

## BASIC CONCEPTS OF EDUCATIONAL SUPERVISION ALONG WITH RELATED ADMINISTRATIVE STUDIES

Yudhie Suchyadi <sup>a\*)</sup>, Rini Sri Indriani<sup>a)</sup>, Dita Destiana <sup>a)</sup>

<sup>a)</sup> Universitas Pakuan, Bogor, Indonesia

<sup>\*)</sup>Corresponding Author: [yudhie.suchyadi@gmail.com](mailto:yudhie.suchyadi@gmail.com)

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**Abstract.** Semantically educational supervision is coaching in the form of guidance or guidance towards improving the educational situation in general and improving the quality of teaching and learning and learning in particular. In general, educational administration contains various purposes that are tailored to the field and science of administration, one of which is educational administration. Every administration implementation is always directed towards the goals and objectives to be achieved. When coupled with the context of the purpose of educational administration, the role of administration is used as a supporter of the success of the implementation of education to achieve educational goals. Educational Administration deals with all materials, teacher personnel, planning, cooperation, leadership, curriculum, and student affairs and others. Everything can be managed properly if there is good educational administration, firm leadership, and it is impossible to achieve unwanted goals. If there is no good educational administration, it is impossible for everything to go well. Administration is also the main source of management in managing the teaching and learning process in an orderly manner so that the achievement of the most important goals in educational institutions and Educational Administration does not only discuss notes, finances, but how we can carry out the organizational process according to what we have planned. effectively and efficiently. Education Administration Services in schools, it can be said that they are well supported by the existence of services (1) Curriculum administration services, (2) Public Relations administration services, students at the acceptance of new students, (3) Facilities and infrastructure administration services, (4) Financial management, (5) Student administration services through online which can be accessed through the Basic Education Data application. (3) Managerial Supervision in Improving Educational Administration Services in schools, with managerial supervision carried out by supervisors who have work programs in each section of educational administration services can improve the performance of educational administration services. By assessing, monitoring and fostering educational administration services in schools.

**Keywords:** supervision; education; administration

### I. INTRODUCTION

In developing the potential and improving the quality of education, an educational activity called supervision is carried out. Supervision is an activity carried out by educational unit supervisors in order to assist school principals, teachers and educational staff who are useful for improving the quality and effectiveness of education (Mulyasa [1]; Setyaningsih [2]). Supervision is an activity that cannot be separated from the entire educational administration process which is aimed at developing the effectiveness of the performance of school personnel related to the main tasks of education (Nurjanah [3]; Purwanto [4]; Putra [5]). In the Guidelines for the Implementation of the Duties of School/Madrasah Supervisors it is stated that managerial supervision is supervision relating to aspects of school management that are directly related to increasing the efficiency and effectiveness of schools which include planning, coordination, implementation, assessment, development of educational human resource competencies and other resources (Suchyadi [6]; Ruhyanani [7]; Syaiful [8]). In accordance with the Minister of National Education Regulation Number 13 of 2007 that in one of the competencies of the school/madrasah principal is supervision competency, the school principal is the center of leader who

regulates and manages activities to be focused, directed and has experienced a significant increase. Thus the success of an educational institution requires professional principals, teachers, education staff and school/madrasah supervisors who can carry out their respective duties, roles and functions (Karmila [9]). One of the factors that is most dominant and plays a role in driving the success of madrasahs in academic and non-academic achievements is the quality factor of the principal or madrasah. The achievement of educational goals is related to the role and how the principal supervises educational staff and educational staff (Ratih [10]). As a form of improving learning services and education administration services in schools (Muzakir [11]; Islamuddin [12]). In practice, schools have their own characteristics in carrying out managerial supervision activities in administrative services, namely planning, implementation and evaluation as well as other programs to support the implementation of management supervision in improving administrative services in these educational institutions (Nahar [13]; Rusmiarsi [14]).

Basically the administration of education is not just a note-taking activity, whether the activity is carried out by hand, writing instruments, typewriters, computers, printing presses, and so on. administration as is done in administrative offices in schools and other educational invasion offices.

However, in essence the administration of education is a science about the implementation of education in educational institutions with the hope of achieving educational goals in educational institutions [15]. Educational administration is an effort by educators to improve the quality of education. Because administration is part of the management process, data collection is in order to regulate the speed of school education institutions, this is important in the process of improving the quality of education. In the process of implementing educational administration, it can reflect the progress of the school, due to the fact that schools accredited A are school institutions whose administration is complete, neat, orderly so that the implementation of the educational process in these institutions is satisfactory. In the art of managing a school, it requires good values as the basis for the implications of management, a good foundation in this life [16]. Administration in a narrow sense, namely administrative activities whose essence is the routine activity of recording, documenting activities, carrying out correspondence with all its aspects and preparing reports [17]. Educational administration in a broad sense is the whole process of mobilizing and integrating everything both personal, spiritual and material that is related to the achievement of educational goals. (Abu [18]).

