

# EDUCATOR AND EDUCATION PLANNING IN MAN 2 MODEL MEDAN

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## **Abstract**

The Education Planner has been regulated in a law that explains that the Quality of National Education will be measured through the achievement of all National Education Standards, including Content Standards, Processes, Graduation Competencies, Education and Education Personnel, Facilities and Infrastructure, Management, Financing and Assessment (PP RI) No. 19 of 2005 has been perfected with Government Regulation No. 32 of 2013). Serious and serious attention by the parties to the efforts to fulfill and realize all these standards will determine the quality/quality of education.

*Keyword: Planning, Education*

## **I. INTRODUCTION**

Educators and educators in the educational process play a strategic role, especially in efforts to shape the character of the nation through the development of the desired personality and values. Viewed from the educational dimension, the role of educators in Indonesian society remains dominant even though the technology that can be utilized in the learning process develops very quickly. Likewise, with the education staff, they are tasked with carrying out administration, management, development, supervision, and technical services to support the education process in the education unit.

The Education Planner has been regulated in a law that explains that the Quality of National Education will be measured through the achievement of all National Education Standards, including Content Standards, Processes, Graduation Competencies, Education and Education Personnel, Facilities and Infrastructure, Management, Financing and Assessment (PP RI) No. 19 of 2005 has been perfected with Government Regulation No. 32 of 2013). Serious and serious attention by

the parties to efforts to fulfill and realize all these standards will determine the quality/quality of education.

The success and achievement of an objective in the education unit depends on the extent of the quality of the teaching and educational staff in the education unit. Thus it is clear the problem of increasing professionalism of personnel is very important to note. In connection with the above mentioned in detail has been outlined in PP 19 of 2005 articles 28 and 29 recognize academic qualifications and competencies that must be met include 4 competencies including a. Pedagogic competence, b. Personality Competencies, c. Professional Competence, and Social Competence. More detailed provisions are spelled out in National Education Regulation No. 16/2007, which is about Academic Qualifications and Teacher Competence. Regarding the teacher's task explained in Law No. 14 of 2005 article 1 as follows: "The teacher is a professional educator with the main task of educating, teaching, guiding, directing, training, evaluating, and evaluating students."

## **II. RESEARCH RESULT**

### **Planning of educators in Madrasah Aliyah Negeri 2 Model Medan**

Teacher education planning is a systematic and rational process to assure that the determination of the number and quality of educators in various formations and within a certain period can truly represent the tasks of the educational organization.

The results of the interview of researchers with the Head of Madrasah Aliyah Negeri 2 Medan Mode regarding the planning of Educators made by the Madrasah Head are as follows. Irwansyah (2020):

To plan the teaching staff that must be done or made, namely identifying or analyzing the forms of work, assignments, and positions that are very urgent is needed to avoid mistakes in recruitment and placement. After planning the needs of educators both in quantity and quality then recruitment to get prospective educators. Recruitment or withdrawal of educators is an effort made to obtain educators needed to fill certain positions that are still vacant. This recruitment is an effort to regulate the composition of educators in a balanced manner following the demands of implementing the task of educators through selection.

Important steps in the recruitment process as a continuation of educator workforce planning:

1. 1Disseminating announcements about the needs of teaching staff in various types and qualifications as planned planning process.
2. Open registration for applicants or following the requirements established both administrative requirements and academic requirements
3. Carry out tests based on selection standards and by using selection techniques or certain methods needed.

Furthermore, it is done by announcing it in electronic and print media. After many applicants have registered, they screen prospective educators through written, oral and practical tests to get reliable educators according to the classification and qualifications needed.

