

Optimize the Utilization of Reference School Resources on SMA Negeri 1 Air Putih Batubara

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ABSTRACT

This research is based on how a school optimize the utilization of school resource in the section of human resource, student, the collaboration with society, finances, and the school's means infrastructure, through the management implementation based on the school which is the key of the school's success to be the reference school. This research is using the descriptive qualitative approach method, the data's collection method is through the observation method, interview, and the study of documentation. The collected data is analyzed by using the Miles method and Huberman through 3 processes, namely : (a) data reduction process, (b) data presentation process and (c) conclusion taking process. The data valid has been done through triangulation. Data resources consist of the headmaster, headmaster deputy, teacher, counselling teacher and school treasurer. The result of this research shows that the utilization of school resource has been done optimally, suits the principal of management school basis. This thing indicates the discipline degree of teacher and institution, student's discipline with the human right basis, to build the financial transparency that can be amenable, becomes the reference state senior high school.

Keywords: School Resources, the Principals of Management School basis, the Reference State Senior High School.

I. INTRODUCTION

People's expectations and demands on quality education are very high. This can be proved by the increasing number of parents who want to send their son / daughter to the best high school. On the other hand it should be admitted that not all high schools can meet the expectations of the community in terms of quality. These conditions become the priority of the development of education kemendikbud to continuously and continuously expand and improve the quality of education.

[¹]Government Regulation No. 20 of 2003 on the National Education System states that educational units as distinctive organizations have duties and functions as community services organized to achieve the goals of national education. In addition, the

educational unit is also an institution that carries out the process of education in a micro level and occupies an important position. Educational unit occupies an important position because the educational unit occurs the process of education and social processes so that learners can develop the potential and obtain provision for life in the community.

One concrete step in improving the quality of education is the empowerment of schools to be able to act as the subject of education providers by providing quality education.

Improving the quality of education strongly emphasizes the importance of the role of schools as the main autonomous basic actors, and the role of parents and the community in developing education.

In order to accelerate and expand the quality of senior high school (SMA), the Directorate of High School Development has compiled a high school education development program. One such program is the development of the National Standards-Based School of Education (SNP).

To support the success of management functions within the organization required a leader who can carry out the tasks and functions of management and can provide motivation to achieve the goals set by organizations and institutions. When examined, the effectiveness of existing institutional structures depends on the quality of a leader who appears at the institution. SMA Negeri 1 Air Putih Batubara t as Reference Senior High School has the following program:

1. Socialization of the implementation of Reference SMA.
2. Improving the quality of compliance with National Education Standards (SNP)
3. Implementation of Ministry of Education and Culture policy
4. High School Reference excellence Program

Optimizing the utilization of school resources in the aspects of human resources, student affairs, school collaboration with the community, finance, school infrastructure in SMA Negeri 1 Air Putih is one of the keys to the success of the school into Referral schools. School success in optimizing school resources can improve Grade Competency Standards (SKL) that impact other standards such as Content Standards, Process Standards, Education Assessment Standards, and Standards for Educators and Teaching Personnel. In optimizing school resources it is necessary to get serious attention from education managers, both central government and provincial and district / city governments. This is considering that as a unit of education located at secondary education, high school occupies a very strategic position in preparing students to follow education at the highest level of education.

From the description of the above conditions, it is interesting to follow up through further research, which is the optimization of the utilization of school resources at SMA Reference in SMA Negeri1 Air Putih Batubara.

Based on the above background that became the focus in this study is How to optimize the utilization of school resources at SMA Reference in SMA Negeri 1 Air Putih Batubara. The research objectives are: (1) To know and describe SMA Negeri 1 Air Putih in optimizing the utilization of human resources, (2) To know and describe SMA Negeri 1 Air Putih in optimizing student, (3) To know and describe SMA Negeri 1 Air Putih in optimizing cooperation with the community, (4) To know and describe SMA Negeri 1 Air Putih in optimizing the utilization of school finances, (5) To know and describe SMA Negeri 1 Air Putih in optimizing the utilization of school infrastructure.

Optimalisasi Sumber Daya Sekolah

^[2]In Indonesian Dictionary, W.J.S. poerdwadarminta argued that: "Optimization is the result achieved in accordance with the wishes, so optimization is the achievement of expected results in an effective and efficient". Optimalization is also interpreted as a measure where all needs can be met from the activities undertaken.

