

Management Means Infrastructure in Elementary School State 1 Bitung

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ABSTRACT

Currently, one of the factors that determines the quality of education in Indonesia is facilities and infrastructure. Educational facilities and infrastructure can help students learn more comfortably. This Study aims to describe management means and infrastructure in School Base (SD) Country 1 Bitung, constraints faced, and solutions for overcoming these obstacles. This research uses a qualitative approach. The collection of data is done with interviews, observations, and documentation. Respondents to this research are head school, Teacher, And staff system business. Results study show that Procurement of facilities and infrastructure prioritizes sanitation development. Facilities management infrastructure, Which covers planning, procurement, use, maintenance, and deletion, means infrastructure has walked with Good. Constraints faced are the lack of funds needed for the procurement process and the lack of administrative staff in management process management means and infrastructure.

Keywords: means and infrastructure education, management means, infrastructure education

INTRODUCTION

Education is an important investment and has a strategic role in its realization source, Power man, Which is quality (Irwandani et al., 2017). Apart from that, education has a central role in resource

development efforts to Power humans (Abidin, 2017). The clearer the education, the more visible the development and progress of something nation. The education system must be able to guarantee improvements in the quality, relevance, and efficiency of education management (Setiawan, 2016). Implementation of educational programs in schools will not be separated from the concept of educational management (Nur et al., 2018), where schools are institutions of education That organize the process of Study teaching (Bafadal, 2018). The quality of an institution's education is not only determined by the quality of learning just, but it also influences How an institution's education the capable manages resources and Powers humans (Komariah, 2018).

Schools and madrasas are institutions of education as places for the ongoing or carrying out of activities education (Saebani & Ahmad, 2012). Wrong One component that is very crucial for the implementation of the educational process is the Teacher, who is a facilitator in process learning (Mulyani, 2012). In maintaining education to produce process effective teaching and learning efficiency, facilities and infrastructure are needed (Awaludin & Saputra, 2017). Equipment from buildings, libraries, and tools used when Studying very in a class closely related to quality school (Tafsir, 2010). Especially when using tools, props, and aids such as in teaching physics, biology, anatomy, or geography (Kristiawan, 2017). Infrastructure is an indirect tool that functions to achieve internal goals in education, among them location, place, and school building, while the means like a tool direct Which works reach objective education, among them room, book, library, laboratory (Darmawan, 2016).

The educational process does require facilities or equipment, and all equipment or facilities must be provided according to needs. According to Ananda and Banurea (2017), There are two types of maintenance of facilities and infrastructure in schools, namely daily maintenance and regular maintenance. Daily maintenance is usually carried out by staff assigned duties and responsibilities for the facility. Periodic maintenance is maintenance that is done in a way periodically following a timetable That has been programmed. Making a timetable is based on interest treatment to object maintenance, for example, how many hours should the oil change be, resetting the moving parts every few months, and so on. In this periodic maintenance, we know it exists maintenance weekly, monthly, And annual.

Activities carried out to monitor school infrastructure are evaluations. According to Ika (2015), the process of evaluating facilities and infrastructure is a process of collecting and presenting information for consideration in decision-making regarding the facilities and infrastructure used. Through this method, the means or means will be known infrastructure where just Which necessary repair, purchase new, or deletion. The minimum criteria that formal schools must have, in particular in elementary school Country 1 Bitung, covers room classroom, library room, computer laboratory room, MIPA laboratory room, room leader, room Teacher, room system business, place worship, room counseling, room UKS, room student organizations, latrines, warehouses, circulation spaces, and exercise areas. So far, Infrastructure management activities have not been carried out consistently over the years From year to year, infrastructure management activities seem to just flow with the flow of the year previously. There are management functions that are not carried out due to time constraints and cost. Apart from that, the lack of involvement of school residents in the procurement process is the wrong one problem, Which is inside the management infrastructure in this school.

This research aims to describe facilities and infrastructure management activities carried out by SD Negeri 1 Bitung, what obstacles were faced in the process implementation, as well as solutions to anticipate constraint that exists.

