

The Analysis Of Academic Supervision Program Supervisor Smk Labuhan Batu

hotdiana¹⁾, darwin²⁾, mian siahaan³⁾

¹⁾ Teachers SMK N² Rantauprapat, ^{2,3)} lecturer at the State University of Medan, Indonesia

Abstract: This research aims to know the academic supervision of Trustees program SMK Labuhan Batu. The analysis done by knowing the level of pemahaman trustees against the academic supervision of the program, the process of drafting a supervision program of academic, academic supervision program for preparing the barriers and solutions to the constraints of the drafting of a supervision program academic. This type of research is the analysis of the program by the qualitative approach. This research was carried out at the Office of the supervisor of Labuhan Batu from January until August 2017. Using the method of data collection techniques interviews, study documentation, observation. The validation is done by triangulation. Data analysis techniques using qualitative analysis that refers to the theory that Miles and Huberman The results showed the level of knowledge of Trustees SMK Labuhan Batu already belongs to the good that is 60%, but a good level of understanding of Trustees SMK still categorized low because it is still at the level of understanding of translation has not been to the understanding the interpretation and extrapolation. SMK Superintendent Labuhan Batu only has an annual program but does not have a program of academic supervision. The process of the preparation of the annual program supervisor SMK does not identify the results of monitoring and analyzing the results of the previous year will be oversight but directly to the process of the formulation of the draft design of the program completion annual surveillance conducted jointly by the supervisor per level from elementary, junior high, high school and vocational school. The constraints experienced by the Trustees in the preparation of the program identical with the constraints experienced by every organization in the process of drafting the programme, namely (1) a dynamic and complex Environment that is the fusion of all Trustees per level in one Office and one korwas, (2) the limitations of not discipline supervisors collect the value or report typically is influenced by undiscipline supervisor did his duty, (3) the recognition system is not appropriate, namely the protesnya supervisor against korwas When the value in the SKP made low so korwas equate all values as if all supervisors supervisors do their job or all program Trustees reached. The solution taken against the constraints of the drafting of the program has not been in accordance with the solution that should be done by each organization in the completion of the drafting of the program i.e. constraints (1) understanding of the purpose and plan, the Trustees have not understand will mean and the purpose of the importance of a preparation of a program (2)/revisi/dan consistency update, trustees are not consistent in performing the task in particular the consistency of the collection value to perform an analysis of the previous year (3) recognition system less effective against korwas who do assessment of supervisors, particularly its frequent supervisor protests when the value is low because the supervisor menolkan SKP activity oversight are not done. Based on the results of the research, then 1. The head of the North Sumatra Office of education, the process of hiring superintendents is not the origin point. Competency has been established regarding vocabulary, i.e. School Superintendent/Permendiknas No. 12 Year 2007 on standard school superintendent/Madrasah should really be used as a guideline in determining the appointment of Trustees of the school, not the origin point and with no selection but the appointment of school superintendent should really follow the terms specified. 2. for Labuhan Batu, KUPT's head so that it may give coaching intensively against the school superintendent, through training kepengawasan or more, so the Trustees are getting to understand the tupoksinya

Keywords: supervisor, level of understanding the process of the preparation of the program for academic supervision

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I. Introduction

Minister of State for Administrative Reform (Permeneqpan) and reform of the Bureaucracy of number 21 years of Functional Office 2010 School Superintendent and figures her credit article 7 point (a) ¹ States that school superintendent before carrying out supervision have the obligation of drawing up a program of supervision. One of the most important things of the existence of the surveillance program surveillance plan drawn up on the basis of the results of the evaluation and analysis of the implementation of the supervision of the previous year.

The importance of surveillance programs for Superintendents can be seen from two sides. The first task of the surveillance and the second from the Professional Development Office of the supervisor of the school itself. Based on the time period or the period of its use, work supervision of academic program consisting of (1) the annual surveillance programme; (2) the supervisory program semester; and (3) academic supervision plans (RPA)².

