Technology-Based Administration Management in Supporting Teachers' Careers at MA Miftahul Qulub Polagan Pamekasan

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ARTICLE INFO	ABSTRACT
	Administration management is very important for educational institutions because the administration is useful for data management in achieving a goal. This research originated from the researcher's interest in knowing technology-based administration in supporting teachers' careers. This study aims 1) to know the planning of technology-based administrative management in supporting teachers' careers at MA Miftahul Qulub Polagan Pamekasan. 2) to know the use of technology-based administration in supporting teachers' careers at MA Miftahul Qulub Polagan Pamekasan. 3) to know the advantages and disadvantages of administration management in supporting teachers' careers at MA Miftahul Qulub Polagan Pamekasan. To achieve the above objectives, this study uses a qualitative approach with a type of descriptive research. In data collection, this study used observation (non-participants), interviews (semi-structured) to the parties concerned and documentation. As for data analysis, researcher carrie out three stages, namely by reducing the data then displaying the data in the form of a brief description and drawing conclusions.
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INTRODUCTION

A competent educational institution's management employs good management. Management must be used in every educational implementation, and management may be done by reaching a goal in the implementation of educational institutions. Management can satisfy educational institutions because management is a process that must be performed in the field of education in order to attain educational goals.

Management needs to be carried out in educational institutions with the achievement of goals because management in education to realize a careful design and planning beforehand. Management also aims to carry out the idea of activities in administration, therefore, management in education can be achieved. Management seeks an important role related to the administrative management process since it aims

to carry out the idea of administration activities. With management in education, a goal can be achieved in directing in a planned goal. Management according to Terry in Musfah is a process consisting of planning, mobilizing, and controlling activities, which is carried out to determine and meet the objectives of results realized by human use (Jejen, 2015)

Administration management is very important for educational institutions, because the administration is useful in education for data management in achieving a goal. Administrative management in education can increase efficiency in the implementation of operational activities in achieving goals. Administration in education is not only on for teaachers but also for students and all parties related to it. Administration is as an activity or undertaking to assist, serve, direct or organize all activities in achieving goals." One of the important supporting components in educational institutions, in this case schools are administrative personnel. The role of school administration personnel is very important in supporting the success and smooth administration of schools (Ushansyah, 2017)

Administration management can be used to achieve these educational institutions. In educational institutions, administration is often used by a teacher to realize tasks in educational institutions, administration management can be used in managing teacher data. Teachers are obliged to carry out administrative activities which cover planning, implementing and assessing the learning process and reporting learning outcomes. Administration management is one of the sciences that is able to provide administrative service information in order to perform operations optimally; Administrative management is always an invisible form. Administration management education covers managing data and information, protecting and storing it. So, the term of administration management means the management of all administrative interests (Mansyur, 2009)

For administration management in education, it can be in managing teacher data; managing these data can use applications in making teacher data so that it is fast and precise. Teacher administration usually includes four files that must be made by teachers every certain period, namely there is an annual program (PROTA), semester program (PROMES), syllabus and lesson implementation plan (RPP) made every meeting. Administration in supporting a teacher's career must be known or owned by a teacher which is used for learning activities can take place effectively and efficiently. "For learning activities in the classroom, a teacher usually knows and does learning administration because teacher administration is needed in learning activities; surely, it will help teachers manage learning activities to achieve the desired learning goals. (Sennen, 2018)

Administration management in managing teacher data makes teachers achieve a goal. Administration in education is important for educational institutions; Without

administration in educational institutions may not run in achieving the desired goals. Administration is very important for teachers. Administrative completeness is prepared by teachers so that the learning carried out can be fun. Teacher administration also contains detailed planning of what things are done by teachers to achieve learning objectives. Teacher administration includes several activities, namely; Developing learning programs, carrying out learning evaluations, compiling and implementing the improvement or enrichment programs. The task of a teacher is not only limited to providing knowledge of his students but includes all school administration activities. "Teacher administration in education is as planning, data management and a learning guideline that can be used as a guide for students in learning. (Nuzuar, 2018).

