

THEORETICAL ANALYSIS OF MANAGEMENT FUNCTIONS IN EDUCATIONAL INSTITUTIONS

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Abstract

The management function in educational institutions plays an important role in the world of education to realize various ideas, ideas, work programs, and other activities aimed at advancing education to improve and develop the quality of educators in multiple competencies. So that it can improve the overall quality of educational staff in an educational institution. In this discussion, the researcher uses qualitative research methods as support in his research based on a literature review known as a Literature Review. This approach can clarify and simplify the presentation of the research subject. The data sources were obtained from journals, articles, and writings related to management functions in educational institutions which were accessed via Mendeley.com, the Publish or Perish application, and Google Scholar. Thus, the results of the management analysis implemented in educational institutions show that a leader can improve by implementing the POAC principles (Planning, Organizing, Implementing, and Controlling) well.

Keywords: Management, Educational, Educational Institutions

Abstrak

Fungsi manajemen pada lembaga pendidikan memegang peranan penting dalam dunia pendidikan untuk dapat mewujudkan berbagai gagasan, ide, program kerja, dan kegiatan lainnya yang bertujuan agar bisa memajukan pendidikan guna meningkatkan dan mengembangkan kualitas pendidik dalam berbagai kompetensi. sehingga dapat meningkatkan kualitas tenaga kependidikan secara keseluruhan di sebuah lembaga pendidikan. Pada pembahasan kali ini, peneliti memakai metode penelitian kualitatif sebagai pendukung dalam risetnya dengan berbasis kajian pustaka yang dikenal sebagai Literature Review, pendekatan ini bisa memperjelas serta mempermudah penyampaian dalam pemaparan mengenai subjek penelitian. Adapun sumber data diperoleh dari jurnal, artikel dan tulisan yang berkaitan dengan fungsi-fungsi manajemen pada lembaga pendidikan yang diakses melalui Mendeley.com, aplikasi Publish or Perish serta Google Scholar. Dengan demikian, hasil analisis manajemen yang diimplementasikan pada lembaga pendidikan menunjukkan bahwa bisa ditingkatkan oleh seorang pemimpin dengan menerapkan prinsip-prinsip POAC (Perencanaan, Pengorganisasian, Pelaksanaan dan Pengendalian) dengan baik.

Kata kunci: Manajemen, Pendidikan, Lembaga Pendidikan

INTRODUCTION

The word management sounds familiar to our ears in human life, it is always side by side without us realizing and knowing. Humans have used management since ancient times without us realizing it, but management science was only introduced in the 19th century (St. Hayatunnisa et al., 2023). Management science can also be interpreted as a strategy to improve activities and cooperation in an organization or institution to achieve success effectively and efficiently (Barsihannor, 2021). Thus, management can help optimize existing resources in every non-formal educational institution and formal education (Ohib Muhibburrohman et al., 2023).

Education has a major role in the formation of human personality, because through the educational process we not only gain knowledge and skills, but we also have values, norms, and ethics that can shape our character and behavior (Rahmadania et al., 2021). Therefore, education is very important to develop individual skills to understand and carry out their roles as responsible members of society (Suherni et al., 2023).

Education is not only about assignment, knowledge, and skills, however, education also explains the formation of good character towards behavior that is by the values that are highly valued in a society. So education has a function as the formation, development, and improvement of one's personality abilities in exploring the potential to achieve achievement (Ali et al., 2018). Achievement in education not only creates knowledge but also strengthens a person's ability to be able to implement the basic changes needed to develop their potential to the fullest (Albab, 2021).

Because education is not only related to strategic issues but also covers a variety of complex and complex issues regarding planning, implementation, monitoring, evaluation, and motivation in efficiency and effectiveness in organizing systems in educational institutions. It can improve the quality of management in shaping a better educational institution (Endah Retno Suci & Aris Widodo, 2022). School is part of an educational place where there is a process of teaching and learning activities so that students have the ability, intelligence, and skills as well as a place of civilization of human life.