Preparation of program supervision starts with doing a SWOT analysis (Strength, Opportunity, Weakness, and Threats). The SWOT analysis is intended to find the strengths, weaknesses, opportunities, and threats that exist at schools in the small-scale *mutunya* be enhanced. Power is a factor of in-school/madrasa that encourage achievement of the target. The opportunities are factors outside of school/madrasa that encourage achievement of the target. The downside is the factor of in-school/madrasa that impede the achievement of objectives. The threat is from outside of the school/madrasa that impede the achievement of objectives. Analysis of internal and external factors in the region and the existing schools. The results of the analysis are used as a basis in determining the priority activities that need to be immediately upgraded *mutunya*. Furthermore, the contents of the four principal activities which will be poured in the annual oversight work programme, namely: (a) identification of the results of the surveillance on the previous year and *kebijak-sanaan* in education, (b) processing and analysis of surveillance results of year earlier, (c) the formulation of a draft annual surveillance programmes, (d) the establishment and consummation of the draft annual surveillance programmes.

Supervisory program semester is the duty of all supervisors (Pratama, young, Associate, and main) at each school 1. Supervisory program semester is planning a technical operational activities will be carried out by every school superintendent at each school 1. The program is structured as upon the elaboration of the annual surveillance programmes at the district/city level. Other aspects taken into consideration in the preparation of the program of surveillance of the semester is the vision and mission of the school building. In this case, not prosecuted equality programs/activities in each school building. The activities of oversight on issues/problems faced by each school building. Do not close the possibility of collaboration between school superintendent and principal in drawing up the programme of surveillance of the semester.

Academic supervision program planning is preparation of the planning documents of the construction, monitoring, assessment, and a series of activities to help teachers develop their ability in managing the learning process to accomplish a learning³. The same definition is also conveyed by the development and empowerment of the principal (LPPKS)⁴ academic supervision program that planning is a document that is used as a scheme or guidelines for principals to do program supervision, in order to help teachers develop their ability to manage the learning process so that learning goals can be achieved. So, it can be concluded that RPA is the elaboration of the program semester into the activity plan drafted in detail which serve as guidelines in the implementation of monitoring, supervision, and coaching of teachers in implementing the basic tasks related with the planning of learning, learning, and assessment of the implementation of the results of the study and may be executed in one or more meetings. The preparation of a plan for academic supervision is done at the beginning of each year, or the beginning of the semester with the intention of enabling RPA has been made available in advance in any preliminary academic supervision. RPA serves as the academic supervision of the implementation of guidelines, improve the effectiveness of coaching teachers and the implementation of appropriate academic supervision needs.

Supervisory level of understanding is the skill level of academic scrutiny of plans against supervisors (RPA). To gauge the level of understanding of Trustees required evaluation tests in the form of an interview. The results of the interview will demonstrate understanding of the category supervisor. The higher test results, then the better the level of understanding of Trustees. Understanding supervisor to the RPA will make it easy for supervisors in drawing up the RPA. The process of drafting the RPA starting at 1) Data the results of previous academic supervision, 2) identification of the profile of teachers and 3) Designing appropriate RPA signs. A good understanding of this will enable Trustees also respond to any challenges or obstacles that occur in the preparation of RPA and will produce documents be *prosem*, RPA and instruments.

II. Method

This research was carried out for eight months in the Office of the Superintendent of *labuhan batu*. This study uses qualitative methods. Data collection techniques in *peneltian* it uses interviews, documentation, studies and observations. Interviews conducted with supervisors SMK in *Labuhan Batu*, the principal of SMK. Study the documentation of various documents in the form of a supervision program supervisor, etc. that are relevant to support and enrich the information or data required. Data analysis techniques using qualitative analysis that refers to the theory that Miles and Huberman i.e. through reduction of the data, the presentation of data, conclusion and withdrawal available in advance in any preliminary academic supervision..

III. Discussion

Level of knowledge of Trustees SMK Labuhan Batu already belongs to the good that is 60%, but a good level of understanding of Trustees SMK still categorized low because it is still at the level of understanding of translation has not been to the understanding the interpretation and extrapolation. The low level of understanding of these factors influenced supervisors learning process experienced by the Trustees. The supervisor did not receive training or training gets prospective Trustees before becoming a supervisor and after becoming Superintendent training already received many times but the learning process experienced by the supervisor does not apply in the preparation the program because of the many obstacles faced in drafting the program.