In supporting teacher careers, Administration management can use technology to accelerate the administration or management of teacher data in educational institutions because many institutions use technology to manage teacher data in schools. However, in managing teacher data, there should be an easy application which can be opened using a password of each teacher. Hidayat said "technology is getting more advanced, therefore applications are something that is needed by everyone, especially in educational institutions.(Hidayat, 2019).

The technology is very useful in educational institutions, especially in administration as to support teachers' careers because data management can be effective. Usually, administration technology in supporting the teacher's career uses the "SIMPATIKA" application and other similar administration applications. The use of the "SIMPATIKA" application as an administration management tool in supporting teachers' careers can help the performance of education personnel. Therefore, the existence of administration in supporting technology-based teachers' careers and using the "SIMPATIKA" application at the Miftahul Qulub MA institution is very important. "SIMPATIKA technology in education is a teacher professional allowance management application owned by the ministry of religious affairs. (Rosidah, 2018).

In supporting the careers of teachers usually use "SIMPATIKA", each educational institution has its own account in using "SIMPATIKA". For teachers' career allowances are important in developing the teaching profession. Teachers in developing their profession can use SIMPATIKA which is usually done by school operators or educational institutions.

"SIMPATIKA" is as a manager of teachers' career support because SIMPATIKA aims to develop the teaching profession. SIMPATIKA is usually to manage all PTK interests (educators and education staff), especially management in teachers' career allowances. SIMPATIKA itself is an application owned by the directorate general of Islamic education, ministry of religious affairs, to manage all interests of PTK (educators and education personnel), especially to manage teachers' professional allowances. (Zerin, 2020).

Madrasah Aliyah Miftahul Qulub has undergone many changes in administration in supporting teachers' careers by collecting data using applications. Researchers chose the location because the administration has used technology. In the pre-research showed that the interview had used an application for administration to support the teachers' career. Afifur Rohman, as the operator revealed that the application could relieve teachers and could facilitate teacher data collection. Nowadays, the administration management of MA Miftahul Qulub in supporting the career of teachers uses the "SIMPATIKA" application so teachers are now easier with the "SIMPATIKA" application. Previously, manual process in managing teachers' data was done and it was quite complicated and taking time. However, by using SIMPATIKA, it makes easier to collect teacher data at the MA Miftahul Qulub institution. (Rohman, 2022)

Seeing the above problems makes researcher interested in conducting the research with the title Technology-Based Administration Management in Supporting Teachers' Careers at MA Miftahul Qulub Polagan Pamekasan.

RESEARCH METHOD

This study used a qualitative approach with a descriptive type of research. Therefore, researcher tried to obtain data using this type of research. The presence of researcher directly to MA Miftahul Qulub Polagan Pamekasan is to make observations, interviews and documentation. The data sources include school principals, head of administration affairs, manager of curriculum and syllabus, school administration staff and teacher staff as to obtain interview results to answer the research focus that has been prepared.

The presence of researcher is very important as an effort to obtain data from the research setting (school). Therefore, qualitative research is required to conduct in-depth observations and interviews through the presence of researcher directly at the research location. Therefore, the presence of researcher at MA Miftahul Qulub Polagan Pamekasan is an important part, where researcher become important instruments in data collection and the researcher is required to go directly to the research site to be able to see and interact with informants in order to get information in accordance with the research focus that has been designed.

The data sources used by researcher in this study are primary sources and secondary sources. Primary sources are data sources obtained directly through the principal, head of administration, deputy of curriculum, school administration staff and school teacher staff. While secondary sources are indirect data sources, namely through records or archives and documentation in MA Miftahul Qulub Polagan Pamekasan.

Meanwhile, the data analysis is data reduction, data presentation and conclusions draw/verification. As for checking the validity of the data is using source triangulation and method triangulation. The researcher collected data with different sources while to

check the truth of the data is using three techniques, namely, observation, interviews and documentation.

