

Management Pattern of Facilities and Infrastructure in Improving Learning Quality in SMP Negeri 1 Hamparan Perak

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ABSTRACT

The purpose of this study was to determine the planning of facilities and infrastructure in improving the quality of learning, to determine the procurement of facilities and infrastructure in improving the quality of learning, to determine the use or utilization of facilities and infrastructure in improving the quality of learning and to determine the maintenance of facilities and infrastructure in improving the quality of learning. This research uses qualitative research methods using a naturalistic approach in which data sources are obtained based on a natural situation as it is. Data collection procedures using observation, interviews and documentation studies. Then the data analysis technique uses (a) data reduction, (b) data presentation, and (c) conclusion. The results of the study found that: 1) Planning facilities and infrastructure based on needs analysis as well as proposals from teachers or other staff and determining the priority scale according to the availability of funds and the level of importance of facilities and infrastructure. 2) Procurement of facilities and infrastructure by purchasing from available funds or budgets that have been set. 3) The use of facilities and infrastructure has rules and schedules that have been available. 4) Maintenance of facilities and infrastructure is carried out by all school residents both special officers, principals, teachers, and other students are responsible for maintaining and maintaining the facilities and infrastructure available. 5) Supervision of facilities and infrastructure is directly responsible for the deputy head of facilities and infrastructure. Facilities and infrastructure management is a very important component in efforts to improve the quality of learning in schools. In order to improve the quality of learning in schools, of course, it is necessary to pay attention to how to manage good facilities and infrastructure, so that learning objectives can be achieved effectively and efficiently.

Keywords: *Facilities and Infrastructure Management, Learning Quality*

INTRODUCTION

The learning process is the core of the formal education process with teachers as the main actors. Professional teachers will be better able to deliver learning materials, so that student learning outcomes are at an optimal level. Teachers are an important factor in improving the quality of learning. However, this does not mean that the existence of other elements is not so important for improving the quality of education in schools. Teachers need services in applying their abilities to the maximum.

The management of facilities and infrastructure is very important because with the management of existing infrastructure in educational institutions will be maintained and clear its use. In the management of the school must be able to be responsible for facilities and infrastructure, especially the principal who directly must be able to handle the management

of these facilities and infrastructure. And the school must also be able to maintain and pay attention to existing educational facilities and infrastructure. So with the holding of facilities and infrastructure students can learn optimally.

Planning and procurement are activities to bring facilities and infrastructure in order to support the implementation of the tasks that must be carried out by the school. Planning and procurement of school facilities and infrastructure are carried out in various ways according to the type of school facilities and infrastructure are carried out in various ways according to the type of facilities and infrastructure needed. Procurement of goods is usually carried out because of the need for facilities and infrastructure that must be met in accordance with the program carried out by the school, replacing damaged items, completing items that are lacking. Requests for procurement of goods usually come from requests from school residents or by direct observation of those in charge of the procurement process. Before carrying out the procurement of facilities and infrastructure, the school plans the work programs that will be implemented. In planning and procuring the school involves all school members, so that the implementation runs smoothly. Based on the research findings, it shows that: 1) planning aims to determine the facilities and infrastructure to achieve the vision and mission of the school, 2) planning is carried out at the beginning of the year, 3) planning is carried out by the school team, consisting of subject teachers, all department programs, facilities and infrastructure affairs, committee members, and principals, 4) allocation of funds from BOPDA and central government, 5) procurement according to the needs of each department program.

Management of facilities and infrastructure must be emphasized more in educational institutions and there must be someone responsible for the management of educational facilities and infrastructure. So that the need for facilities and infrastructure can be met in accordance with the program carried out at school. In addition, with the facilities and infrastructure, the goals of a school can be achieved. Management of educational facilities and infrastructure is very important to be managed properly. Facilities and infrastructure are one of the educational resources that need and are very important to be managed properly and are an integral part of educational management. Such as buildings, land, administrative equipment to the facilities used directly in the teaching and learning process in the classroom. The function of managing facilities and infrastructure is very basic in improving the quality of learning, creating a socio-emotional climate and managing group processes, so that the teacher's success in creating conditions that allow indicators of the teaching and learning process to take place

effectively. The results of Megasari's research on the management of educational facilities and infrastructure to improve the quality of learning are limited to management, procurement, utilization and maintenance. However, the implementation is not optimal. Even though educational facilities and infrastructure are very important to support teaching and learning activities.

With the management of facilities and infrastructure, 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 so that educational goals can be achieved effectively and efficiently, then education organizers, both government, principals, teachers, other school personnel and the community need to strive to continuously improve the quality of education in accordance with the times.