Therefore, to implement the management function in educational institutions, schools must carry out management properly so that the objectives in the process of teaching and learning activities can run well, orderly, effectively, and efficiently (Anis Zohriah et al., 2023). This can be seen in an educational institution that can be said to be successful through the appointment of a leader in managing educational management personnel at school effectively and efficiently so that it can encourage the achievement of the success of educational goals optimally. Thus, the leader is an educational component that influences an educational institution to be able to improve teacher performance (Sulfemi & Arsyad, 2019).

METHOD

In this discussion, researchers use qualitative research methods as a support for their research based on a literature review known as Literature Review, this approach was chosen to be able to clarify and facilitate delivery in the presentation of a research subject related to management functions in educational institutions (Moleong, L, 2010). Then the origin of the data used by researchers as research in this study are journals, articles, and writings related to management functions in educational institutions through Mendeley.com, the Publish or Perish application, and Google Scholar.

RESULTS AND DISCUSSION

Definition of Management and Education

The word management is taken from Latin, namely “manus” which means hand, and agree which means to do. Then the two words are combined into the verb “manager” which means to handle. In English, the word is called “managere” a word that means to organize, manage, implement, and manage. Meanwhile, according to the large Indonesian dictionary (KBBI), management is a process of utilizing human resources to realize certain goals that are calculated efficiently and effectively. Scientific management was only formulated in the late 18th or early 19th century. The first figures to introduce management scientifically were Robert Owen (1771-1858) and Charles Babbage (1792-1871).

In language, management is a mechanism of a process of planning, organizing, and controlling existing resources effectively in achieving the goals of the leadership in carrying out a responsibility for the running of an organization, company, and institution (Anis Zohriah et al., 2024). In an organization, company, and institution, management needs to be managed properly so that it can function according to the planning, organizing, and controlling that has been designed or determined from the start to get satisfactory results (Anis Zohriah & Ishlah Farah Diba, 2023).

The definition of education according to Indonesian law number 20 of 2003 concerning the national education system, article 1 paragraph 1 is a conscious and planned human effort to create a learning atmosphere and learning process so that students can actively develop their potential. It is intended that they have religious spiritual strength, self-control, personality, intelligence, noble character, and skills needed by themselves, society, nation, and state (Octiana Ristanti et al., 2020). So, management in educational institutions is a stage and activity to be able to manage and organize all operational aspects and functions of educational institutions effectively and efficiently, this includes the management of human resources, finance, facilities, and infrastructure to create a supportive environment in achieving optimal educational goals.

Before knowing the functions of management in educational institutions, it is necessary to know that management is the process of mobilizing work tasks so that they can run effectively and efficiently (Siti Apriani Fawziah & Irwansyah, 2020). Terry also states

that management in educational institutions is an activity that includes planning, organizing, implementing, and supervising to achieve predetermined goals (Hasan Argadinata & Muhammad Naufal Majid, 2022). Thus, educational management can be interpreted as a process of work activities by using the utilization of learning resources for management to achieve educational goals effectively and efficiently (Kasful Anwar et al., 2023).

Discussing management, it is closely related to the management functions that exist in it, some experts reveal a lot about the division of management functions and some opinions interpret contextualization between management functions with educational institutions. However, researchers take a theory of management functions that are most widely taken and often used in management standards are Planning, Organizing, Actuating, and Controlling (POAC).

Management Functions in Educational Institutions

The management function in educational institutions is important to manage an organization, the company in the educational institution itself to run well and direct, and inspire all employees, subordinates, and members of educational institutions for the achievement of common goals (Teti Sumiati, 2023). Management functions in this educational institution are divided into 4 (four) stages, among others:

1. Planning

Namely, one of the important functions of management that allows an educational institution to be able to formulate a vision and mission both in the near and long term as well as the strategies needed to realize the achievement of good results (Syifa Faujiah et al., 2023). A plan for mobilizing education must be carried out in an organized and comprehensive manner to produce a quality design (Mustaqim Hasan et al., 2022). The realization of effective implementation in managing educational institutions is the result of planning that has clear and measurable goals (Achmad Wahyudin & Anis Zohriah, 2023).