RESULTS AND DISCUSSION

Technology-Based Administration Planning in Supporting Teacher Careers at MA Miftahul Qulub Polagan Pamekasan

Planning is inseparable in educational life, where today it is increasingly globalized so that there is a lot of competition between agencies. So, the school must carry out an administration process continuously so that the educational institution remains active in the eyes of the community and can compete between agencies. Administration planning in the world of education can be done by adjusting to the situation and conditions and the needs of the educational institution itself.

The success of the planning depends on how administration planning is done. Therefore, it is important for the head of administration as a manager in terms of planning the administration of the educational institution he leads. Planning in education is needed because with planning in administration to use applications to support teacher careers. Planning is important for educational institutions as to achieve the goals as well as technology-based administration in supporting teacher careers.

Planning in administration is the first step of the fruits of an administration process that has been well formulated and directed. This is because planning in administration is the main foundation for achieving a good goal, so good planning will produce good goals. Planning has an important position in an educational institution without planning, the course of technology-based administration in supporting teacher careers is in unclear direction. Therefore, planning in technology-based administration is important with planning expected to grow direction in supporting teacher careers. Thus, planning in educational institutions has an important role, especially for technology-based administration. With planning, it will be possible for technology-based administration to support teacher careers and will even be able to achieve results.

In the field of education, planning is one of the key factors in supporting the career of teachers. Comprehensive planning does not only include strategic thinking (with various thinking tools), but usually more important is to place faith in Allah Almighty, as the only one who is all-willing, all-granting and all-knowing the best for his creatures. Meanwhile, humans can only plan as a form of endeavor. People are quite willing to hope that the achievement in supporting the teacher's career from a plan is the pleasure of Allah alone (Sudiana, 2018)

The function of planning can be found from Qur'an namely in Surah al-Hashr verse 18:

<div dir="rtl">يايها الذين ءامنوا اتقوا الله ولتنظر نفس ما قدمت لغد وتقوا الله إن الله خبير بما تعملون</div>

It Means :

"O you who have believed, fear Allah. And let every soul look to what it has put forth for tomorrow – and fear Allah. Indeed, Allah is Acquainted with what you do"

From the above verse, it can be concluded that everything must be planned (intention). In an effort to manage administration, an intention (plan) is needed. According to G.R. Terry and L.W. Rue's book, planning determines the goals to be achieved during the future and what must be done in order to achieve those goals. (Terry, 2019) Thus, what G.R. Terry and L.W. Rue explained in accordance with what happened in the field that at MA Miftahul Qulub Polagan Pamekasan has done several things related to technology-based management in supporting teachers' careers, namely *first*, planning an activity that will be carried out to be used as material in administration in accordance with the conditions needed. *Second,* identifying the goals related to supporting teachers' careers. *Third*, the preparation of work programs, education and those related to developmental experiences, providing direction, time, and sequence of steps taken to achieve in supporting teachers' careers. *Fourth*, implementing technology-based administration processes in accordance with conditions and situations, where in normal situations, teachers carry out administration smoothly and safely and in situations and conditions of errors or no internet signals, in carrying out administration to support teacher careers is not optimal or not smooth.

The Use of Technology-Based Administration in Supporting Teachers' Careers at MA Miftahul Qulub Polagan Pamekasan

Talking about the use of technology-based administration in supporting teachers' careers is needed by a teacher usually using the "SIMPATIKA". This service is to streamline administrative data including educators and education staff and make it easier for operators to monitor administrative data in supporting teachers' careers.

The use of technology-based administration with the "SIMPATIKA" application in supporting careers can make it easier for teachers. With the "SIMPATIKA" application, teachers themselves can do it. they don't have to ask for help. They may ask for help when an error occurs and is not smooth in doing it. Usually, the head of administration is responsible for teachers who cannot do to support their careers. The head of TU usually has tried his best to achieve the teachers' career by using the "SIMPATIKA" application.

In education, the use of technology-based administration has been facilitated because it uses the "SIMPATIKA" application in supporting teachers' careers. Technology-based administration brings a new era in the development of education. This condition encourages the change of teachers in achieving goals or supporting their careers. With the online "SIMPATIKA" service, it can improve the quality in supporting the careers of teachers in Madarasah with the use of technology can be faster, easier, accurate, accountable and sustainable.

