Management of Educators and Education Personnel in the National Education System

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ABSTRACT

This research discusses the Management of Educators and Education Personnel in the National Education System, the importance of managing education and education personnel because one of the dominant factors that influences the quality of Indonesian National Education is the Role and Quality of Educators and Education Personnel. Therefore, this research was designed to provide an overview of the processes carried out in managing teaching and education personnel in accordance with the National Education System. The research method used in this research is library research, namely a series of activities relating to library data collection methods to obtain information data by collecting information related to the meaning, scope and process of educational policy. The data sources in this research are primary data sources and secondary data sources such as books, articles, etc. The results of the research in this article state that the management of teaching and education staff aims to utilize teaching and education staff effectively and efficiently to achieve optimal results while remaining in pleasant conditions. The components of educators and management of educational personnel are: starting with (1) employee planning, (2) human resources, (3) employee training and development, (4) promotion and transfer, (5) employee dismissal, (6) compensation and (7) provide assessments to employees or teaching and educational staff.

INTRODUCTION

In the national education system, managing teachers and education personnel is an important step in realizing the ideals of national education effectively. Reliable human resources in the world of education will only be guaranteed if the education system has an ideal mechanism for carrying out recruitment, selection, placement, supervision, evaluation and dismissal properly. In other words, the national education

system needs to have a mechanism for managing education and training personnel that is in line with national education goals.

The role of teachers and education personnel is very important in the educational process, especially in educational management. It is true that several aspects of the educational process or more precisely the learning process carried out by educators cannot be replaced by technology. Even though technology can be used to speed up the learning process, the role of educators is still prioritized. Likewise, educational staff are tasked with providing administrative, management, development, supervision and technical services to support the educational process in educational units (Murni, 2019).

There are skill requirements that teaching and education staff must have, including the professionalism of educators and education staff. Therefore, the need to improve the quality of education at all types and levels of education is increasing and this problem is becoming a top priority. National education commitment Therefore, it is important to first understand how to manage educators and education personnel to create superior quality human resources.

RESEARCH METHOD

The problem in this research concerns the need to manage teaching and educational staff to improve the quality of education based on national education standards. Based on these problems and the aim of the research is to explain the management of teaching and educational staff in order to create professional teaching and educational staff. So in this research, the type of research that the author uses is library research, namely a series of activities related to library data collection methods (Sunafiah Faisal, 1998). Data is a record of a collection of facts. In everyday use, data means a statement that is accepted as is. This statement is the result of measuring or observing a variable whose form can be numbers, words or images (Dian, 2017). In the library research that the researcher wrote, the data source in this research is written material consisting of primary data sources and secondary data sources. Primary data sources, namely data obtained directly from research subjects as a source of information sought. This data is also called first hand data. Meanwhile, secondary data sources are data sources that cannot provide direct information to data collectors. Secondary data sources are data obtained through other parties, not directly obtained by researchers from their research subjects (Dian, 2017). In other words, secondary data is supporting data from main data or primary data. Secondary data from this research was taken from various sources such as books, articles, etc.

RESULTS AND DISCUSSION
Understanding Educators and Education Personnel

Based on Pasal 39 ayat 2 Undang-Undang Nomor 20 Tahun 2003, educators are professional staff who are responsible for planning and implementing the learning process, assessing learning outcomes, providing consultation and training as well as conducting research and serving the community, especially educators at tertiary institutions(Undang-Undang Republik Indonesia Nomor 20 Tahun 2003 Tentang Sistem Pendidikan Nasional, 2020).

Educators are the spiritual fathers of students, who nurture the soul by developing noble morals and improving them. Therefore, educators occupy a high position, as the words of the Prophet Muhammad SAW. "The ink of an ulama (ulama) is more valuable than the blood of a martyr." In Islamic education, educators are responsible for the development of students by trying to develop their potential, both emotional (rasa), cognitive (creativity) and spiritual (karsa). In the Javanese model, educators are identified with guru (guru) which means "digugu" and "imitate". It is said to be digugu (trustworthy) because the teacher has a comprehensive knowledge base, meaning he has a broad outlook on life. It is said to imitate (follow) because the teacher has a complete personality, so all his actions must be used as examples and role models by students (Ananda, 2018). This understanding assumes that teachers not only transform knowledge but also how they can internalize their knowledge to students. that how teachers can not only transform knowledge but also internalize their knowledge to students (Morphology, 2016).

