
Implementation of Managerial Supervision in Improving School Administration Management through Monitoring and Evaluation Techniques at Mangunharjo State Elementary School

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ABSTRACT

This study aims to determine the implementation of managerial supervision in improving educational administration management through monitoring and evaluation techniques at SD Negeri Mangunharjo in 2023. To determine the importance of implementing managerial supervision in improving education administration management through monitoring and evaluation techniques at SD Negeri Mangunharjo in 2023. To describe the implementation of managerial supervision in improving education administration management through monitoring and evaluation techniques at SD Negeri Mangunharjo in 2023. This research method uses a qualitative approach with a type of case study at SDN Mangunharjo, Adimulyo District, Kebumen Regency. The research instrument is made by the researcher himself. Activities begin with planning, implementation, evaluation and follow-up. The results obtained are documented for further submission to related parties. It can be concluded that implementing Managerial Supervision through monitoring and evaluation techniques can improve the education administration management at SD Negeri Mangunharjo in 2023. Implementing managerial supervision through monitoring and evaluation techniques is very important to improving education administration management in SD Negeri Mangunharjo.

Keywords: Managerial Supervision, School Administration, Monitoring Techniques, Evaluation

INTRODUCTION

Education administration is the entire process of cooperation by utilizing all existing resources through planning, organizing, mobilizing, motivating, controlling, supervising, and supervising activities to realize effective, efficient, and quality education (Abdel-Moneim, 2020; Hergüner, 2021). According to Sondang P. Siagia (2021), administration is the entire process of implementing decisions that have been taken, and their implementation is carried out by two people. According to Engkoswara (2024), education administration is a science that studies how to organize educational resources, which include people, learning resources, and facilities to achieve educational goals that have been set productively.

According to Sahertian (2024) The success or failure of an educational institution is influenced by Education Administration or Management, which in this case means managing, organizing, or organizing education. In managing educational resources at SD Negeri

Mangunharjo, Adimulyo District, Kebumen Regency, a principal is needed who can synergize with school supervisors in fostering the performance of administrative personnel.

Supervision is an activity carried out by the principal in order to assist teachers and other education personnel in improving the quality and effectiveness of the delivery of educational services and learning activities (Abdel-Moneim, 2020). Supervision is focused on two aspects, namely managerial and academic. Managerial supervision is focused on monitoring, coaching, and guiding aspects of school management and administration that support the implementation of learning. Meanwhile, academic supervision focuses on learning activities (Liu et al., 2023; Yulianto & Juwono, 2024; Zonatto et al., 2020). Good supervision will be realized if the participation of school residents implements good school management. Quality schools certainly apply management principles that include planning, organizing, implementing, and supervising. Activities emphasized in supervision include coaching and mentoring (Johansson-Berg et al., 2024; Wang et al., 2023).

According to the Ministry of Education and Culture (2021) it is stated that supervision is aimed at two aspects, namely academic and managerial. Academic supervision focuses on learning activities both inside and outside the classroom. While managerial supervision (education personnel) focuses on monitoring, coaching, and guiding aspects of school management and administration that function as support for the implementation of learning (Glover et al., 2023; Toh et al., 2022).

The purpose of the managerial supervision function is to see the conformity between the plan and implementation. Besides that, the supervision activities carried out by the principal are also an assessment step of school programs, including process standards, content standards, graduate qualification standards, management standards, financial standards, teaching and learning standards, and facilities and infrastructure standards (Wu, 2023; Yang et al., 2024).

Managerial supervision is a field of work in the form of school management. The objective of implementing managerial supervision is to assist principals and other school personnel in education management, namely (1) curriculum management, (2) student management, (3) infrastructure/equipment management, (4) school relations management, (5) financial administration, (6) personnel management, (7) management of school culture and environment and (8) other administrative aspects to improve the quality of (Küçükalkan et al., 2023).

In practice in schools, managerial supervision activities are often overlooked, this is due to several factors, including limited human resources and the principal's competence related to managerial supervision (Khalid et al., 2024; Liao et al., 2023). The initial condition encountered by the author at SD Negeri Mangunharjo, Adimulyo District, is that managerial administration is not carried out continuously and optimally. Based on the description above, the author is challenged to conduct research entitled "Implementation of Managerial Supervision in Improving School Administration Management through Monitoring and Evaluation Techniques at SD Negeri Mangunharjo."

The objectives of this study are to determine the implementation of managerial supervision in improving the management of education administration through monitoring and evaluation techniques at SD Negeri Mangunharjo in 2023, to find out the importance of the implementation of managerial supervision in improving the management of education administration through monitoring and evaluation techniques at SD Negeri Mangunharjo in 2023, to describe the implementation of managerial supervision in improving management education administration through monitoring and evaluation techniques at SD Negeri Mangunharjo in 2023.