The explanation explained by the respondents above is related to the planning of educators conducted/made by Madrasah Head related and in line with what was explained by the deputy head of madrasa, the respondents explained that the planning of educators conducted by the Madrasah Head, Madrasah Head must first prepare some important preparations

Correspondingly, based on the results of the interview of researchers with the Deputy Head of Madrasah I (Curriculum Field) regarding the planning undertaken by the Madrasah Head of the teaching staff are as follows:

The planning of educators carried out / made by the Madrasah Head, namely conducting Recruitment is an interesting process, inviting and finding people who are deemed qualified to occupy certain positions in an organization. The recruitment process is often referred to as the pool of talent process, which is a process when an organization tries to gather the best candidates who will then be chosen the best to occupy certain positions/positions. Recruitment is done carefully according to the needs of the organization. Next is selection, selection is the process of selecting the best candidates that have been collected in the recruitment process.

The selection process involves several activities aimed at screening and determining which candidates will be hired. Some activities that are generally used to screen and select candidates are tests, oral, and practice to get a reliable educator following the classification and qualifications needed. This activity must be carried out as objectively as possible according

to the needs of the organization so that it will be achieved according to organizational goals.

Prospective educators who have been selected through the selection process have officially joined the organization. However, he cannot immediately work. In dealing with new places and situations, of course, new educators need an adjustment process. This process is often referred to as orientation (orientation).

Orientation aims to introduce the values, norms, and habits of the organization, so that he can adapt and have good performance. This introduction process is carried out through socialization. Placement is the process of determining one's position in the organization. What position he will hold, what responsibilities he has, and what tasks he must do. Sofyan, (2020)

The results of the researchers' interview with the Administrative Staff regarding the planning made by the Principal to the teaching staff are as follows

Recruitment or withdrawal of educators is an effort made to obtain educators needed to fill certain positions that are still vacant. This recruitment is an effort to regulate the composition of educators in a balanced manner following the demands of implementing the task of educators through selection. Zainal, (2020)

Based on the interview results it can be concluded that the planning of educators carried out / made by Madrasah Heads is to plan educators to be done or made, namely identifying or analyzing in advance the forms of work, assignments and positions that are very urgent needed to avoid mistakes in recruitment and position placement. After planning the needs of educators both in quantity and quality then recruitment to get prospective educators. Recruitment or withdrawal of educators is an effort made to obtain educators needed to fill certain positions that are still vacant. This recruitment is an effort to regulate the composition of educators in a balanced manner following the demands of implementing the task of educators through the selection

### **Organizing educators in Madrasah Aliyah Negeri 2 Model Medan**

Management organizing as an activity to structure and form relationships to obtain conformity to achieve common goals. Organizations are a collection of people who are integrated in a

forum for cooperation to ensure the achievement of specified goals.

The results of the interview with the Head of Madrasah 2 Medan Model Head about Organizing teaching staff, he gave the following answers:

In the organizing stage there is the compilation and formation of work relations between the management components of the organizational structure so that a business entity is realized in achieving the stated goals. Organizing can be interpreted as a process of grouping people, tools, tasks, responsibilities and authority in such a way, so as to create an organization that can be moved as a whole in the framework of achieving the specified goals. Therefore, this Madrasa has also arranged a work structure as in the task of each work unit and organizational structure. Irwansyah, (2020)

The organizing of the teaching staff at the 2 Mode Medan Madrasah Madrasah went quite well, and the explanation was clarified again as the Administrative Staff within the madrasa. The results of the researchers interview with Madrasah Aliyah administrative staff regarding the organization of teaching staff, he gave the following answers:

The organization of the teaching staff in the Aliyah State Madrasah determines the position, responsibilities and authority within a group that is bound to the structure and is limited by the rules that underlie the formation of work organizations. Work relations based on authority and responsibility will show a certain pattern as a working mechanism. Organizing the teaching staff as an organic function of administration and management has been carried out as a process of grouping people, tools, tasks, responsibilities and authority in such a way as to create an organization that can be moved as a whole to achieve the specified goals

The explanation described by the Administrative Staff has something to do with what was conveyed by the teaching staff in Organizing the teaching staff in Aliyah Negeri 2 Medan Madrasah Model to run effectively and efficiently. The results of the interviews of researchers with Madrasah Aliyah Negeri 2 Educators Model Medan regarding Organizing teaching staff, he gave the following answers:

Organizing the teaching staff that is made in this Madrasa, namely the duties and responsibilities in administering the school to achieve its objectives, evenly distributed according to the abilities, functions, and authorities that have been

determined. Through the existing organizational structure, it will find out what the tasks and authorities madrasa head, teacher's job, school employee's job (administrative staff). By carrying out work breakdown, division of labor, pooling of work, coordination of work and monitoring take steps in adjusting to maintain and improve effectiveness so that it runs effectively and efficiently the organization. Sulistina, (2020)

From the results of the interview above shows that the Organizing of Educators in Madrasah Aliyah Negeri is the preparation and formation of work relationships between the management components of the organizational structure so that a business entity is realized in achieving the stated goals. Organizing can be interpreted as a process of grouping people, tools, tasks, responsibilities and authority in such a way, so as to create an organization that can be mobilized as a unit in order to achieve predetermined goals.

### **Implementation of Teacher Educator Plans in Madrasah Aliyah Negeri 2 Medan Model**

Of all management sequences, actuating is a management function. In the planning and organizing function is more related to abstract aspects of the management process, while the actuating function actually emphasizes more on activities directly related to people in the organization.

The results of the interview with the headmaster of Madrasah Aliyah Negeri 2 Medan Model Madrasah regarding the implementation of the teaching staff's plan, he gave the following answers:

The Principal said that the implementation of the teaching staff's plan was carried out in accordance with the plans that had been prepared at work meetings, both routine and incidental. Conducting orientation which orientation is a way of directing by providing the necessary information so that activities can be carried out properly. This orientation is given to new employees with the aim to make an introduction and provide solutions to various problems they face. Irwansyah, (2020)

It can be concluded from the results of the interview above that the function and role of implementing the plan are conducting directives, directing and communication. Second, efforts to make planning a reality, through various directions and motivations. The application of actuating (implementation) in

this madrasa is directing and motivating all personnel in every activity of the company to always be able to improve the quality of its performance.

The results of the interview with the Deputy Head of Madrasah I (Field Curriculum) regarding the implementation of the teaching staff's plan, he gave the following answers:

The implementation of the teaching staff plan is carried out in accordance with the plans that have been prepared at the work meeting of the madrasah head to improve the quality of the teaching staff. If the quality of educators increases the performance of educators will also improve. And increasing the performance of these educators will bring a positive impact in improving student achievement.

Delegation of authority, in the delegation of this authority, the head of the madrasa delegates part of the authority he has to subordinates. Communication helps planning be carried out effectively, managerial organizing is done effectively, managerial mobilization is followed effectively and supervision is implemented effectively. The school principal implements the plans for the teaching staff at the Madrasah in accordance with the planning of the work program. The training and training program for educators has become a routine program. Sofyan, (2020)

The answers elaborated by the respondents above also explained the implementation of the teaching staff's plan in Madrasah Aliyah Negeri, namely the implementation of the teaching staff's plan was carried out according to the plan prepared at the madrasah's head work meeting to improve the quality of the teaching staff. If the quality of educators increases the performance of educators will also improve. And increasing the performance of these educators will bring a positive impact in improving student achievement.

The results of the interview of researchers with Administrative Staff regarding the Implementation of the planned teaching staff in Madrasah Aliyah Medan Medan he gave the following answers:

The madrasah head in carrying out the implementation of the teaching staff plan at the Madrasah is based on a work program planned at the beginning of the school year. The

coaching program has become a routine program, with the aim that the headmaster of the madrasa can control the condition of the teaching staff at all times, both regarding their setbacks or about their progress and is carried out according to the plan that has been prepared at the work meeting. Zainal (2020).