From the description above, the author can conclude that educators are considered as professionals whose task is to shape, develop and develop students' talents, interests, intelligence, ethics, experiences, ideas and skills. An educator is a person who has in-depth knowledge, wisdom, skills, experience, has a noble personality, clearly understands what is written and implied, is a role model, role model for students, always reads and studies research, has reliable and responsible skills. person. an educator. advisor and has religious knowledge.

According to Undang-Undang Nomor 20 Tahun 2003 Republik concerning the National Education System, educational personnel are dedicated members of society and are appointed to assist in the implementation of education (Wijaya et al., 2019b). This is then confirmed by Article 39 which states that educational staff are tasked with providing administrative, management, development, supervision and technical services to support the educational process in educational units (Undang-Undang Republik Indonesia Nomor 20 Tahun 2003 Tentang Sistem Pendidikan Nasional, 2020).

Educational human resources are all components of educational institutions and organizations, not only teachers but also all people involved in education. According to their position, educational staff are divided into three, namely: 1). Structural staff are educational staff who occupy general management (management) positions, who are directly or indirectly responsible for the education unit. 2). Functional officials are

education officials who hold functional positions, meaning positions that in carrying out their duties must rely on teacher academic expertise. 3). Technical education personnel are people who carry out educational work that requires operational technical or technical management skills (Wijaya et al., 2019b).

According to the explanation above, what is meant by educational staff are professional staff who are involved in providing education in educational institutions, even though they indirectly participate in the educational process, including: administrative staff, administrative staff, laboratory staff, librarians, after-school trainers, officers cleaning and security guards.

Understanding Educator Management and Education Personnel

Management of educators and education personnel is an activity that includes establishing regulations, standards, procedures, scheduling educators and education personnel, recruitment, selection, placement, skills provision, awards, education and development, training and dismissal. The process of managing teaching and education staff is carried out in such a way that educators and education staff can carry out their duties and functions to achieve the goals of the educational department institution that have been previously determined(Wijaya et al., 2019a).

Educational personnel management or education personnel management aims to utilize educational personnel effectively and efficiently to achieve optimal results while remaining in a pleasant condition. Guarantee consistent and legally certain treatment for basic education staff in carrying out their duties, functions, authority and responsibilities in accordance with applicable law (APRILIA UTAMI PUTRI LUBIS, 2020).

Management Objectives of Educators and Education Personnel

Teaching staff report to the Director General of the Department of Education and Teacher Quality Improvement who has the authority to regulate and manage teaching and education staff. Based on (Permendiknas Nomor 08 Tahun 2005) the function of the PMPTK General Department is to prepare and implement technical standardization policies in the field of improving the quality of education and preschool and primary school education teams, secondary education and non-formal education (Peraturan Menteri Pendidikan Nasional Republik Indnesia Nomor 8 Tahun 2005 Tentang Organisasi Dan Tata Kerja Direktorat Jenderal Peningkatan Mutu Pendidik Dan Tenaga Kependidikan Departemen Pendidikan Nasional, 2005). PMPTK General Department Functions:

Prepare the development of Ministry policies in the field of improving the quality of education and education personnel. Implement policies in the field of improving the quality of teachers and education personnel. Develop standards, regulations, criteria, guidelines and processes in the field of improving the quality of teachers and education personnel. Providing technical consultations and assessments in the field of quality

improvement to educators and education staff. Carrying out administrative work for the General Department (Nurjaningsih & Qonita, 2019)

In summary, the objectives of managing educators and education in general are: (1) Enable organizations to obtain and maintain a workforce that is competent, reliable and highly motivated (2). Strengthen and increase employee capacity. (3) Develop a high-performance work system including strict recruitment and selection procedures, compensation and incentive systems that are aligned with performance, as well as training and management development activities related to organizational and individual needs. (4). Develop a highly engaged management approach that recognizes that professors and educators are valuable internal stakeholders and contributes to the development of an environment of collaboration and mutual trust. (5). Create a harmonious work atmosphere.

Duties and Functions of Educators and Education Personnel

The duties and functions of educators and education personnel are based on Pasal 39 Undang-Undang Nomor 20 Tahun 2003, namely: Education officers are tasked with providing administrative, management, development, supervision and technical services to support the educational process in educational units.

Educators are professional staff who are responsible for planning and implementing the learning process, assessing learning outcomes, providing teaching and training as well as conducting research and community service, especially for higher education teaching staff (Ananda, 2018).