METHOD

Study This uses the method study qualitative. According to Sujarweni (2014), qualitative study is a type of research that produces findings that would otherwise be impossible to achieve using statistical procedures or other means of quantification (measurement). Qualitative data was obtained through data collection techniques, namely interviews, analysis documents, discussion focused, or observation Which has poured in notes field (Daddy, Physical defect, & Pontoh, 2017). In essence, descriptive qualitative study is a method of researching the status of a group of people, an object with an objective descriptive description, or a painting in a way that is systematic, factual, and accurate regarding facts or phenomena investigated (Convelo et al., 2013).

This research was conducted at SD Negeri 1 Bitung with the address East Bitung, Maesa District, Bitung City, North Sulawesi. As for time study, this held to start from date 12 October to 19 June 2020. Research informants are based on considerations that informant study can give information that is complete, deep, And relevant to the objective study (Rukayat, 2017). As for informants in the study, this covers Teachers, staff, And the head school.

Technique collection data on study This uses interviews, observation, And documentation. Sugiyono (2010) put forward the need held by researchers to use an interview method where the object (respondent), namely the person who knows best about himself, what the subject states to the researcher is true and trustworthy, And the interpretation subject about questions Which submitted researcher to him is the same with What Which intended by researcher.

Observation on study This is done to dig and confirm data That has been obtained through interviews. Some things that can be explored through observation are as follows: Table 1.

Table 1. Topic Which Excavated Through Observation

No	Topic
1	Planning Plan for infrastructure needs Meeting facility planning infrastructure
2	Organizing Job description of infrastructure management Structure organization management means infrastructure
3	Implementation The atmosphere of student learning activities Means infrastructure school Room class as well as means infrastructure
4	Control Elimination of infrastructure Inventory means infrastructure

Apart from interviews and observations, data collection techniques were used in the study This use studies documentation. Technique This works for document management means and infrastructure at SD State 1 Bitung includes, see Table 2.

Table 2. Topic Which Dug through Documentation

Object No	Documentation
1	Organizing: Task and Authority Structural preparation organization
2	Planning: Drafting plan need Meeting planning
3	Control: Removal of means infrastructure Inventory means infrastructure
4	Implementation: Maintenance means infrastructure Procurement means infrastructure Elimination of infrastructure Inventory means infrastructure

After data is collected, data is analyzed through process reduction data, displays, and verification (Miles and Huberman, 1992). In this research, the technique used to analyze data Which has obtained is descriptive (non-statistics), that is, the depiction of data obtained with words or sentences separated according to category to obtain a conclusion. In the study, this triangulation used is a triangulation of data sources, namely school principals, teachers, and administrative staff at SD State 1 Bitung, where this triangulation process directs research so that during the process collection of data and the researcher must use the existing data is diverse.

RESULTS AND DISCUSSION

Phase planning means infrastructure in elementary schools states 1 Bitung steps To determine the need for infrastructure facilities based on existing conditions. Planning phase through several series of activities such as school coordination meetings, program determination schools, and determining school infrastructure needs. School coordination meetings are mandatory and attended by the principal, teachers and staff TU. Process The coordination meeting is chaired by the head of the school And next by the Teacher And staff TU, Which each other gives input to reach an agreement. According to Mother MS, as Head of elementary school Country 1 Bitung on the date 16 June 2020, Which states that: "The planning process starts with planning what the needs are. This process is carried out by holding coordination meetings with teachers and staff once a year at the beginning of the semester. For this year, the program will be what we are doing is building school sanitation, which is still minimal at the moment, because it is an infrastructure that is really needed and very vital for residents' school." Organizing phase facilities and infrastructure (organizing) carried out by the party school based on the documentation data obtained, the design structure is known management and job descriptions adjusted according to the Principal's Decree No. 427/2019 concerning Allotment of Tasks at SD Negeri

1 Bitung and details of each task Which given. On The Decree, there is an explanation about staff or Teachers.

The next phase is procurement. Procurement at SD Negeri 1 Bitung was carried out by identifying the needs that will be met. When the research was conducted, the school's priority was school sanitation. The Principal, on the 16th of June 2020, explained: "After planning, we usually map out the school's language and language needs academic analysis. If we plan earlier right based on previous experience, now we focus on school needs. There are several sources of funds that we get for each school year because we get funds from donors and BOS, so it is adjusted to needs Which There is. If Not yet needed, then postponed formerly..."