The function of the SIMPATIKA application can be said to meet the qualification standards for the application of the imformation system in institutions, especially the MA Miftahul Qulub Polagan Pamekasan educational institution. According to Ianatul Tazkiyah's writing on Islamic education management, Maulana Ibrahim State Islamic University Malang, Indonesia, the use of administration is one of the efforts to improve the quality of teachers to be more professional. (Tazkiyah, 2022).

Similarly, at MA Miftahul Qulub Polagan Pamekasan, there are several steps to use technology-based administration in supporting teachers' careers by using the "SIMPATIKA" application, namely *first* opening SIMPATIKA on Google, *second* login, *third* login PTK / Admin, *fourth* enter NUPTK and PASSWOARD, *fifth* click the PTK logo, *sixth* and *seventh* processes in supporting teachers' careers, and *eighth* loging out. The use of technology-based administration using the "SIMPATIKA" application in supporting the teachers' career is needed by education field. Every educational institution must use the so-called "SIMPATIKA" application to support their careers, as well as the MA Miftahul Qulub Polagan Pamekasan institution uses technology-based administration with the "SIMPATIKA" application to reach teachers in supporting their careers.

Advantages and Disadvantages of Technology-Based Administration in Supporting Teacher Careers at MA Miftahul Qulub Polagan Pamekasan

In educational institutions, there must be such a thing as advantages and disadvantages, as well as in conducting technology-based administration in supporting the careers of teachers. One of the advantages is easiness. The advantages in administration are now technology-based, no one does not use technology in educational institutions. Technology is needed by institutions everywhere, therefore with the advantages in administration in supporting the career of teachers can be used easily. Meanwhile, the disadvantages can be in the form of technical error, low internet signal, sudden device trouble, power outage, forgotten or wrong password can also be an obstacle in supporting the teachers' career of technology-based.

However, of the several obstacles in the application of technology-based administration in supporting the teacher's career, MA Miftahul Qulub has tried to overcome the shortcomings that are occurring, namely teachers who find it difficult in terms of carrying out technology-based administration in supporting teachers' careers by conducting trainings held and supervised by ministry of religious affairs. From those trainings, teachers can get used to running the administration that has been determined.

Thus, it can be concluded that there are also shortcomings in carrying out technology-based administration in supporting teachers' careers namely not only server errors that are lacking, there are also costs because when problems occurred, there must be additional costs both transportation costs, formal administrative costs and the like. In

addition, another problem in implementing technology-based administration is that some teachers who are included as old and out of date to the use of digital application. They are not capable to operating computer, internet, SIMPATIKA and those could retard their careers. (Sonia, 2020)

CONCLUSION

From the findings and discussion mentioned above, several conclusions can be drawn as follows:

1. The plannings of technology-based administration in supporting teachers' careers are, *first*, planning an activity to be conducted and used as an administration planning program. *Second*, every planning program of planning activities must have an account and password. *Third,* applying applications in supporting teachers' careers. *Fourth*, carrying out certain activities in working on administration planning which are usually instructed by the Ministry of Religious Affairs. *fifth*, carrying out the planning process based on situations and conditions both in normal condition and abnormal condition such as getting technical errors and lost internet signals. *sixth*, providing an excellent internet network in conducting administration planning so that it is easier and faster to do so to support the teachers' career.

2. In implementing technology-based administration to improve teachers' careers, *first,* by using applications to support the careers of teachers in schools. *second*: the use of applications in supporting the careers of school teachers at MA Miftahul Qulub Polagan Pamekasan has been well programmed. *third,* providing opportunities to use applications in supporting careers is open to all teachers.

3. The advantage of technology-based administration in supporting teacher careers is the easiness and efficiency. It is easier and faster to do teachers' career administration by using SIMPATIKA. Meanwhile, the disadvantage is occurring technical problem, device damage, lost internet signal and other errors and interferences.

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