Educators and educational staff also have rights and obligations in carrying out their functions, namely:

1) Income security and social protection.
2) Awards based on achievement.
3) Professional development is linked to quality development.
4) Legal protection (Undang-Undang Guru Dan Dosen Tahun 2005, 2005).

According to their position, educational staff are divided into three, namely: **Structural Staff**: They are educational staff who occupy general management positions and are directly and indirectly responsible for the education unit: Director, Assistant Director, Assistant Director of Education, Assistant Director of Student Affairs, Assistant Director of Facilities, Assistant Director of Special Services. **Functional Staff**: Functional Staff What is meant by educational staff who occupy functional positions, namely positions which in carrying out their work rely on academic teaching skills. These include: Teachers, BP Teachers, Lecturers, Counselors, Librarians, Tutors, Tutors, Instructors, Instructors, Curriculum Development and Educational Technology, Test Development. **Educational Technical Personnel**: They are educational employees whose work requires operational technical or administrative technical skills. Including: Laboratory assistant, educational resource technician, trainer (sports, arts and skills)

(Undang-Undang Republik Indonesia Nomor 20 Tahun 2003 Tentang Sistem Pendidikan Nasional, 2020).

Management Components of Educators and Education Personnel

The teaching and education staff development strategy includes seven components that must be implemented. These seven components are implemented sequentially, regularly, continuously so they must go through predetermined stages. These seven components include: (1) employee planning, (2) employee recruitment, (3) employee training and development, (4) promotion and transfer, (5) employment termination agreement with employees, (6) compensation and (7) employee evaluation (Ananda, 2018). These components are processes that must be carried out by an educational institution to have superior teaching and education staff, able to assume responsibility according to their expertise.

Employee Planning

Planning is an activity that aims to determine employee needs, both quantitative and qualitative, for now and in the future. Preparing a good and appropriate human resources plan requires complete and clear information about the work or tasks to be carried out in the organization. Therefore, before planning, it is necessary to carry out a job analysis and job analysis to obtain a job description (an outline of the tasks and work to be carried out). This information is useful in determining the number of employees needed and providing job specifications.

As Muslims, we must have a wiser view. Islam teaches us a clear and detailed study plan in the Qur'an. The matters relating to planning are as follows (Q.S. Al-Hasyr ayat 18).

يَٰٓأَيُّهَا الَّذِينَ أَمَنُوا اتَّقُوا اللهَ وَلْتَنْظُرْ نَفْسٌ مَّا قَدَّمَتْ لِغَدٍّ وَاتَّقُوا اللهَ ۚ إِنَّ اللهَ خَبِيْرٌ بِمَا تَعْمَلُوْنَ

Meaning:

"O you who believe, fear Allah and let everyone pay attention to what he has done for tomorrow (the afterlife); and fear Allah, verily Allah is Most Accurate in what you do (Q.S. Al-Hasyr ayat 18).

In the verse above, Allah SWT commands His people to prepare or plan everything well. Therefore, the planning process must be carried out carefully and carefully, taking into account the characteristics of facilities, required infrastructure, quantity, type and limitations as well as price. Teaching and educational staff planning (human resource planning) is the process of systematically examining the needs of teaching and educational staff to ensure that sufficient numbers of qualified staff are available, needed when needed, and carrying out the right positions and jobs at the right time (Rivai, 2011). After planning is complete, recruitment is carried out, namely the process of looking for personnel who meet the requirements and are interested in applying for a job or position. Furthermore, selection of teaching and educational staff

(selection) is a process in which an organization selects from a pool of prospective staff who are suitable to fill positions in the organization. These three factors are important if an organization wants to achieve its goals effectively (Sagala, 2016).

Procurement of Employees

Employee recruitment is an activity that aims to meet the workforce needs in the organization both in quantity and quality. To obtain employees who suit your needs, recruitment activities are carried out which include efforts to find as many prospective employees as possible who meet the requirements, then selecting the best and most qualified employee candidates. To achieve this goal, selection must be carried out through oral, written and practical tests. However, sometimes in an organization, employee recruitment can be done internally or from within the organization, through promotions or transfers. Candidates recruited can come from internal (company employees) or external (outside the company).

Internal recruitment will cause successful employees to be promoted or rotated with the same position but with different jobs. Meanwhile, external recruitment will require an educational process in guiding new employees so that they can adjust and adapt to company values, culture and regulations (ZAINUDDIN, 2020).