M. Ngalm Purwanto [4], in Education Administration Supervision is a coaching activity planned to assist teachers and other employees in doing their jobs effectively. From the opinion above it can be analyzed so that we understand the meaning of educational supervision by knowing the important elements in it. These important elements are as follows a. Planned coaching activities, b. Improving the teaching situation (learning-teaching), c. Make teachers, school staff and other material resources effective, d. Achievement of educational goals more effective and efficient [18]. The presence of these important elements can become an understanding of educational supervision, namely planned coaching in improving teaching situations by further increasing the utilization of personnel and material resources in achieving educational goals more effectively and efficiently [19]. The purpose of coaching is to provide guidance and training for teachers and staff to improve their abilities in the tasks they carry out, so that educational supervision leads to improvement in good teaching and guarantees the achievement of the desired educational goals [20]. Administrative supervision of education is planned coaching for personnel in the process of cooperation in the field of education and increasing material resources in order to improve the teaching situation to achieve educational goals more effectively and efficiently [21].

## II. RESEARCH METHODS

This research method uses a descriptive method with a qualitative approach. According to Moleong [22] qualitative research is a research procedure that produces descriptive data in the form of written/oral words from the people being observed. This type of qualitative research is also interpreted as data collected in the form of words, pictures, and not in the

form of numbers. Sources of data are all the information of a person who is used as a respondent or comes from documents either in the form of statistics or in other forms for the intended research purposes (Sugiyono [23]). The sources of data in this study were school principals, vice principals for curriculum, vice principals for community relations, and heads of administration.

Data collection techniques used are interviews, observation and documentation. The data that has been obtained is then processed using a qualitative descriptive technique. Basically data analysis is an attempt to clarify and systematically organize data which is the result of observations, research documents and interviews as outlined in field notes. The data analysis technique used in this study used an interactive model (Miles & Huberman, 2014) that data analysis in qualitative research consisted of 4 stages: first data collection, second data reduction (data reduction) and third data display, fourth, conclusion drawing.

## III. RESULTS AND DISCUSSION

In educational institutions, the principal's duties aside from being a school manager, the principal also has a supervisory role in educational institutions or schools. the principal in his supervisory position is obliged to guide the educational staff and educational staff. the principal is obliged to foster teachers to become good educators and teachers, so that they can maintain their quality, both those who are competent and those who are not yet competent. While the principal is obliged to supervise and regulate the administrative administration of the school. the school principal as the highest person in charge in the school, with this the school principal is also obliged to help with difficulties that exist in the education administration service section, therefore managerial supervision and academic supervision cannot be separated, in this case the school principal has a role as a school supervisor which is carried out to evaluate, assisting and fostering educators and education staff in achieving educational standards and goals of good academic education without good management will not work. "Supervision of educational administrative service activities is used as a tool to ensure efficiency and accountability in the education system to achieve the educational goals of the school.

The purpose of managerial supervision is to improve aspects of school management that are directly related to increasing the efficiency and effectiveness of educational institutions or schools. according to the explanation from the principal. "That managerial supervision is a supervisory or monitoring activity related to education management which functions as a support and implementation of learning, management of educational institutions and plays a role in improving overall school performance. "The management method uses good communication, I am a person who can't get angry, miss. The most important thing is service number 1, not because of the leadership, where the service is needed, so you have to set a good example for your subordinates. After

knowing the purpose of managerial supervision to improve school management that has efficiency and effectiveness in order to achieve educational goals. Based on the results of research observations, it was found that managerial supervision in improving educational administration services in this school emphasized on how supervision is carried out by the head of administration in monitoring the performance of his subordinates, but there is an assessment used in the form of assessing the work performance of civil servants. While employees are assessed directly using good communication management so that in the process of monitoring performance carried out, later the head of administration will report problems and make improvements in educational administration services so that they can achieve educational goals. This also creates a challenge for school principals in creating the latest innovations in supervising educational administration services in schools and further increasing efforts in supervising educational administration services. Managerial supervision activities are monitoring the implementation of eight national education standards as well as the administration of educational institutions related to evaluation as an improvement in the quality of education to achieve educational goals, which is in the nature of interaction with supervisors. Every implementation of an educational program requires supervision or supervision as a meaningful educational administration function activities to determine the conditions or essential requirements that will ensure the achievement of educational goals. The principal has a role as an educational supervisor in the school he is leading. The principal has duties and responsibilities as an educational supervisor which will later be directed at achieving professional education and education staff and performance that meets national education standards.