^[3]According to Indonesian Dictionary optimization comes from the optimal word which means best, highest. Optimization is also interpreted as a measure where all needs can be met from the activities undertaken. According ^[4]Winardi optimization is the size that causes the achievement of goals. In general optimization is the search for the best value of the available some of the functions provided in a context. Based on the above understanding the authors conclude understanding Optimalization is a process done in the best way in a job to achieve goals without having to reduce the quality of work.

^[5]Gouzali in Kadarisman human resource development is an activity that organizations must implement, in order for knowledge, skills, and skills, according to their job demands. Furthermore, ^[6]Muhadjir with the same term is the development of human resources that briefly described as improving human quality in physical and mental meaning.

According to ^[7]Harlow (Ruslan, 2007) the definition of public relations is a typical management function and supports coaching, maintenance, joint pathways between the organization and the public, involving communication activities, understanding, acceptance and cooperation, involving management in facing problems or problems, to be able to respond to public opinion, support management in following and utilize changes effectively, acting as an early warning system in anticipation of research trends as well as sound and ethical communication techniques as the primary means.

^[8]Engkoswara cited by Chairunnisa (2016) Management Education in the broad sense is the science of learning the arrangement of resources to achieve Educational objectives productively. ^[9]Pidarta Dale cites the opinion of some experts on the definition of management as (1) managing people, (2) decision making, (3) the process of organizing and using resources to accomplish the intended purpose (1973, p. 4). Structuring here may mean organizing, leading, managing or administering resources that include planning, implementing and supervising or fostering. While the intended resources include: human resources, learning resources, or curriculum or facilities. Human resources include: learners and education service users. Learning resources or more is called a curriculum is something provided by an educational institution to achieve educational goals. According to ^[10]Tilaar in Ula (2013), education management is an activity that implements an education plan or plan as well as its implications. Another view of education management by ^[11]Satori

in Wau (2013) provides an understanding of education management as a whole process of cooperation by utilizing all available personnel and material resources in order to achieve the educational goals that have been established effectively and efficiently.

II. METHODS AND MATERIAL

The location of the research was conducted at SMA Negeri 1 Air Putih Jln. Syarifuddin Road No. 50 Indrapura, Air Putih Batubara North Sumatera. The researcher chooses this research location, because SMA Negeri 1 Air Putih is shown as Reference school in 2016. The time of this research conducted in October 2017 to get data.

This research uses qualitative naturalistic approach. Selection of this method is based on the consideration that what is sought is that will give a picture or describe social reality more complex in such a way into concrete social phenomena. Contextual social situations are illustrated to the discovery of the behavioral meaning of actors, principals and teachers.

^[12]Bogdan and Taylor as quoted by Moleong define that qualitative methodology as a research procedure produces descriptive data in the form of written or oral words of people and observed behaviors. This is similar to ^[13]Strauss and Corbin which states that the qualitative methodology as a type of research whose findings are not obtained through statistics or calculation form but using various means of data retrieval.

^[14]There are three main techniques used in collecting qualitative research data, namely: (1) interviews; (2) observation, (3) documentation and literature, (4) field notes. The researcher uses an interactive data analysis that the implementation process consists of: data reduction, data presentation and conclusion / verification (Miles and Huberman, 1992).

III. RESULTS AND DISCUSSION

Discussion

In optimizing the utilization of school resources required a leader who can carry out their duties and functions in order to provide motivation to achieve the goals set. According to Big ^[15]Indonesian Dictionary (Depdikbud: 1995) optimization comes from the optimal word which means best, highest. Optimization is also interpreted as a measure where all needs can be met from the activities undertaken.

Utilization of school resources through principles of school-based management in Government Regulation No. 32 of 2013 on Amendment to Government Regulation Number 19 Year 2005 on National Education Standards Article 49 Paragraph (1) states: "Management of educational units at primary and secondary education levels implements management based on school demonstrated by independence, partnership, participation, openness, and accountability.

The discussion in this study is in accordance with the exposure of research findings of the utilization of school resources consisting of: (1) human resources, (2) student affairs, (3) school collaboration with community (4) financial management, (5) facilities and infrastructure, 6) SMA Negeri 1 Air Putih As Reference SMA.

3.1 Optimization of Human Resource Utilization

Human resource development aims to create professionals in their field. ^[16]Gouzali in Kadarisman human resource development is an activity that organizations must implement, in order for knowledge, skills, and skills, according to their job demands. To be able to optimize the utilization of school resources the principal needs to communicate well to all stakeholders in achieving the objectives. ^[17]Tannenbaun, Weschsler, and Massarik (Chairunnisa, 2016) argue that leadership has an interpersonal influence undertaken in situations,

through a process of communication and directed at achieving goals.