From the explanation of the respondents above it is explained that the Head of Madrasa in carrying out the implementation of the teaching staff's plan was carried out according to the plan that had been prepared at the work meeting/beginning of the school year. The coaching program becomes a routine program that is carried out.

The results of the interview of researchers with educators regarding the implementation of the planned teaching staff in Medan Aliyah Madrasah he gave the following answers:

The implementation of the teaching staff plan is carried out following the plans that have been prepared at the work meeting of the madrasah head to improve the quality of the teaching staff. The madrasa chief delegates a portion of the authority he has to subordinates. The school principal implements the plans for the teaching staff at the Madrasah following the planning of the work program. The training and training program for educators has become a routine program. Sulistina, (2020)

In implementing the plan, the Madrasah Head Educators implement according to the plans that have been prepared at work meetings, both routine and incidental. Conducting orientation in which orientation is a way of directing by providing the necessary information so that activities can be carried out properly. This orientation is given to new employees to make an introduction and provide solutions to the various problems they face.

The school principal implements the plans for the teaching staff at the Madrasah following the planning of the work program. The training and training program for educators has become a routine program.

### **Supervision of Educators in Aliyah Negeri 2 Madrasah Medan Model**

Supervisors must have the ability to analyze teaching situations and to find possible causes of poor work with a certain level of expertise, they must have the ability to use a variety of data collection devices typical in the area of supervision itself, they



must process certain constructive skills for the development of new facilities, methods , and teaching materials; they must know how the teacher learns to teach, they must have the ability to teach the teacher how to teach, and they must be able to evaluate

The results of the interview of researchers with the head of Madrasah Aliyah Negeri 2 Medan Model regarding the supervision of educators he gave the following answers:

In order for the performance of the teaching staff to run effectively and efficiently, the madrasa in this case the madrasa head and madrasa staff make efforts in the form of: (a) security officers always anticipate touring around the madrasa environment to control the vulnerable places, (b) deputy chief Madrasa in the field of student conduct raids in the classroom with the help of security officers and supervisors. " Supervision is carried out on the performance of teaching staff is a shared responsibility of the management of educational institutions. The madrasa head is a supervisor who incessantly oversees the performance of the teaching staff in order to achieve the madrasah's vision and mission. Apart from the duties and responsibilities of the madrasa head in the supervision of teaching staff in this madrasa, the madrasa deputy head also plays an active role in managing human resources or personnel in carrying out their roles and functions as educators within the madrasa. Supervision is carried out to provide guidance to teaching staff in carrying out the program. The performance of teaching staff can be either increased or decreased can be known from the supervision provided. However, for supervision of the performance of the teaching staff, many institutions are responsible for this. The most active role in the supervision is; The Ministry of Religion at the provincial and central levels, the Education Office, and the Director General of education have the most role in monitoring the performance of educators. The supervision carried out from different institutions is the supervision of the preparations made by the teaching staff. Irwansyah, (2020)

Supervision is carried out continuously and continuously. Educators in Madrasah Aliyah Negeri 2 Medan Model are heavily involved in the supervision conducted on the madrasa environment

without exception to the teaching staff in the madrasa. But apart from the madrasa, the most responsible oversight for this is the supervisory team from the education office and the religious department which will be described in the results of the interview below.

The results of the interview with the Deputy Head of Madrasah I (Field Curriculum) regarding the supervision of teaching staff he gave the following answers:

Duties and responsibilities of supervisors are responsible for improving the performance of educators, the supervisors of the education unit have many roles as assessors, researchers, developers, pioneers / innovators, motivators, consultants, and collaborators in order to improve the quality of education in schools or in their madrassas. It is associated with the main task of supervisors as supervisors or academic supervisors, namely supervisors' main tasks which emphasize more on the technical aspects of education and learning, and managerial supervisors, namely supervisors' main tasks that emphasize more on aspects of school management. " routinely conducts supervision to assess the performance of teachers in this Madrasah. The school principal works closely with the supervisors, as well as the deputy headmaster together to continuously monitor the success rate of the quality of the teaching and learning staff. The indicator used to measure the performance of teaching staff is the result of children's learning. The results of evaluations of children through monthly grades and even semester report cards can be used whether the teacher's performance is achieved or not. Sofyan, (2020).