RESEARCH METHODS

This research uses a qualitative approach with a type of case study at SDN Mangunharjo, Adimulyo District, Kebumen Regency. The research instrument is made by the researcher himself. The data collection techniques used are in-depth interviews, observation, and documentation. Respondents as *Key informant* is the principal of SDN Mangunharjo, Adimulyo District, Kebumen Regency. Respondents continue to grow (*snow ball*) until the data obtained are saturated (*Redudancy*). Research time for one year. Data is analyzed from the time the research process in the field is carried out until the end of data collection using data analysis techniques proposed by (Schwab et al., 2023).

RESULTS AND DISCUSSION

Result

Managerial supervision activities at SD Negeri Mangunharjo have not been carried out continuously and optimally. This can be seen in the Managerial Supervision Value Table of Initial Conditions as follows.

Tabel 1. Nilai Supervisi Manajerial Kondisi Awal

No.	Administration	Final Value	Criterion
1.	Personel	72	enough
2.	Finance	78	enough
3.	Facilities and Infrastructure	75	enough
4.	Correspondence and Archiving	72	enough
5.	Student Affairs	78	enough

Criterion:

Excellent	: 91 -100
Good	: 81- 90
Enough	: 71- 80
Less	: <70

After implementing managerial supervision through monitoring and evaluation techniques to improve school administration management implemented in 2023, the following results were obtained.

Table 2. The Value of Managerial Supervision Final Conditions

No.	Administration	Final Value	Criterion
1.	Personel	92	Excellent
2.	Finance	93	Excellent
3.	Facilities and Infrastructure	92	Excellent
4.	Correspondence and Archiving	92	Excellent
5.	Student Affairs	93	Excellent

Criterion:

Excellent	: 91 -100
Good	: 81- 90
Enough	: 71- 80
Less	: <70

Discussion

Supervision is an activity carried out by the principal in assisting teachers and education staff to improve their competence in providing education in schools. Supervision activities include two activities, namely academic supervision and managerial supervision. In practice in schools, managerial supervision activities are often overlooked, this is due to several factors, including limited human resources and the principal's competence related to managerial supervision. The initial condition encountered by the author, at SD Negeri Mangunharjo, Adimulyo District, is that managerial administration is not carried out continuously and optimally, so that the service and quality of education have not met the expectations of the community and related stakeholders.

One of the solutions chosen to solve the problem is through managerial supervision by applying monitoring and evaluation techniques. The main technique carried out by the principal in managerial supervision is monitoring and evaluation. Monitoring is an activity that aims to determine the progress of school implementation. For example, looking for alignment of education delivery with plans, programs and / or standards that have been determined. In addition, evaluation is an activity to determine the extent of achievement and also find obstacles that must be overcome in the implementation of the managerial supervision program implemented.

Managerial supervision activities by applying monitoring and evaluation techniques begin with making a plan for the implementation of managerial supervision which includes:

1. Determine the main targets to be addressed in managerial supervision activities. The main targets that will be addressed in managerial supervision activities are the administrative fields of Personnel, Finance, Infrastructure, Letters and Archives, and Student Affairs.
2. Prepare managerial supervision instruments/sheets that will be used in supervision activities. The Managerial Supervision Instruments/Sheets used in managerial supervision activities at SD Negeri Mangunharjo in 2023 are as follows:

- a. Personnel Administration Supervision Sheet
 - b. Financial Administration Supervision Sheet
 - c. Supervision Sheet for Facilities and Infrastructure Administration
 - d. Mail Administration and Archiving Supervision Sheet
 - e. Student Administration Supervision Sheet
3. Determine the schedule of activities and make agreements with teachers / education staff related to the implementation of managerial supervision. The schedule of managerial supervision activities for SD Negeri Mangunharjo in 2023 is as follows:
 4. Socialization of managerial supervision activities to educators and education staff. This activity was carried out at the School Meeting held at the beginning of the year.
 5. The implementation of managerial supervision is carried out to determine the progress of the implementation of school implementation, whether it is in accordance with the plans, programs, and/or instruments that have been determined. In the managerial supervision activities carried out, the results of Managerial Supervision are obtained as follows:

Table 3. The Value of Managerial Supervision in 2023

No.	Administration	Initial Value	Final Value
1.	Personel	72	92
2.	Finance	78	93
3.	Facilities and Infrastructure	75	92
4.	Correspondence and Archiving	72	92
5.	Student Affairs	78	93

Criterion:

Excellent.	: 91 -100
Good	: 81- 90
Enough	: 71- 80
Less	: <70

While in the form of a bar chart it can be described as follows: Managerial Supervision Value Bar Chart in 2023