This is in accordance with the findings of research indicates that the principal in optimizing human resources in SMA Negeri 1 Air Putih principal first build communication to the representatives of principals, teachers, administrative staff to unify the perception that further compiled the school program through the Team The authors of RKS, RKTS, RKJM involving vice principals, school treasurers and school committees aimed at school to know in detail the actions to be taken to ensure the objectives, obligations and targets of school development can be achieved.

According ^[18]Handoko (2011) in Ambarita personnel management is a branch of management discipline that concentrates specifically on the planning, organizing, development and supervision of personnel. The way that the principal of SMA Negeri 1 Air Putih in conducting coaching activities and empowerment of school personnel, academic coaching, career coaching and welfare of personnel by upholding and following up the regulations that have been agreed upon through the work meeting of all educators and educators, (rewards) for those who excel and punish or punish (punishment) for those who violate the rules, create training such as Workshop Implementation E Raport, providing opportunities for continuing higher education such as Magister and Doctor Degree, while for the welfare of the principal and develop school cooperatives.

3.2 Optimization of Student Utilization

Student management means that direction and effort are given to students related to all required activities. According to Rohiat the purpose of organizing the student process starts from recruitment, following the learning until the graduation in accordance with the goal to be effective and efficient.

From the results of the research indicates that recruitment of new students, principals only follow the new student acceptance techniques online by the Education Office of North Sumatra Province, the school only proposes the capacity according to the available classes. Acceptance of new students online is one form of transparency in the principles of school-based management that benefits all parties the lack of favoritism for prospective students, the problems faced by schools is not maximally owned facilities such as internet network.

The guidance of the students that is taken by the principal to create a safe and comfortable learning atmosphere in SMA Negeri 1 Air Putih through the vice principal of student and teacher field BK / BP formulate Negative Point of Human-Based Penalty Point which socialized through School Introduction (MPLS). Given the negative list of human rights-based punishment points, positive impacts for schools and students are the absence of physical contact between teachers and students or vice versa, the growth of the students' awareness level and realizing the consequences of behavior that will be done and creating a conducive atmosphere in the school environment.

Implementation of potential development owned by students of SMA Negeri 1 Air Putih to achieve success and progress of learning through extracurricular activities. Examples of extracurricular activities: OSIS (Student Intra-School Organization), ROHIS (Rohani Islam), Karate groups, Silat groups, basketball groups, scouts, theater groups, Youth Red Cross, and Others (UPI 2009)^[19]. This is in accordance with the extracurricular activities program in SMA Negeri 1 Air Putih which has extracurricular field of sports, arts and culture, religious and olympic science and as a coach of activity, principals utilize the potential of educators and educational staff owned by the school

3.3 Optimizing the Utilization of School Cooperation with the Community

School collaboration with the community must be created harmoniously for the success of school programs. According to ^[20]Ruslan (Nasution, 2010) defines: "Public relations management is a process in handling planning, organizing, communicating and coordinating seriously and rationally in an effort to achieve the common goals of the organization or institution it represents. Parties to the community that can do cooperation with schools include the following: community members (community leaders) both individually and organization; alumni; other related institutions such as Community Health Centre (Puskesmas), Kelurahan, Kecamatan, other schools and others; business / business, and parents

From the results of the research shows that the cooperation of SMA Negeri 1 Air Putih with the community especially the parents of the students (the committee) built by the principal is well created, through the vice principal of the PR field of the school committee which is currently governed by the issuance of Law number 75 year 2016 on the school committee explained in article 2 paragraph (2) that the role of the committee in accordance with the applicable law performs its functions in a mutual, democratic, independent, professional and accountable manner. From the data obtained in the School Work Plan (RKS) for the academic year 2017/2018 the results of a school committee meeting with all parents of the students that the school committee can meet the financial needs of the school through voluntary and non-binding contributions in the sense of the parent's abilities from funds that are not can be allocated by School Operational Assistance (BOS) funds. The relationship of school cooperation in SMA Negeri 1 Air Putih with business world and industry world need to be improved to get additional cost or required infrastructure.

3.4 Optimizing School Finance Utilization

The transparency of school finance is one of the keys to the success of principals for greater assistance.

IV. CONCLUSION

School financial management is a school activity for planning, obtaining, using and accounting for school finances to interested parties. According to ^[21]Bafadal, school financial management can be interpreted as a whole process of acquisition and utilization of money in an orderly, efficient, and accountable in order to accelerate the achievement of educational goals.