The answers described by the respondents above also explained the duties and responsibilities of supervisors on the performance of educators in Medan Aliyah Madrasah, in their description there were two responsibilities for supervision, namely internal supervisors namely the education staff in Madrasahs who were involved as well as from external supervisors namely the Department of Education and the Department of Religion.

The results of the researchers' interview with the Administrative Staff regarding supervision of the performance of the teaching staff, he gave the following answers:

As far as my knowledge of the supervision carried out by the school on the performance of educators is routinely carried out. This can be proven

from the teaching staff meeting held by the madrasa head at least once every three months. The meeting focused on educators as the main indicator of whether or not the madrasa. Aside from the absolute responsibility of the madrasah head in supervising the performance of teachers, the deputy head of the madrasa as well as school supervisors from the religious department and the education office also plays an active role in overseeing teacher performance. The main focus in supervision of the education office and the department of religion is the preparation or feasibility of the Learning Program Plan (RPP), as well as the suitability of the syllabus outlined in the existing RPP. However, as for matters concerning supervision

Madrasa administration is outside of my understanding of it.

The description explains that the supervision carried out by the madrasa is routinely carried out by supervisors which are formed from the center of the educators involved as well as supervisors involved in overseeing the teaching staff have been described in the interview results of the respondents below. The results of the researchers' interview with Educators regarding the supervision of educators in Madrasah Aliyah Negeri 2 Medan Model, he gave the following answers:

Supervision carried out by the madrasa of the teaching staff in Madrasah is quite going well. The Head of Madrasah and Deputy Head of Madrasah routinely monitor the activities of the teaching staff in the classroom and inside the teacher council office when the teaching staff prepares the facilities to be used for teaching aids in certain fields of study. In addition, the Department of Religion and the Office of Education have an important role in improving the performance of teaching staff. There are a lot of programs carried out by the madrasa head and deputy madrasa head to re-grade the performance capabilities of educators who are starting to decline. Educators often participate in training in the form of seminars, workshops and other training. Supervision is carried out on teaching staff solely to find out the weaknesses and difficulties faced by an educator in dealing with the program being implemented. When the weaknesses of the teaching staff are known, the headmaster of the madrasa will send the educators to be fostered and trained by the institution "USAID" which is managed by an institution from the United States of America. The program has a tremendous impact on improving the performance of teaching staff. So that the weaknesses of the

teaching staff in the field of study can be overcome and known due to the continuous supervision carried out by the headmaster and other school equipment. Sulistina, (2020)

The results of the interview above explained that the supervision conducted on the teaching staff is a very big influence on improving the performance of the teaching staff. Supervision carried out on institutions or individuals involved brings major changes to the teaching staff. Supervision carried out on the teacher solely does not look for mistakes or weaknesses in teaching staff carrying out their duties. However, the holding of supervision of educators to improve performance began to decline. When conducting oversight of educators, madrasahs, or related institutions can easily provide input or directing weaknesses in certain areas.

Based on the results of observations by researchers, supervision by principals and other educational institutions has been going well, the collaboration with other institutions in prioritizing the performance of educators is a good policy implemented by the headmaster.

### III. CONCLUSION

The planning of educators carried out / made by the headmaster of the madrasah is planning is one of the functions of management that must not be abandoned. It can be said that planning in education especially educators is a practice that occurs all the time. This is intended to meet the needs of staff / educators both in quantity and quality that will be placed in positions that are needed now and in the future. To plan the teaching staff that must be done or made, namely identifying or analyzing the forms of work, assignments, and positions that are very urgent is needed to avoid mistakes in recruitment and placement. After planning the needs of educators both in quantity and quality then recruitment to get prospective educators..

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