The maintenance phase of infrastructure in the SD Negeri 1 Bitung environment is functioning to ensure that the facilities and infrastructure at the school are durable. Through routine maintenance, we will be able to save expenditure to replace infrastructure Which can damaged if not maintained. In the end, funds can be diverted to other greater needs urge. So far, maintenance has been carried out by staff, for which the staff is responsible and answers directly to head TU. Guard cleanliness means infrastructure every day carried out by cleaning staff. This activity is one of the routine activities done by party school so that permanent infrastructure in circumstances Good. Process deletion means infrastructure in elementary school Country 1 Bitung held with deleted goods which are outdated so that there is no accumulation of goods lack of room or place storage. Sale goods And election goods is phase deletion in elementary school Country 1 Bitung. Removal is done by the school Alone. Based on an interview with Wrong One, staff mentioned that usually, the Removal of items is carried out internally, namely by announcing it in the WhatsApp group first so that if there are school residents who might need it, they can buy it at a relatively affordable price.

Phase inventory in elementary school Country 1 Bitung done based on decision Power Education Department Education National year 2007 And Directorate General Improving the Quality of Educators. This activity already has its kind of SOP, so only follow the rules and procedures. Inventory activities are carried out by checking the condition of goods and counting the goods in the school. The last one is to make a report about the amount And circumstances that mean infrastructure to service education. Based on exposure results information through interviews, documentation, And observation, the obtained information about several problems. First, repair as well as maintenance of infrastructure requires relatively large funds, so sometimes, the previous year's plans were still lacking. Furthermore, there is a lack of administrative staff who understand regulations related to infrastructure due to a lack of training held by the service.

Based on the research results, the implementation of infrastructure management at SD State 1 Bitung has four phases: planning, organizing, implementation, And control. Phase planning is beginning from every activity, including management, which means infrastructure. Planning Which Good will anticipate problem Which can caused by, for example, purchasing errors or waste (Suharyadi & Jabar, 2016). The infrastructure planning process begins with holding a coordination meeting. This meeting is held every beginning semester and involves a representative from several elements, i.e., party internal or external. Internally represented by para Teachers, And externally usually attended by school committee (Asiabaka, 2008). Through these activities, work procedures can be established for the stage infrastructure that is needed.

Organizing in activity management means infrastructure owned by the principal or coordinator. At this school, the infrastructure coordinator does the work of organizing covers, managing needs, means, and infrastructure, And reports the result to the principal. This coordinator will, of course, also be responsible for his work to lead the highest in school, that is, head school. The role of the head of the school is important Because his job is to ensure that strategic activities for school infrastructure run smoothly. Implementation phase in context This is processed procurement means infrastructure that has already been decided previously by the plenary meeting, which involves various elements (Torlakson, 2011). Head The school and treasurer report to the infrastructure coordinator to immediately purchase or make tenders For goods Which become need.

Phase inventory is held based on regulations or regulations Already determined by the relevant education office so that the school just has to follow the procedure so that process inventory means infrastructure by the standard. Application latest, which was developed by the Ministry of Education And Culture Also moment This has accommodated interest inventory that is application Dapodik. Obstacles moment implementation Planning materials for needs analysis are still very limited, so Not yet optimal in the plan means infrastructure during This. One aspect of organizing is that some staff who have been entrusted with tasks have not carried out properly their respective duties. In terms of implementation, there is still a lack of internal financial resources for the process of implementing the implementation of infrastructure at SD Negeri 1 Bitung, as well as personnel administration With not enough personnel (specifically personnel in management means And infrastructure).

CONCLUSION

Implementation of infrastructure management at SD State 1 Bitung has been carried out with Enough Good in Matter plan, stage, look after, as well as inventory means infrastructure Which There is in the environment school the. The obstacle is that there is a shortage of funds and administrative personnel. The solution has been done by elementary school 1 Bitung For finish problem is that is: 1. Procurement must follow Design Work School, Which has arranged, 2. Organizing must carried out following the school's main tasks and functions; 3. Controlling the procurement and use of facilities' infrastructure must be implemented according to previously decided procedures so that document supporters complete. The role of every stakeholder determines quality education in terms of infrastructure at SD State 1 Bitung. For example, not only do parents of students play a role in financial support or physical donations, but they must be able to do more. Participation in public school is Already considered Good If involved in field management school. Should The study carry on in the future, more expected opinions from all elements, like school guards, to realize total quality education management at SD State 1 Bitung.

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