Recruiting and selecting prospective employees is a very important issue. This is what the Prophet Muhammad proposed. In the hadith narrated by Imam Bukhari from Abu Hurairah. The Prophet said what it means (Ahmad Ibrahim Abu Sinn, 2008).
"When a matter is handed over to someone who is not an expert, then wait for his destruction." (Al-Bukhari., 1981)**.**

Based on this hadith, Islam strongly recommends its followers to select prospective employees based on their knowledge, experience and technical abilities. So that an organization can carry out its activities in accordance with the expected goals.

Employee Coaching and Development

Employee training and development is a very important human resource management function which aims to improve, maintain and improve employee performance. These activities can be achieved through professional training and continuing education. These training and development activities are not only related to competency but also employee careers. An educational staff training program is often implemented because of various gaps, either due to organizational needs or because of the desire and need for growth and development of the educational staff themselves. Several principles that must be considered in implementing educational human resource development, namely:

Educational staff development must be carried out for all types of educational staff, including structural staff, functional staff and technical education staff. Develop educational human resources towards behavior change to increase professional and technical capacity in carrying out daily tasks in accordance with their functions.

Development of educational human resources aims to encourage increased individual contributions to educational institutions and provide high rewards, allowances and remuneration to ensure optimal satisfaction of economic, social and psychological needs.

The development of an educational team is initiated and directed to educate and train someone before or after filling a position, whether driven by the need to target future vacancies.The development of educational staff is actually designed to meet the demands of growth in position, professional development, problem solving, remedial activities, maintaining work motivation and resilience of educational organizations.

Specifically for the professional and career development of educational staff, tailored to each type of educational staff, but it does not rule out the possibility that a person's career can progress through interspersed assignments between structures and functions until it reaches its peak. in one's career, the procedures followed do not detract from the sense of professionalism that must be achieved.

In development, human development is the center of the process. It is he who determines the success of the process by understanding the history of development and the potential for future development: People must have motivation that comes from within themselves and is independent More comprehensive in nature, looking at the bigger picture Long term orientation.

More related to a "no right or wrong answer" situation. Allah explains that employee training and development must be carried out through wisdom, as He says:

اُدْعُ اِلٰى سَبِيْلِ رَبِّكَ بِالْحِكْمَةِ وَالْمَوْعِظَةِ الْحَسَنَةِ وَجَادِلْهُمْ بِالَّتِيْ هِيَ اَحْسَنُۗ اِنَّ رَبَّكَ هُوَ اَعْلَمُ بِمَنْ ضَلَّ عَنْ سَبِيْلِهٖ وَهُوَ اَعْلَمُ بِالْمُهْتَدِيْنَ

Meaning:
Call (humans) to the path of your Lord with wisdom and good teaching and debate them in a better way. Indeed, your Lord is He who knows best who has gone astray from His path and He (also) knows best who has been guided (Q.S. An-Nahl: 125).

A professional educational and educational team is a human resource that is kafa'ah (expert), trustworthy (trustworthy), hematul amal (high work ethic). To create a professional teaching and education team, training needs to be based on three aspects, namely: (1) Syakhsiyyah Islamiyah or Islamic morals, (2) skills or special knowledge and skills, and (3) leadership and teamwork (Dr. Rahmat Hidayat & Dr. H. Candra Wijaya, 2017).

Promotion and Transfer

Promotion (increase in rank) is a change in position vertically, so it has meaning in terms of authority, responsibility and income. In Indonesia, for civil servants, the first promotion or appointment is usually appointment as a civil servant candidate with a trial period of one or two years, then training before and after graduation. become an official civil servant. After appointing staff, the next activity is placement or assignment.

Transfer is the movement of an employee from one position to another position. This transfer is more horizontal so it does not affect income. Mutations can have a positive meaning but sometimes they also have a negative meaning. If the transfer is carried out as an organizational upgrade then the connotation is positive. However, if the transfer is due to certain circumstances, then it is the "assignment" stage. This implication will be more convincing if the new position occupied is a "dryer" compared to the original position (Wijaya et al., 2019b).