SMK Superintendent Labuhan Batu only has an annual program but does not have a program of academic supervision. The process of the preparation of the annual program supervisor SMK does not identify the results of monitoring and analyzing the results of the previous year will be oversight but directly to the process of the formulation of the draft design of the program completion annual surveillance conducted jointly by the supervisor per level from elementary, junior high, high school and VOCATIONAL SCHOOL.

The constraints experienced by the Trustees in the preparation of the program identical with the constraints experienced by every organization in the process of drafting the programme, namely (1) a dynamic and complex Environment that is the fusion of all Trustees per level in one Office and one korwas, (2) the limitations of IE not disiplinnya supervisors collect the value or report typically is influenced by ketidakdisiplinan supervisor did his duty, (3) the recognition system is not appropriate, namely the protesnya supervisor against korwas When the value in the SKP made low so korwas equate all values as if all supervisors supervisors do their job or all program Trustees reached.

The solution taken against the constraints of the drafting of the program has not been in accordance with the solution that should be done by each organization in the completion of the drafting of the program i.e. constraints (1) understanding of the purpose and plan, the Trustees have not understand will mean and the purpose of the importance of a preparation of a program (2)/revisi/dan consistency update, trustees are not consistent in performing the task in particular the consistency of the collection value to perform an analysis of the previous year (3) recognition system less effective against korwas who do assessment of supervisors, particularly its frequent supervisor protests when the value is low because the Trustees make SKP zero oversight activities are not done.

IV. Conclusion

Level of knowledge of Trustees SMK Labuhan Batu already belongs to the good that is 60%, but a good level of understanding of Trustees SMK still categorized low because it is still at the level of understanding of translation has not been to the understanding the interpretation and extrapolation. SMK Superintendent Labuhan Batu only has an annual program but does not have a program of academic supervision. The constraints being experienced in the preparation of the program supervisor (1) a dynamic and complex Environment that is the fusion of all Trustees per level in one Office and one korwas, (2) the limitations of IE not disiplinnya supervisors collect the value or report that usually is influenced by ketidakdisiplinan supervisor did his duty, (3) the recognition system is not appropriate, namely the protesnya supervisor against korwas when the value in the SKP made low so korwas equate all values as if the supervisor all supervisors do their job or all program Trustees reached. The solution taken against the constraints of the drafting of the program has not been in accordance with the solution that should be done by each organization in the completion of the drafting of the program i.e. constraints (1) understanding of the purpose and plan, the Trustees have not understand will mean and the purpose of the importance of a preparation of a program (2)/revisi/dan consistency update, trustees are not consistent in performing the task in particular the consistency of the collection value to perform an analysis of the previous year (3) recognition system less effective against korwas who do assessment of supervisors, particularly its frequent supervisor protests when the value is low because the Trustees make SKP zero oversight activities are not done.

V. The Implications

Based on the following conclusions, expressed some of the implications that are considered relevant to the current study that is as follows: (1) the head of the North Sumatra Office of education should pay attention to the process of recruitment of school superintendent in accordance with Permendiknas No. 12 Year 2007 on standard school superintendent/Madrasah. (2) the head of the North Sumatra Office of education increasingly monitors the secondary SMA/SMK first after separation level of dikmenti and dikdas in particular the performance of korwas and Trustees (3) head KUPT Labuhan Batu give coaching intensively against School Superintendent, through training kepengawasan or more so the Trustees are getting to understand the tupoksinya in the process of penyusunan supervision program. (4) the head of the offering Stone give coaching KUPT

intensively against the school superintendent in order to be increasingly understand the supervisory tupoksinya penyusunan supervision programs in the process.

VI. Recommendations

Based on the conclusions and implications of the above recommendation, which may be submitted to various parties, among other things (1) for the Office of education hiring superintendents based on test competencies, conducting training and education program supervisor, drafting create a system of "reward and punishment" for the supervisor of the school that they are increasingly encouraged to always work in earnest, doing the evaluation and follow up of the academic supervision report made by the school superintendent in periodically. (2) for the school superintendent to follow training arrangement program supervisor, should improve his knowledge about the process of making academic supervision program with a given a chance followed the training of supervising.

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