From the findings of the study indicates that the utilization of school finance is not optimal and not in accordance with the principles of school-based management this is because the school has no full authority in utilizing school finances and bound with BOS technical guidelines in using it.

Transparency principal of SMA Negeri 1 Air Putih in obtaining, using, and accountability is reflected from principal planning such as BOS management team, school committee management, reportable result to stakeholders such as provincial BOS monitoring team and AuditBoard of Republic Indonesia (BPK).

3.5 Optimization of School Infrastructure Utilization

Education facility are tools that are directly used for teaching and learning activities that can be classified into learning tools, teaching aids, and teaching media. In this case ^[22]Bafadal, states that: "Simply put, the management of school supplies can be defined as a process of collaborating the efficient use of all educational equipment." Essentially the management of educational facilities and infrastructure is the process of procuring and utilizing all facilities and infrastructure owned by the school.

The result of the research shows that the educational facilities owned by SMA Negeri 1 Air Putih are adequated, the utilization in optimizing the school infrastructure with the management and maintenance of infrastructure facilities, teaching and learning activities, extracurricular activities runs well because it is equipped with pasilitas needed.

Based on the discussion of research results on the optimization of the use of school assistance in SMA Negeri 1 Air Putih as Reference SMA, yielded the following conclusions:

1. Optimization of Human Resources Utilization In optimizing the school resources in the field of human resources the way the principal of SMA Negeri 1 Air Putih through the principles of school-based management by conducting coaching and empowerment of school personnel, academic coaching, career coaching, and welfare personnel by enforcing and following up on the rules agreed upon through the work meetings of all educators and education personnel, the principal rewards those who excel and punishment or punishment for violating the rules, training such as the E Raport Implementation Workshop, to obtain higher education such as Magister and Doctor Degree, while for the welfare of principal personnel foster and develop school cooperatives.
2. Optimizing Student Utilization Recruitment of new students in SMA Negeri 1 Air Putih held online by the Education Office of North Sumatra Province which benefits all parties no favoritism to prospective students, the problem is not maximal the infrastructure owned such as internet network is limited. The guidance and discipline of students taken by the school principal to create a safe and comfortable learning atmosphere in SMA Negeri 1 Air Putih is formulated with Negative Point List of Human Rights Penalties socialized through School Introduction Activities (MPLS), School Committee meetings. Positive impacts for schools and students can not have physical contact between teachers and students or vice versa, the growing level of student awareness and behavior due to behavior that will be done and create a conducive atmosphere in the school environment. Implementation of potential development owned

by students of SMA Negeri 1 Air Putih to achieve success and progress of learning through extracurricular activities such as: extracurricular activities: OSIS (Student Intra School Organization), ROHIS (Rohani Islam), Karate Group, Silat Group, scouts, theater groups, Youth Red Cross and Olympic sciences and as a coach of principals' activities enables the potential of educators and school staff.

3. Optimizing the Utilization of School Cooperation with the Community Cooperation of SMA Negeri 1 Air Putih with the community especially the parents of the students (the committee) built by the principal is well created, through the vice principal of public relations the role of school committee which currently has been governed by the issuance of Government Regulation No. 75/2016 about the committee the school explains in Article 2 paragraph (2) that the role of the committee in accordance with the applicable law performs its functions in a mutual, democratic, independent, professional and accountable manner. From the data obtained in the School Work Plan (RKS) for the academic year 2017/2018 the results of a school committee meeting with all parents of the students that the school committee can meet the financial needs of the school through voluntary and non-binding contributions in the sense of the parent's abilities from funds that are not can be allocated by School Operational Assistance (BOS) funds. The relationship of school cooperation in SMA Negeri 1 Air Putih with business world and industry world needs to be improved to get additional cost or infrastructure needed for fast growing school
4. Optimizing School Finance Utilization The utilization of school finance is not optimal because the principal has no full authority and is bound by the BOS technical guidelines in using it. Transparency of principal of SMA Negeri 1 Air Putih in obtaining, using, and accountability is reflected from principal planning such as BOS management team, school committee

management, reportable result to stakeholders such as provincial BOS monitoring team and Audit Board of Republic Indonesia (BPK).

5. Optimizing the Utilization of School Infrastructure Facilities Facilities and infrastructure owned by SMA Negeri 1 Air schools are managed and optimally utilized by imparting infrastructure facilities, and facilitating the necessary needs.

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