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IMPROVING THE MANAGEMENT OF EDUCATIONAL FACILITIES AND INFRASTRUCTURE TO IMPROVE THE QUALITY OF LEARNING AT PRIVATE SMP KARYA BUNDA MEDAN

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Abstract

The purpose of this research is to describe the management of facilities and infrastructure at the Karya Bunda Private Middle School in Medan. This research method uses descriptive qualitative research. The subjects in this study were principals and teachers. The conclusion of this study shows that the planning and procurement of facilities and infrastructure carried out by the principal is in accordance with the provisions, the inventory of school facilities and infrastructure has been carried out properly, the distribution is carried out directly and indirectly, the maintenance of school facilities and infrastructure is carried out periodically and incidentally, supervision and accountability (reporting) of school facilities and infrastructure is carried out by the principal and is carried out once a year during the new school year.

Keywords: Management of facilities and infrastructure; quality of learning; SMP Karya Bunda; english.

Introduction

Advances in science and technology have resulted in changes and developments in people's lives in a complex direction, which requires society to balance these advances. One of the efforts that must be made to achieve this is by taking education related to individual needs and development.

Educational process, of course, cannot be separated from all the efforts that must be made to develop quality human resources. While quality human beings are seen in terms of education which has been clearly contained in the goals of national education (Hamalik, 2013).

Learning facilities are learning facilities and infrastructure. Infrastructure includes school buildings, study rooms, sports fields, worship rooms, art rooms, sports equipment and many others. Meanwhile, learning facilities include learning books, reading books, school laboratory tools and facilities as other learning media.

The learning facilities referred to in the statement are related to the availability of things that can provide convenience for the acquisition of an effective and efficient learning experience. Learning facilities that are very important are laboratories that meet the requirements of workshops, libraries, computers, and other physical conditions that affect learning comfort.

The importance of facilities and infrastructure to support the educational process is regulated by the Law of the Republic of Indonesia No. 20 of 2003 concerning the National education system "Every formal and non-formal education unit provides facilities and infrastructure that meet educational needs in accordance with growth and development of physical potential, intellectual, social, emotional intelligence, and the obligations of students" (Law of the Republic of Indonesia Year 2003). Also RI Government Regulation No. 19 of 2005 concerning National Education Standards Chapter VII article 42 paragraphs 1 and 2: (1) Every educational unit is required to have facilities which include: furniture, educational equipment, books and other learning resources, consumables and supplies needed to support an orderly and continuous learning process.

Regarding the availability of facilities such as teaching aids and learning tools, it tends to be not optimal regarding the regulation of the use and maintenance of these facilities. While learning media such as projectors are only used by some teachers.

Because not all teachers understand how to use it. The problem regarding storage places or warehouses for storing these facilities is still lacking in maintenance, so that there is a buildup of goods and even unused goods are outside the storage warehouse (Own data by observation, October 2021). Therefore, the management of facilities and infrastructure more emphasis should be placed on the institution education like school. And there must be someone who is responsible for the management of these facilities and infrastructure. By managing the existing facilities and infrastructure at the school, the principal can plan and record what facilities and infrastructure must be used in the school. If all management steps have gone well

as expected, it will have a positive impact on students in the teaching and learning process and the achievement of educational goals effectively and efficiently (Megasari, 2014).

Methods

This research uses descriptive qualitative research. Sukmadinata (2010) states that qualitative research is a study aimed at describing and analyzing phenomena, events, social activities, attitudes, beliefs, perceptions, thoughts of people individually and in groups.

To obtain the necessary field data, the researchers conducted research at the Karya Bunda Mandiri Middle School, Medan. The research period is from October 2021.

Moh. Fitrah & Luthfiyah (2017) research subjects are people who do research (researchers), while research is the person or thing being studied. Subjects in the concept of research refer to respondents, informants who want to be asked for information or extract data. Furthermore, in this study the subjects of the study were the principal and teacher at the Karya Bunda Mandiri Middle School, Medan.

Data collection in this study used 2 techniques, namely library research and field research. Sugiyono (2012) literature studies are related to theoretical studies and other references related to values, culture, and norms that develop in the social situation under study. Therefore, data research through literature study by reading journal books such as expert opinion, aims to collect data and information that is relevant and related to the problem being researched.

Field research is data collection by conducting research directly to the research location to obtain the necessary information, namely by doing:

1. Observation

Margono (2010) observation is defined as systematic observation and recording of the symptoms that appear on the object of research.

2. Interview

Sugiyono (2012) interviews are used as a data collection technique if researchers want to conduct a preliminary study to find problems that must be investigated, and also if researchers want to know things from respondents who are more in-depth and the number of respondents is small.

3. Documentation

Sugiyono (2012) documents are records of events that have passed. Documents can be in the form of writing, pictures, or monumental works of someone. Document studies are complementary to the use of observation and interview methods in qualitative research.

Results and Discussion

The success of learning in schools is supported by the effective and efficient use or utilization of educational facilities and infrastructure in schools. Educational facilities and infrastructure need to be managed for the smooth learning process in schools. Management of educational facilities and infrastructure is an activity that is very important to do because the existence of educational facilities and infrastructure greatly supports the success of learning in schools. As an indicator of the success or failure of the process of achieving an educational goal. Among others, influenced by the management of school facilities and infrastructure by the school.

Educational facilities are all equipment, materials, and furniture that are directly used in the educational process in schools. Examples of educational facilities are markers, paper, chairs, tables, computers and others. While examples of educational infrastructure such as classrooms, library rooms, toilets, school canteens, UKS rooms, school fields and so on.

The process of managing educational facilities and infrastructure in educational institutions such as schools is the same in all stages. Likewise, at SMP KARYA BUNDA the management of educational facilities and infrastructure starts from the planning process for educational facilities and infrastructure, procurement of educational facilities and infrastructure, storage, distribution, maintenance, and rehabilitation.