Thus, planning management is an activity of human activity in choosing a path for the desired future. Then direct their efforts to realize in implementing proper management and become the key to realizing plans effectively and efficiently (Sinta Sukma Ayu & Zuhri M. Nawawi, 2024). The function of planning is divided into 3 (Three): (1) Planning is an effort to be able to determine goals or formulate goals that will be taken to achieve. Therefore, planning must run by the common expectations that we will formulate/implement; (2) Planning makes it easier for us to understand the goals to be achieved; (3) Planning allows us to identify obstacles that may occur in achieving goals.

We can strive to improve effectiveness and efficiency in organizations or educational institutions, to meet this demand, we need planning principles; (1) Planning needs to be comprehensive; (2) Educational plans should be comprehensive; (3) Educational mapping needs to consider various cumulative aspects; (4) Educational preparation is

required to have a long and continuous plan; (5) Educational preparation should be based on efficiency and effectiveness; (6) Educational strategies should consider all available or available resources; (7) Educational preparation should be supported by an efficient administrative organization and reliable data.

As mentioned in Surah Al-Hasyr verse 18, related to the importance of the planning function, namely as follows:

يَا أَيُّهَا الَّذِينَ آمَنُوا اتَّقُوا اللَّهَ وَلْتَنْظُرْ نَفْسٌ مَّا قَدَّمَتْ لِغَدٍ وَاتَّقُوا اللَّهَ إِنَّ اللَّهَ خَبِيرٌ بِمَا تَعْمَلُونَ

Meaning: O you who believe, fear Allah and consider what you have done for the preparation of tomorrow (hereafter); and fear Allah, surely Allah is well aware of what you do (Qur'an Ministry of Religion, 2022).

2. Organizing

Namely, a system of cooperation between groups to achieve goals to compile an organization, or institution by creating or compiling the formation of a structure in the division of tasks by the relationship between labor tasks that must be carried out in managing human resources optimally and productively (Ganis Aliefiani Mulya Putri et al., 2022).

Therefore, the form implementation of the organizing process is a form of a unified whole, both in terms of cohesiveness, solidarity, and a good process that can regularly result in the achievement of stable goals and make it easier to achieve the goals that have been set (Dodi Hartanto, 2019). So organizing can be interpreted as an activity of arranging and placing certain employees in positions and places that are suitable for their abilities (Sari, 2021).

As this is explained in Surah Ali Imran verse 103:

وَاعْتَصِمُوا بِحَبْلِ اللَّهِ جَمِيعًا وَلَا تَفَرَّقُوا ۚ وَاذْكُرُوا نِعْمَتَ اللَّهِ عَلَيْكُمْ إِذْ كُنْتُمْ أَعْدَاءً فَأَلَّفَ بَيْنَ قُلُوبِكُمْ فَأَصْبَحْتُمْ بِنِعْمَتِهِ إِخْوَانًا وَكُنْتُمْ عَلَىٰ شَفَا حُفْرَةٍ مِّنَ النَّارِ فَأَنْقَذَكُم مِّنْهَا ۚ كَذَٰلِكَ يُبَيِّنُ اللَّهُ لَكُمْ آيِهِ لَعَلَّكُمْ تَهْتَدُونَ

Meaning: “And hold fast the religion of Allah, and do not divide among yourselves, and remember the favor of Allah upon you when you were enemies, then Allah united your hearts so that by His grace you became brothers. And you were on the brink of hell, then Allah saved you from it. Thus Allah explains His verses to you so that you may be guided” (Qur'an Ministry of Religious Affairs, 2022).

