

COMPETENCY DEVELOPMENT AS PROFESSIONAL EDUCATION STAFF AT UPT SMAN 11 MAROS

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Abstrak: The purpose of this study is to develop the competence of strengthening education personnel. Provide direct experience in the field and to cultivate work in synergy with the scientific disciplines owned. Developing an educational curriculum that is in accordance with the times. The place for the implementation of Teacher Training Professional Strengthening (P2K) activities is at UPT SMAN 11 Maros which is located at Jalan Pangkasalo, Maros Regency. The time for the implementation of the Teacher Training Professional Strengthening (P2K) activity is 04 September 2023 – 01 November 2023. At the planning stage of activities in terms of structuring administrative files, several things are done, namely Educational Technology students compiling in such a way as correspondence files (letter arrangement) and also archives (archival arrangement). The results in this study include the implementation of P2K at UPT SMA Negeri 11 Maros, which is a training ground in mastering the ability of education personnel who are intact and integrated before truly becoming a reliable education staff. P2K students can gain various experiences during the P2K process for future education.

Keywords: *Development, Education Personnel, Professional*

Abstrak: Adapun tujuan dalam penelitian ini yaitu Mengembangkan kompetensi pematapan tenaga kependidikan. Memberikan pengalaman langsung dilapangan dan utuk membudayakanmelakukan kerja yang bersinergi dengan disiplin keilmuan yang dimiliki. Mengembangkan kurikulum pendidikan yang sesuai dengan perkembangan zaman. Tempat pelaksanaan kegiatan Pemantapan Profesi Keguruan (P2K) adalah di UPT SMAN 11 Maros yang beralamat Jalan Pangkasalo,Kab. Maros. Waktu pelaksanaan kegiatan Pemantapan Profesi Keguruan (P2K)04 September 2023 – 01 November 2023. Pada tahap perencanaan kegiatan dalam hal penataan berkas administrasi ada beberapa hal yang dilakukan yakni mahasiswa Teknologi Pendidikan menyusun sedemikian rupa berkas persuratan (penataan surat) dan juga kearsipan (penataan arsip). Adapun hasil dalam penelitian ini terdapat di antaranya yaitu Pelaksanaan P2K di Sekolah UPT SMA Negeri 11 Maros, merupakan ajang latihan dalam menguasai kemampuan tenaga kependidikan yang utuh dan terintegrasi sebelum betul-betul menjadi seorang tenaga kependidikan yang handal. Mahasiswa P2K dapat memperoleh berbagai pengalaman selama proses P2K berlangsung untuk pendidikan di masa depan.

Kata Kunci: Pengembangan, Tenaga Kependidikan, Professional

Introduction

The development of community culture is accelerating in various aspects of human life. This acceleration is mainly due to the rapid progress of science and technology. The advancement of science and technology requires the community to prepare a new generation who are able and able to face new challenges which of course can only be achieved through education.

Indonesia as a developing country that is developing, needs to strive to improve learning outcomes in an effort to develop science and technology so that the goals and ideals of the nation can be achieved. Education is one of the pillars in realizing a brilliant future. This is because education is future-oriented in an effort to prepare learners.

The progress or retreat of a nation is largely determined by the progress and management of education in that country. Along with the progress of the times and the rapid development of technology, developments in the field of education are always changing.

Teachers as educators help mature children psychologically, socially, and morally. In addition, as teachers and educators also have responsibilities in learning activities so that teachers have a very large role in managing the class. Learning activities are the most important part of curriculum implementation. To find out whether learning is effective or efficient, it can be known through learning activities. For this reason, teachers in carrying out learning activities should know how to make learning activities run well and can achieve the expected learning goals.

The peraktek stage provides real experience to schools to carry out educational technology functions in accordance with the mission and tasks of the institution where the practice is located. Through practical activities, it is expected that P2K students will gain direct experience in crossing the educational technology profession, and have adequate understanding and insight into the field of work profession. There are several important reasons why this learning model needs to be used more frequently in schools. Along with the globalization process, there is also a social, economic and demographic transformation that requires schools to better prepare students with new skills to participate in a rapidly changing and evolving world.

The Teacher Training Professional Strengthening Program or often abbreviated as P2K is located at UPT SMAN 11 Maros. Placing the author as a researcher to review learning.

Education management is often referred to as administrative administration, which is the entire process of correspondence management activities starting from collecting (receiving), recording, managing, Reproduce, send and store all information materials required by the organization. With this understanding, the management or administration does not only include letters but all information or information materials in the form of certificates.

Administration is a subsystem of organization, in this case it is a school organization. Its main activity is to take care of all forms of school administration, from correspondence to inventory of goods. When viewed from the above understanding, the administration does not only concern correspondence activities but also concerns all information and information materials in the form of certificates.