Employee Dismissal

Dismissal of employees is a human resources function that releases the organization and its employees from their rights and obligations as the organization where they work and as employees. Each party can now be bound by agreements and arrangements as former employees and former labor organizations. For education employees in schools, especially civil servants, the reasons for dismissal of these employees can be divided into three types (1) dismissal at their own request, (2) dismissal by the agency or government, dismissal by the government, and (3) dismissal by the government. for reason. other reasons (Mustari, 2013). Dismissal at the employee's request, for example due to changing jobs, for example due to changing jobs to improve his work. There are many reasons why an education employee may leave his job, including:

1) Because of your own request to stop
2) Because you have reached retirement age according to applicable regulations
3) As a result of organizational simplification, on the one hand it causes work simplification, on the other hand it causes a surplus of labor.
4) Because the person committed fraud or committed a criminal act.
5) Because those involved are physically and mentally incompetent
6) Because people quit their jobs within a certain period of time, which is contrary to applicable regulations.

Due to death or disappearance declared by authorized officials (Mulyasa, 2013). Meanwhile, dismissal for other reasons is caused by employee death, disappearance, retirement outside the state's responsibility, failure to report to the authorities, and not having reached retirement age.

Compensation

Compensation is compensation that an organization provides to its employees, can be valued in money, and tends to be paid regularly. Compensation other than salary can also be in the form of allowances, housing, vehicles, etc. The issue of compensation is one of the challenges faced by directors (Mulyasa, 2013). Compensation refers to all forms of salary or rewards applicable to a job. In general, this remuneration has two components, namely the direct component in the form of salary, incentives, commissions and bonuses, and the indirect remuneration component, for

example in the form of health insurance, vehicle entertainment, etc. Compensation is the total reward given to employees in return for their services or contributions to the organization. Or something that employees receive as compensation for the work they contribute to the organization (Wijaya et al., 2019b).

Wages are the right of workers to receive and are expressed in money in the form of compensation from contractors or employers to workers, which are determined and paid according to work agreements, agreements or regulations determined by law, including allowances for workers and their families. while working. . or service. as long as this has been or will be done (Mahmudah Enny W, 2017). For human resources in the Indonesian education sector, there are differences in how remuneration is calculated directly depending on rank, position and class. Until now, education officials with civil servant status enjoy special compensation provisions (UU No. 8 Tahun 1974). The issue of salaries for education staff is currently still an important issue in efforts to improve the welfare of education staff. Periodic salary increases and position allowances in the education sector are considered insufficient and are closely monitored. This is closely related to the APBN situation in the education sector which is still very different from other sectors (Undang-Undang Nomor 8 Tahun 1974, Pokok-Pokok Kepegawaian, BAB II, Pasal 7, n.d.)

Employee Assessment

Evaluation of educational staff is an effort to find out how well educational staff are in carrying out their duties and what their growth potential is. This performance can include professional, work methods, and personal achievements, while growth potential includes creativity and the possibility of career growth. Evaluation of educational human resources in reality not only aims to improve, promote, transfer, change jobs, even demotion and position, but is also useful in improving work efficiency, salary adjustments, education and training organizations, career development, design, work buildings , and others (Dr. Rahmat Hidayat & Dr. H. Candra Wijaya, 2017).

Evaluation of educational staff focuses on individual achievement and participation in school activities. This evaluation is important not only for the school but also for the staff themselves. For employees, assessments are useful in providing feedback on various things, such as abilities, fatigue, shortcomings and potential, which are ultimately useful in identifying goals, objectives and career path goals, employee planning and development. For schools, the results of evaluating the professional performance of educational staff are important for making decisions on various issues, such as determining school program needs, admissions, selection, induction, placement, promotion, reward systems and other overall aspects. show. HR processes (Suruddin, 2020).

CONCLUSION

Educators are professional staff who are responsible for developing, nurturing and developing the talents, interests, intelligence, ethics, experience, perceptions and skills of students. An educator is a person who has in-depth knowledge, wisdom, skills, experience, has a noble personality, clearly understands what is written and implied, is a role model, role model for students, always reads and studies research, has reliable and responsible skills. person. an educator. advisor and has religious knowledge. Educational staff are professional staff who participate in the implementation of education in educational institutions, including those indirectly involved in the educational process, including: administrative staff, office staff, laboratory staff, librarians, after-school companions, janitors and security guards. Educational personnel management or education personnel management aims to utilize educational personnel effectively and efficiently to achieve optimal results while remaining in a pleasant condition. The components of educators and management of educational personnel are: starting with (1) employee planning, (2) human resources, (3) employee training and development, (4) promotion and transfer, (5) employee dismissal, (6) compensation and (7) provide assessments to employees or teaching and educational staff.

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