3. Actuating

Is a process of implementation or movement of activities that direct all employees (subordinates) to always work productively and optimally in helping to achieve a company, institution, and community goal (Anika Amelia et al., 2022). This function in management can be carried out through motivating activities, providing rewards for educators and education personnel who have achievements, making a decision from a

leader, and optimizing communication well from various circles (Muzammil Imron, 2023).

Therefore, actuating activities as the above actions, is a process of moving and awareness of educators or workers towards the work they have to do by providing good direction or guidance to achieve success (Imam Subekti, 2021). Coaching means caring for, managing, and improving an organization or institution, both personal, structural, and functional in every activity to achieve goals (Kholiq Abdul, 2020).

Guidance activities can be made for (1) Providing instructions and instructing directions; (2) Providing direction in carrying out orders; (3) giving time to improve insights, abilities, and skills so that they produce results for carrying out various tasks/jobs; (4) Given opportunities for participation in providing ideas and ideas to advance companies and institutions (5) Delivering corrections to each employee or subordinate to do their job properly and effectively efficiently. as mentioned in Al-Qur'an Surah Al-Kahf Verse 2, namely:

فَمَا لِيُبْذَرَ بَأْسًا شَدِيدًا مِّنْ لَّدُنْهُ وَيُبَشِّرَ الْمُؤْمِنِينَ الَّذِينَ يَعْمَلُونَ الصَّالِحَاتِ أَنَّ لَهُمْ أَجْرًا حَسَنًا

Meaning: “As true guidance, to warn of a very painful punishment from Allah and to give good news to those believers who do good deeds, that they will receive a good reward” (Qur'an Ministry of Religious Affairs, 2022).

4. Supervision or Controlling

It is an administrative task both personal and collective, focusing on monitoring activities within an organization or institution. This involves checking activities thematically and thematically or revising them. Because, to ensure the security of the activity program (Jaya et al., 2023). The objectives of controlling activities are (1) Providing provisions for carrying out activities under the plans that have been made; (2) Regulating the implementation of predetermined supervision activities; (3) Taking steps to prevent wasteful and abusive behavior in the implementation of policies or orders; (4) Ensuring public service satisfaction for education; and (5) Establishing and carrying out guidance on public trust in leaders both in organizations and educational institutions.

Thus the supervisory management function is for all activity processes to be able to be adhered to effectively and in line with mutually agreed plans and supervise the ongoing activity process to be able to ensure compliance with the criteria that have been set and provide responses to subsequent improvements (Prof. Dr. H. Ahmad. Rusdiana, 2023). This is to be able to improve and produce management functions effectively in providing good, quality, and highly competitive services. For this reason, it is important for controlling activities to be able to understand things: (1) Implementation of educational activity programs; (2) Compile the results of the assessment of the implementation of educational activities; and (3) Provide input for improvement or development of educational activities. As stated in Surah As-Syura verse 6 which reads:

وَالَّذِينَ اتَّخَذُوا مِنْ دُونِهِ أَوْلِيَاءَ اللَّهُ حَفِيفٌ عَلَيْهِمْ وَمَا أَنْتَ عَلَيْهِمْ بِوَكِيلٍ

Meaning: Allah monitors the actions of those who seek refuge in places other than Him, while the Prophet Muhammad is not responsible for their actions. (Qur'an Ministry of Religion, 2022).

CONCLUSION

Educational institutions are an organization in the world of education that has an important role in realizing various ideas, work programs, and other activities in advancing education to achieve mutually agreed goals. Therefore, educational institutions have a significant role in improving and expanding the quality of educators in various competencies. One of them is a leader who is an important part of motivating in improving the quality of education personnel at an educational institution. Thus, the management function at an educational institution can be developed through the application of the POAC principle (planning, organizing, implementing, and controlling) these four aspects have contributed to advancing educational institutions in providing a leader's success. Because a leader can not only declare the vision and mission of a high-quality educational institution but also must have strategies to be able to advance and develop an educational institution in the changes that continue to develop today.

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