Administration is important because administration can help and facilitate other subsystems such as student affairs, curriculum, personnel administration, and others. In this case, there is a term called auxiliary mechanism, meaning that school administration activities can be used to assist leaders (principals) in making decisions, so as to facilitate and increase the effectiveness and efficiency of administrative processes, with the necessary data.

If administrative administration runs well, activities related to learning and learning objectives can run well as well. For this reason, professional and competent administrative staff are needed in their fields.

Based on the profile of the learning process and learning outcomes above, the formulation of the problem is: Are students of the Educational Technology study program able to develop competencies as professional education personnel?

The form of action to solve problems in accordance with the problems described above is by identifying problems, then analyzing problems, then brainstorming various solutions and making decisions related to the right solution, taking action.

Humans have different degrees of potential, historical background, and hope for the future. Because of differences, humans can hone each other (educate each other). Therefore, administrative work includes a series of activities to collect, record, manage, duplicate, send and store information needed in each business cooperation.

P2K aims to provide direct experience for education staff, so that professional education personnel are formed, namely education personnel who have the knowledge, skills, values and attitudes needed for their profession so that they are able to apply in the provision of education. In this case, P2K will train students to have the ability to apply knowledge in performance in direct situations in the field.

Implementation Method

This research the researcher used a descriptive research strategy. Descriptive research is research that attempts to describe phenomena that occur in a realistic, real and contemporary way, because this research consists of creating systematic, factual and precise descriptions, drawings or paintings regarding the facts, characteristics and relationships between the phenomena being studied (Rukajat 2018).

This research is a study that describes a symptom or phenomenon that occurs in the area of SMA Negeri 11 Maros, Maros Regency, namely natural phenomena or man-made phenomena, or those used to analyze or describe the results of the subject, but are not intended to provide wider implications (Adiputra et. al 2021).

Results and Discussion

A. Implementation results

Administration staff school as an administrator has the benefit of helping lighten the work of institutions school so that it can run smoothly efficient and effective. When energy the administration has a staff of up to his position increased accordingly leaders and managers. Therefore that is, the head of the school's administrative staff who has internal control lead the implementation of administrative affairs business (TU) the school must have diminsions of personality, social, and technical see (Zullkarnain dan Sumarsono 2015).

The results of implementing activities for strengthening the teaching profession (P2K) in the field of educational personnel are explained in four programs created by practitioners based on the needs of educational personnel, namely:

1. Recap of student attendance apsen showing the number of attendance, sickness, permission and alpa for one month as data to take policies for students who are lazy to enter school or who are not informed (Alpa) and provide guidance to students who have difficulty in fulfilling their attendance obligations at school. The result of this is that we recap student tardiness every day so that students can be more disciplined in appreciating time to school.



2. The format of counseling guidance in the form of data for students who violate the rules of conduct, absenteeism, statement letters, and consent letters.



3. The result of this is that we are free to allow students to borrow and learn and easily count.



4. The student master book is the data and identity of students in the school and the results of student achievement from the first semester to graduation.



The result of this is to more clearly know the relationship between each part of the organization, both in position and task, in order to achieve common goals.

Administration is a routine record keeping activity note down, document activities, organizing beacons correspondence with all aspects as well prepare reports. Administration is important because administration can help and facilitate other subsystems such as student affairs, curriculum, personnel administration, counseling guidance and others. In this case, there is a term called auxiliary mechanism, meaning that school administration activities can be used to assist leaders (principals) in taking decisions, so as to expedite and improve the effectiveness and efficiency of administrative processes, with the necessary data. In essence, administrative management is the activity of recording all activities in an organization and using them as management information (Daryanto, 2010).

If administrative administration runs well, activities related to learning and learning objectives can run well as well. For this reason, professional and competent administrative staff are needed in their fields.

Conclusion

Administration is all mechanisms that can help, smoothen, improve activities and efficiency of administrative processes by providing all the necessary data and information, so that the administration runs smoothly. Administration can also be interpreted as the activity of determining everything that happens in the school, to be used as information material by the leadership, which includes all activities ranging from making, processing, structuring to storing all necessary information materials by school.

Administration according to administrative service guidelines for universities is all correspondence management activities, namely collecting (receiving), recording, processing, duplicating, sending and storing all necessary pieces of information by organization. In essence, administrative administration is the activity of recording everything that happens in an organization to be used as information for leader. P2K implementation in UPT SMA Negeri 11 Maros School, is a training ground in mastering the ability of education staff who are intact and integrated before truly becoming a reliable education staff. P2K students can gain various experiences during the P2K process for future education.

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