The importance of facilities and infrastructure to support the educational process is regulated by Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System, Chapter XII article 45: a) Each formal and non-formal education unit provides facilities and infrastructure that meet educational needs in accordance with the growth and development of the physical potential, intellectual, social, emotional, and obligations of students, b) Provisions regarding the provision of educational facilities and infrastructure in all education units as referred to in paragraph (1).

Government Regulation of the Republic of Indonesia no. 19 of 2005 concerning National Education Standards, CHAPTER VII article 42 paragraphs 1 and 2 states: a) Each educational unit must have facilities which include: furniture, educational equipment, books and other learning resources, consumables and equipment needed to support a regular and continuous learning process, b) And each educational unit includes: land, classrooms, leadership rooms, teachers' rooms, administrative rooms, library rooms, laboratory rooms, canteens, sports venues, and places of worship, playgrounds, recreation areas, and other spaces / places needed to support a regular and continuous learning process.

Facilities and infrastructure are one of the educational resources that need to be managed properly and are an inseparable part of educational management. Such as buildings, land, administrative equipment to the facilities used directly in the teaching and learning process in class.

Educational facilities and infrastructure are also one of the elements of education management that has an important role in the teaching and learning process. Because educational facilities and infrastructure are one of the eight national standards of education. In addition, educational facilities are things that should not be ignored. Educational facilities and infrastructure are also

used to facilitate student understanding of the material presented by using appropriate educational facilities and infrastructure in teaching and learning programs to be more effective and efficient. With the existence of educational facilities and infrastructure, teaching and learning activities will become more meaningful and quality and fun.

The results of Margi and Sutama's research that the existence of facilities and infrastructure will be very important for the smooth teaching and learning process, because with complete facilities and infrastructure, the need for media and learning tools will be fulfilled, the teaching and learning process will be better and more interesting, if the condition of the school building is poor, crowded classrooms, no availability of recreational facilities and surrounding aesthetics will contribute to the poor quality of the teaching and learning process and no achievement of the quality of student education at school. The existence and quality of facilities and infrastructure will affect the course of the teaching and learning process.

To improve learning outcomes in accordance with the objectives that have been formulated, the teaching and learning process must really be pursued as much as possible learning as a system consisting of several components, namely objectives, content or material, methods, media and evaluation. Learning activities must be carried out systematically with directed and organized steps in order to be effective and effective.

Improving the quality of education will be achieved if the teaching and learning process that is organized in the classroom is truly effective and useful for achieving the expected knowledge, attitudes and skills. Because basically the teaching and learning process is the core of the overall education process, among which the teacher is one of the important factors in determining the success of the teaching and learning process in the classroom. Therefore, teachers are required to increase their role and competence, competent teachers will be better able to manage their classes so that student learning outcomes are at an optimal level.

The procurement of school facilities and infrastructure in the research results was based on a plan prepared by the school community consisting of the principal, teachers, school committee and school guards. The planning is done at the beginning of the new school year. The planning is systematic, detailed and thorough based on reality information about school conditions. The planning structure separates buildings, school furniture and learning tools. Learning infrastructure is classified into two types, namely educational infrastructure that is directly used for the teaching and learning process and educational infrastructure whose existence is not used for the teaching and learning process, but directly supports the teaching and learning process.

School facilities and infrastructure standards are part of a policy to improve and enhance basic services and the quality of education delivery. Meanwhile, planning activities for facilities and infrastructure are needed both in the short and long term. Whereas the process of procuring facilities and infrastructure is strongly recommended to follow the applicable regulatory guidelines, as well as the implementation of procurement of facilities and infrastructure must be able to prioritize the principles of transparency and accountability. The maintenance process is a follow-up to facilities and infrastructure that have been purchased or held, this is important to optimize the life of the goods and so that the goods are ready to be operated when needed.

With the limitations of educational and teaching facilities and infrastructure at school, it certainly affects student learning outcomes. In other words, the process of implementing education in schools and learning problems is not only faced by the teacher concerned, but is also supported by the state and completeness of the educational facilities and infrastructure. Thus the development of science and technology, in teaching and learning activities, efforts are needed to utilize teaching aids and practical tools as a means to arouse student learning motivation and save time.

Management of educational facilities and infrastructure is a process for procuring and overseeing a certain goal in education. If there is no management, the procurement, use, and maintenance of facilities and infrastructure will be less considered by the parties of educational institutions. Given the important role of educational facilities and infrastructure for the smooth teaching and learning process, it is necessary to make certain efforts towards the management, procurement, use, and maintenance of facilities and infrastructure effectively and efficiently as well as objective and rational preparation.

