administration, finance, facilities and infrastructure, school relations with the community, correspondence and archiving, curriculum, and special service administration.

**B. Performance of the school Administration Head at State Junior High School Administration in Bandung City**

The performance of the School Administration Head includes a high category with an average score of 3.38 slightly lower according to the respondent's Head of Administration (3.40). They have a high category of performance with indicators of work loyalty, morale, initiative, responsibility, and achievement of targets. The tendency of the performance of the School Administration Head at State Junior High School in Bandung can be seen in the following figure.

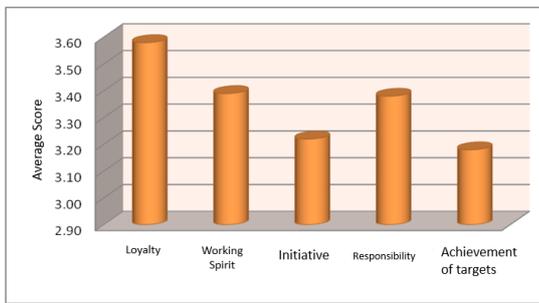


Fig. 2. Trend of performance of the head of administration.

Loyalty (highest); loyalty is very high in carrying out work, focusing on tasks, prioritizing customers, communicating well, and discipline in work, active in various school activities and striving to achieve school goals.

Working spirit & responsibility; sincerity, completing tasks on time and self-development. Carry out tasks according to rules and guidelines. Do not bestow errors on others, responsibility for the work and actions.

Initiative; They are weak in ideas and ideas for work effectiveness and efficiency, preferring to follow existing orders and rules so that they do not show innovation and creativity in work. It is possible to limit their authority compared to the Principal.

Achievement of targets. Weak in determining work targets and achievement strategies (short-term & long-term), weak in needs analysis, less able to streamline the resources owned due to limited authority and power in managing resources.

### C. The Contribution of Work Ability to the Performance of the School Administration Head at Junior High School in Bandung

Hypothesis testing shows that work ability contributes significantly to the performance of the School Administration Head of Junior High School in Bandung. Therefore, it can be interpreted that the higher the level of their work ability, the higher their performance in school [2]. Potential indicators of work ability that contribute to the performance of the Head of Administration in this study are:

- Individual ability
- The ability to cooperate in teams
- Leadership ability

Individual abilities of School Administration Heads are influenced by: 1) Work experience and educational qualifications (average above 10 years), 2) their education level is on average with S1 education qualifications [3].

With educational qualifications that have a degree they are more confident, and easy to learn to master their work [4, 5]. So with individual abilities that both contribute to the performance or expected work results. While the ability of teamwork, communication, (reminding each other and knowing the capabilities and abilities of each staff). This

contributes potentially to the effectiveness of the achievement of work, in other words a job if done in a team will produce quality work with reliable speed and accuracy. Finally, the leadership capabilities of the School Administration Heads are selected from the selection, they automatically have good leadership skills.

## VI. CONCLUSION AND RECOMMENDATIONS

### A. Conclusion

The work ability of the School Administration Head at Junior High School in Bandung is included in the category. This means that they have the potential in terms of human approach capability, personality ability, leadership ability, operational technical ability, and administrative ability.

The performance of the School Administration Head of Junior High School in Bandung is included in the category. This means that they show good performance in terms of loyalty, morale, and responsibility. While other indicators are in a fairly high category, namely indicators of initiative and achievement of targets.

There is a positive and significant contribution between the ability of work to the performance of the School Administration Head at Junior High School in Bandung. The size of the contribution is in the strong category.

### B. Recommendations

For the School Administration Head, must take education and training both technical and functional, and must have the motivation to develop themselves academically, and the use of ICT's and administrative skills.

For the Principal, should give encouragement to the administration heads in their respective schools, to develop his confidence in carrying out his duties and responsibilities in the School. The encouragement is realized in the form of guidance, trust, motivation, commitment based on cooperation, togetherness, linkages and accountability and increasing the intensity of ongoing socialization and coaching.

For the Education Office, it should: 1) create School Administration Head, development models, methods and programs, 2) recruitment and placement of School Administration Heads should be in accordance with the IQF (Indonesian National Qualification Framework)/KKNI (Kerangka Kualifikasi Nasional Indonesia)

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