Planning for Educational Facilities and Infrastructure

In the planning of educational facilities and infrastructure at KARYA BUNDA Middle School, it can be seen that there is planning for the procurement of student desks or desks, planning for buying new textbooks for students, planning for the expansion of existing rooms in the school, and planning for making parking lots for students. teacher and student vehicles.

Because any educational facilities and infrastructure needed by students and teachers to support the teaching and learning process have been planned in advance and have been mutually agreed upon by the principal, representatives of infrastructure facilities,

administrative employees who regulate facilities and infrastructure. as well as the teachers presented in the joint meeting.

In each school's educational institution the planning and needs analysis is prepared by the Planning section.

Procurement of Educational Facilities and Infrastructure

Procurement is all activities to provide all educational facilities and infrastructure needs. The procurement of educational facilities and infrastructure can be done by buying, renting, and receiving grants from other parties. At KARYA BUNDA Middle School, the school is responsible for the procurement of educational facilities and infrastructure.

For example, regarding the procurement of school furniture such as tables and chairs, the procurement is done by buying from companies that make chairs and tables. Meanwhile, the procurement of school textbooks can be made by buying them yourself and receiving assistance from the Government.

Sometimes there are school equipment needed by the teacher, the teacher submits it to the deputy head of the facilities and infrastructure section.

Storage of Educational Facilities and Infrastructure

After the procurement of educational infrastructure facilities, the storage of these infrastructure facilities is carried out. To maintain the security of the infrastructure that has been purchased, it needs to be stored properly. For storage purposes usually use a warehouse.

For this reason, every officer who manages facilities and infrastructure must pay attention to the location, provisions for the layout of goods and the construction of the warehouse building. In this warehouse stored goods that are no longer suitable for use and excess goods.

Distribution of Educational Facilities and Infrastructure

Distribution of educational facilities and infrastructure is an activity that involves the distribution or distribution of goods according to the needs of teachers or students for the purposes of teaching and learning activities. The distribution of infrastructure facilities is carried out with the approval of the principal who regulates how the distribution of educational infrastructure is carried out.

At SMP Karya Bunda, it can be seen from observations at the school that the newly purchased tables and chairs are given to students who excel because according to the school,

in classrooms where students excel, it is necessary to provide good facilities to motivate students in learning. This is what can increase the ranking of school grades.

Meanwhile, the chairs and tables that were used from the classrooms of the outstanding students were given to the classrooms with the most damaged tables and chairs. This causes social jealousy among students. Because the distribution of facilities and infrastructure is unfair. Likewise, the classrooms for students who excel in their classrooms are made as comfortable as possible. Because the distribution of facilities and infrastructure is unfair.

Maintenance of Educational Facilities and Infrastructure

Maintenance is an activity that is carried out continuously to keep school property in good condition and ready for use. Maintenance of educational facilities and infrastructure has a very important role because with good maintenance, the implementation of education will run well too.

Likewise at the Karya Bunda SMP school, the school also urges all relevant parties to carry out maintenance on existing facilities and infrastructure.

As well as maintaining the study room so that it is maintained and cared for. Maintain sports facilities so that they are not damaged and returned after use. So are the teachers. There are also one or several teachers after using the media in learning do not put the media they use back in their original place. So if you need it again, it is difficult to find the media.

Rehabilitation of Educational Facilities and Infrastructure

Rehabilitation is an activity to repair goods from damage with patchwork or replacement of spare parts so that the goods can be used again so that they have a longer service life. In addition, there are only two toilets that can function. That's why the teachers have suggested to the representatives of infrastructure and the parties who manage school infrastructure to immediately rehabilitate the toilet building. This situation is very disturbing teaching and learning activities because students have to queue first if they want to go back.

Efforts to improve management

Educational facilities and infrastructure that should be done in the future

With good management of facilities and infrastructure, it is expected to create a clean, neat, beautiful school, thus creating pleasant conditions for both teachers and for being in the school environment. The purpose of managing school facilities and infrastructure is to provide

professional services related to educational facilities and infrastructure so that the learning process can take place effectively, namely:

1. Strive to procure educational facilities and infrastructure through a careful and thorough planning and procurement system. With these words, through the management of educational facilities and infrastructure, it is hoped that all the equipment obtained by the school is of high quality, in accordance with the needs of the school, and with efficient funds.
2. To strive for the proper and efficient use of facilities and infrastructure.
3. To strive for the maintenance of school facilities and infrastructure, so that their existence is always in a ready-to-use condition when needed by all school personnel.

Educational facilities and infrastructure, especially land, buildings and school equipment describe the educational program or school curriculum. Because the school buildings and equipment are held based on the applicable curriculum or educational program, so with this suitability it is possible for the existing facilities to really support the education process.

Conclusion

The learning facilities referred to in the statement are related to the availability of things that can provide convenience for the acquisition of an effective and efficient learning experience. Learning facilities that are very important are laboratories that meet the requirements of workshops, libraries, computers, and other physical conditions that affect learning comfort.

The importance of facilities and infrastructure to support the educational process is regulated by the Law of the Republic of Indonesia No. 20 of 2003 concerning the National education system "Every formal and non-formal education unit provides facilities and infrastructure that meet educational needs in accordance with growth and development of physical potential, intellectual, social, emotional intelligence, and the obligations of students" (Law of the Republic of Indonesia Year 2003). Also RI Government Regulation No. 19 of 2005 concerning National Education Standards Chapter VII article 42 paragraphs 1 and 2: (1) Every educational unit is required to have facilities which include: furniture, educational equipment, books and other learning resources, consumables and supplies needed to support an orderly and continuous learning process.

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