The situation in the field after the researchers conducted the research, the results showed that the implementation of supervision in schools carried out supervision activities in this case the supervision that was applied was academic supervision whose role as supervisors came from external parties, namely the school principal and the education office, in academic supervision activities the school principal also carried out supervision activities for educational staff during the process of teaching and learning activities. Managerial supervision activities are carried out by internal parties, namely by the school principal, the principal has a role as a school supervisor, therefore managerial supervision activities can be called school supervision. According to the school principal "managerial supervision is an activity related to the process of supervising or monitoring related to aspects of education management that functions as a support for the implementation of learning, the process of management activities of educational institutions in improving school quality. In addition, according to the vice principal, supervision cannot be separated from managerial supervision because after all, managerial supervision helps to complete managerial activities in schools so that administrative services can run well. Good academics without good management will not achieve educational goals

In this case the school principal works closely with the deputy head of curriculum to coordinate the implementation of managerial supervision activities and is assisted by the head of administration. Which will be held at the leadership meeting which is held every two months. the school principal acts as an overseer of the leadership meeting. In the process of implementing managerial supervision activities, namely the first in each field of educational administration services whose duties are as follows: (a) Executing Administrative administration, (b) Executing Personnel administration, (c) Executing Student administration, (d) Implementing Facilities and Infrastructure administration, (e) Executing the administration of School Relations with the Community, (f) Executing the administration of Letters and Archiving, (g) Executing Financial administration, (h) Executing Curriculum administration, and (i) Executing special services.

Educational administration services are a process of educational administration activities that have obligations which are basic needs for every education stakeholder in providing an optimal service. The condition of the field after conducting research, the result is that in the management of educational administration services the school has provided optimal services with the presence of professional and competent human resources in their fields. Educational administration services begin with making programs in each field of education administration services. This aims to facilitate the implementation of work plans, the effectiveness of job satisfaction in each area of administrative services and to facilitate improvements in the field of education in achieving effective and efficient educational goals. For services at schools such as student services for New Student Admissions, follow an online or online admissions system that new students can access through acceptance of new students, West Nusa Tenggara Province. After that new students who have been accepted through the online system are entered in the student master book, list of class names using Microsoft Excel and then the data will be inputted into the Basic Education Data application system created by the Ministry of Education and Culture of the Republic of Indonesia.

Educational administration services in schools continue to strive to innovate educational administration services, this was explained by the principal that in order to improve administrative services it is necessary to use administrative service methods through good communication, for him the most important thing in carrying out the number one service is communication between stakeholders, as well as educational staff and educational staff not because of the leadership. So I have to set a good example, to give rewards to teachers who excel, it's normal for me to give rewards to my employees so that they can motivate them to work. For staffing services using fingerprints, this aims to make it easier to check the attendance list as a whole for teaching and educational staff, in addition to supporting facilities and infrastructure in educational administration services that support serving education stakeholders.

Managerial supervision in improving educational administration services is an oversight in providing assistance

or improvement to educational staff as people who are directly involved in managing educational administration service activities to achieve school goals. Managerial oversight carried out as professional assistance to school principals and all school personnel staff in order to improve the quality of education delivery, especially in terms of management and school administration services. The main technique carried out during managerial supervision is to supervise the performance of staffing staff by conducting direct or indirect supervision. This was explained by the head of administration that supervisory activities for administrative services can be carried out directly, here managerial supervisors go down directly go to the field to see directly, observe, research, check and check yourself at the location and receive direct reports from implementers such as student staff entering student data in the Basic Education Data application, accepting new students through government applications where there is supervision directly supervised by the head of administration after That is, if there are deficiencies or improvements, they will be reported to the school principal and follow-up on these improvements.

In this case the principal seeks to innovate after carrying out managerial supervision activities in each field of educational administration services, in this case the efforts made by the principal by providing rewards which will later motivate educational staff to further improve the performance of the quality of administrative services in schools. Assessment of managerial supervision by development supervisors is a form of performance to find out how far the program that has been made is running as a reference in carrying out the performance of educational administration services. In this assessment, the school principal conducts field supervision of the education administration service sector unit. This is considered to improve every administrative service in communication schools properly in conducting inter-communication with co-workers and education stakeholders. The principal in the context of being a supervisor also invites his students to give authority to students to carry out performance assessments of educational administration services as the professionalism of educational evaluation.

#### IV. CONCLUSION

The conclusions obtained from the results of this study are Implementation of Managerial Supervision in schools, schools implement managerial supervision and academic supervision activities. In managerial supervision activities several stages are carried out such as planning work programs in each field of administrative services such as in the second stage of program implementation and the third stage of evaluation of work programs which are carried out at Leadership Meetings or carried out under direct supervision when carrying out activities or work programs which are directly supervised by head of administration which will be reported by the principal of the school. Education Administration Services in schools, it can be said that they are well supported by the existence of services (1) Curriculum

administration services, (2) Public Relations administration services, students at the acceptance of new students, (3) Facilities and infrastructure administration services, (4) Financial management, (5) Student administration services through online which can be accessed through the Basic Education Data application. (3) Managerial Supervision in Improving Educational Administration Services in schools, with managerial supervision carried out by supervisors who have work programs in each section of educational administration services can improve the performance of educational administration services. By assessing, monitoring and fostering educational administration services in schools.

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