RESEARCH METHODS

This research method uses qualitative research, as for the approach used in this research, namely with a Naturalistic approach where the data sources obtained are based on a natural situation as it is. The location of this research is at SMP Negeri 1 Hamparan Perak, as for the data sources in this study, namely, primary data sources and primary data sources. Data collection procedures use observation, interviews and documentation studies. Then the data analysis technique uses (a) data reduction, (b) data presentation, and (c) conclusions. To strengthen the validity of the data findings and maintain the validity of the research data, researchers use four criteria as a reference for validity standards as suggested by Lincoln and Guba which include: (a)

credibility, (b) transferability, (c) dependability, and (d) certainty.

RESULTS AND DISCUSSION

Planning Facilities and Infrastructure in Improving Learning Quality at SMP Negeri 1 Hamparan Perak

Planning for facilities and infrastructure carried out at SMP Negeri 1 Hamparan Perak by analyzing the needs of the facilities and infrastructure needed by involving school personnel in planning facilities and infrastructure. Planning is usually carried out at the beginning of the semester, to be precise, in 2 times a year procurement planning is carried out at school. Planning for facilities and infrastructure at SMP Negeri 1 Hamparan Perak is very concerned about the standards of facilities and infrastructure stipulated in Permendiknas No. 24 of 2007 and Permendiknas No. 40 of 2008. About the standards of junior high school facilities and infrastructure (SMP) as a guide in defining the necessary school goods or equipment. Planning is carried out so that the learning process can run smoothly. Planning at SMP Negeri 1 Hamparan Perak is in charge of the deputy head of facilities and infrastructure, this is obtained from the results of interviews with the principal with the deputy head of facilities and infrastructure. Planning is usually carried out by: a) analyzing the necessary facilities and infrastructure, b) recording the necessary facilities, c) reporting the data on the necessary facilities and infrastructure to the principal, and then d) carrying out planning by procuring facilities and infrastructure. Planning for facilities and infrastructure does not all run smoothly at SMP Negeri 1 Hamparan Perak. Limited funds obtained result in obstruction of procurement planning.

Procurement of facilities and infrastructure in improving the quality of learning at SMP Negeri 1 Hamparan Perak

Facilities and Infrastructure that must be owned at the Junior High School (SMP) level include: land, classrooms, education unit leadership rooms, educator rooms, administrative rooms, library rooms, laboratory rooms, workshop rooms, production unit rooms, canteen rooms, power and service installations, places to exercise, places of worship, places to play, places to be creative, and other spaces / places needed to support an organized and sustainable learning process. The procurement of learning facilities and infrastructure at SMP Negeri 1 Hamparan Perak has been fulfilled. However, management is still lacking. Procurement of facilities and infrastructure at SMP Negeri 1 Hamparan Perak is responsible for the deputy head of facilities and infrastructure, procurement is carried out in accordance with planning through needs analysis. However, procurement is inseparable from the

available budget. Procurement of facilities and infrastructure is a variety of activities to procure tools and goods based on plans that have been prepared and determined. Procurement of facilities and infrastructure can be done by making your own, renting, borrowing and buying. The procedure for procuring facilities and infrastructure at SMP Negeri 1 Hamparan Perak is by a) analyzing and discussing the facilities and infrastructure needed and taking proposals from existing teachers or staff, b) preparing a plan by recording facilities and infrastructure, c) looking at available school funds and budgets, c) distinguishing important facilities and infrastructure needs from available funds or budgets if they exceed the available budget then they need to be selected by making a priority scale, d) establishing a procurement plan. Procurement of learning facilities and infrastructure at SMP Negeri 1 Hamparan Perak by purchasing through BOS funds. Where in Permendikbud No. 1 of 2018 concerning BOS. The BOS fund itself is a financial assistance for schools which is a government program to assist schools in funding non-personnel operational costs. According to Government Regulation No 48 of 2008 concerning education funding, non-personnel costs are costs for consumable educational materials or equipment, and indirect costs in the form of power, water, telecommunication services, maintenance of facilities and infrastructure, overtime pay, transportation, consumption, taxes.

In addition to the BOS funds, there are also assistance budget funds from the government where in Minister of Finance Regulation No. 168 of 2015 Articles 2 and 3 concerning Mechanisms for Implementing Government Assistance Budgets at State Ministries / Institutions, the provisions in this Ministerial regulation regulate the allocation, disbursement, distribution and accountability of Government Assistance Budgets that are not included in the criteria for Social Assistance at State Ministries / institutions sourced from the APBN. The assistance budget in question is the provision of awards, scholarships, teacher professional allowances and other benefits, operational assistance, facilities and infrastructure assistance, building / building rehabilitation / construction assistance, and other assistance that has the characteristics of government assistance determined by the PA. at SMP Negeri 1 Hamparan Perak the funds obtained are only from BOS funds where this is found from the results of interviews with the principal and the field of facilities and infrastructure.