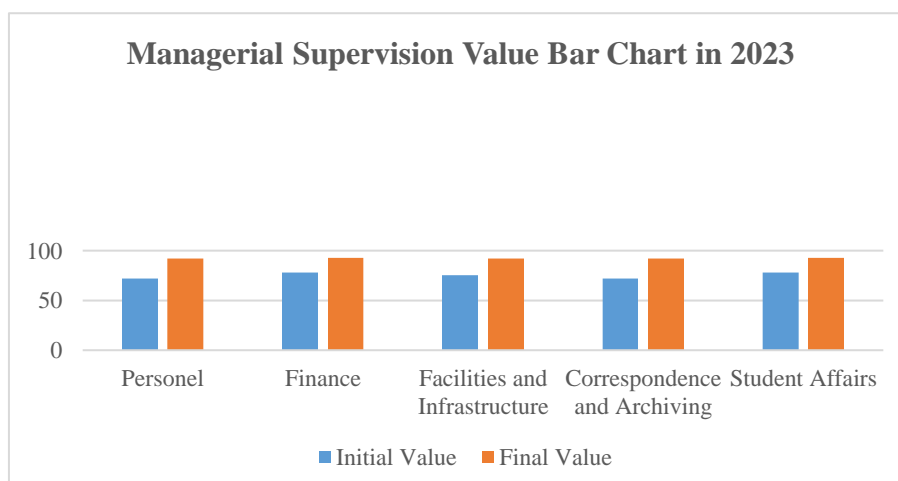


Figure 1.

The Value of Managerial Supervision in 2023

There was a significant increase in personnel administration activities, which originally obtained a value of 72 in managerial supervision activities then obtained a value of 92, this was due to changes in personnel data governance at SD Negeri Mangunharjo. Personnel Administration activities that were previously carried out manually, namely by archiving files / paper-based, turned out to have many obstacles, especially in the current era of digitalization, speed is needed in displaying data requested by other related agencies or agencies, so the author provides a solution by creating a shared drive that can be used to store personnel data at SD Negeri Mangunharjo that can be accessed by all teachers and education staff wherever and whenever you are.

In Financial Administration management activities at SD Negeri Mangunharjo in 2023, the initial increase was 78, then to 93 in the next managerial supervision activity. The obstacles faced by school financial managers include the lack of orderly financial administration, this greatly hinders the preparation of accountability reports that must be carried out periodically. The problem solving solution is implemented by creating a Daily Cash Helper Book that can be used to input daily transactions made by financial managers.

The management of Facilities and Infrastructure Administration at SD Negeri Mangunharjo experienced a significant increase at the beginning of the supervision activity obtained a score of 75, in the next supervision obtained a value of 92. With programmed academic supervision activities, the management activities of the Facilities and Infrastructure Administration are carried out more regularly and programmatically in accordance with the situation and conditions and reports that must be submitted to the Youth and Sports Education Office.

Mail Administration and Archiving is absolutely carried out at an institution, so it needs to be carried out in an orderly and orderly manner according to SOPs. In the initial Managerial Supervision activity, a value of 72 was obtained and in the next supervision activity showed an increase in value, namely 92. The problem that is often faced in Mail Administration and Archiving activities is that when making official letters and providing letter numbering, you usually have to ask the Mail and Filing Administration Management Officer first and if you cannot contact the person concerned the letter number is not typed, this will certainly reduce the legality of the letter. The solution to the problem is to create a spreadsheet that can be accessed together so that if you will make it immediately you can see the numbering of letters to be created.

Student Administration Management activities at SD Negeri Mangunharjo have been carried out well and carried out periodically. In the initial Managerial Supervision get a score of 78 and in the next managerial supervision activity get a score of 93.

6. Evaluation of managerial supervision to find out the extent of the implementation of managerial supervision to the extent of success that has been achieved or or obstacles faced within a certain period of time. The purpose of the evaluation is to (a) determine the level

- of program implementation, (b) know the success of the program, (c) get materials/input in planning the next year, and (d) provide assessment (judgment) to the School.
7. Follow-up managerial supervision in the form of reinforcement and awards are given to teachers who have met the standards, educational reprimands are given to teachers who have not met the standards and teachers are given the opportunity to attend further training/workshops/IHT.

CONCLUSION

Based on the discussion above, it can be concluded that: (1) The implementation of Managerial Supervision through monitoring and evaluation techniques can improve education administration management at SD Negeri Mangunharjo in 2023. (2) Implementing Managerial Supervision through monitoring and evaluation techniques is very important to improve the education administration management in SD Negeri Mangunharjo. (3) Description of the Implementation of Managerial Supervision with monitoring and evaluation techniques to improve the education administration management in SD Negeri Mangunharjo is as follows: (a) Make a plan for implementing managerial supervision. (b) Implementation of managerial supervision (c) Evaluation of managerial supervision (c) Follow-up of managerial supervision. Based on the conclusions above, it can be recommended as follows: (1) Implementing Managerial Supervision through monitoring and evaluation techniques can be an alternative problem-solving solution to improve administrative management in educational units. (2) Managerial supervision that is carried out programmatically and continuously can improve administrative management in educational units. (3) Need the support of all parties, especially educators, education staff, principals, and school supervisors in the administrative management of education units.

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