Use or utilization of facilities and infrastructure in improving the quality of learning at SMP Negeri 1 Hamparan Perak

From the results of interviews with principals, the use of facilities and infrastructure at SMP Negeri 23 Medan has rules or schedules in the use of

facilities and infrastructure, for example the use of science laboratories and computers. But there are also facilities that do not have a schedule such as the use of projectors, the use of projectors is usually used by teachers as a learning medium so that the learning process can run actively, effectively, efficiently and fun. From the results of teacher interviews, with the help of projectors students are more active in the learning process besides being able to display images and sound, projectors can also strengthen student responsiveness in learning. The use of facilities and infrastructure at SMP Negeri 1 Hamparan Perak also has obstacles such as the lack of projectors and resources that lack technology. This was obtained from an interview with the head of the curriculum, the lack of projectors slightly hampers the learning process because projectors can not only improve the learning process but also help teachers in teaching. Lack of technology resources can also hinder the learning process because the age factor results in teachers' lack of understanding of the use of technology. The use of technology is very necessary because in K13 teachers are required to be able to use technology, especially now that exams are using technology.

Maintenance of facilities and infrastructure in improving the quality of learning at SMP Negeri 1 Hamparan Perak

The maintenance of facilities and infrastructure at SMP Negeri 1 Hamparan Perak is carried out by all school residents, both special officers, principals, teachers, and other students who are responsible for maintaining and maintaining the available facilities and infrastructure. Based on the observations of researchers, the maintenance of facilities and infrastructure carried out by the school community concerned, such as the maintenance of classrooms, computer laboratories and science laboratories. There are two types of maintenance carried out at SMP Negeri 1 Hamparan Perak, namely daily and periodic maintenance. Maintenance carried out daily is like cleaning the classroom, administrative room, principal's room, teacher's room and cleaning the computer. Classrooms in this case are cleaned every day by students who are scheduled according to their respective picket schedules and assisted by gardeners. The computer and science laboratory rooms are guarded and maintained by the teacher concerned in the related learning process. As for periodic maintenance, such as painting buildings and other building damage. The maintenance of school buildings at SMP Negeri 1 Hamparan Perak, especially classrooms, is quite good, it can be seen from the walls of buildings and classrooms that look still in good condition, there is no damage or damage to existing school buildings or classrooms, good paint conditions make the classroom so beautiful.

Supervision of facilities and infrastructure in improving the quality of learning at SMP Negeri 1 Hamparan Perak

Supervision of educational facilities and infrastructure is an effort made in controlling facilities and infrastructure as part of the activity of maintaining, maintaining, and utilizing facilities and infrastructure as well as possible for the success of teaching in schools. Supervision of facilities and infrastructure is carried out together with educators and education personnel at school, parents/guardians of students, school committees and other *stakeholders*. The results of supervision of facilities and infrastructure are reported within a certain period of time (1 semester and 1 year). Supervision of facilities and infrastructure at SMP Negeri 1 Hamparan Perak is responsible for the deputy of facilities and infrastructure. This is found from the results of interviews with the principal and deputy for facilities and infrastructure. Supervision of facilities and infrastructure is carried out so that use and maintenance can run well and does not interfere with the ongoing learning process. Maintenance is carried out in order to find out the state of facilities and infrastructure whether each is suitable for use or not, if there are damaged facilities and infrastructure then the procurement of new facilities and infrastructure will be planned. Supervision is carried out twice a year in each semester by gathering all teachers and staff to report on facilities and infrastructure.

CONCLUSIONS

The results of the study found that: 1) Planning facilities and infrastructure based on needs analysis as well as proposals from teachers or other staff and determination of priority scale according to the availability of funds and the level of importance of facilities and infrastructure. 2) Procurement of facilities and infrastructure by purchasing from available funds or a predetermined budget. 3) The use of facilities and infrastructure has rules and schedules that have been available. 4) Maintenance of facilities and infrastructure is carried out by all school residents both special officers, principals, teachers, and other students are responsible for maintaining and maintaining the facilities and infrastructure available. 5) Supervision of facilities and infrastructure is directly responsible for the deputy head of facilities and infrastructure. Management of facilities and infrastructure is a very important component in efforts to improve the quality of learning in schools. In order to improve the quality of learning in schools, of course, it is necessary to pay attention to how to manage good facilities and infrastructure, so that learning objectives can be achieved effectively and efficiently.

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