

## ABSTRAK

**Marolop Marpaung, Manajemen Tata Usaha Sekolah (Studi Kasus di SMA Negeri-1 Pancurbatu, Kabupaten Deliserdang). Tesis. Medan: Program Pascasarjana UNIMED, 2008**

Penelitian ini bertujuan untuk mengetahui bagaimana manajemen tata usaha sekolah di SMA negeri-1 Pancurbatu, kabupaten Deliserdang. Untuk mencapai tujuan penelitian tersebut peneliti menggunakan pendekatan kualitatif. Pengumpulan data diperoleh dengan teknik observasi, wawancara dan studi dokumentasi. Informan yang dilibatkan dalam penelitian ini adalah seluruh warga sekolah. Penelitian ini dimulai dari informan kunci yaitu kepala sekolah, pembantu-pembantu kepala sekolah (PKS), pegawai tata usaha, guru, komite sekolah, dan siswa. Penelusuran informasi dihentikan setelah data dianggap jenuh. Untuk keabsahan data penelitian digunakan teknik triangulasi dengan melakukan observasi terus menerus dan membandingkannya dengan hasil studi dokumen dan wawancara.

Temuan dalam penelitian ini terdiri atas 4 bagian, yaitu: (1) Manajemen tata usaha kesiswaan dilaksanakan melalui serangkaian layanan administratif kepada siswa, mulai dari pengumpulan data pada waktu pendaftaran siswa baru, pengisian data kedalam buku induk siswa, buku klapper, buku lagger, daftar kelas, pengelolaan surat-surat kesiswaan, pengarsipan surat dan pembuatan laporan keadaan siswa secara berkala. Strategi ini dilaksanakan untuk memberikan pelayanan kepada siswa sebagai sasaran utama pelaksanaan pendidikan di sekolah, (2) Manajemen tata usaha kepegawaian dilaksanakan melalui serangkaian layanan administratif kepada guru-guru, mulai dari pengumpulan data sejak guru yang bersangkutan bertugas di sekolah tersebut, pengisian data guru kedalam buku induk pegawai, penyusunan DUK, penyediaan blangko surat-surat kepegawaian, pengetikan DP-3, pengelolaan surat-surat kepegawaian, pengagendaan surat, pengarsipan surat dan pembuatan laporan keadaan guru secara berkala. Strategi ini dilaksanakan untuk memberikan pelayanan kepada guru sebagai ujung tombak pelaksana pendidikan di sekolah, (3) Manajemen tata usaha perlengkapan dilaksanakan melalui serangkaian layanan fasilitas kepada seluruh warga sekolah, mulai dari pengadaan barang, inventarisasi barang, pendistribusian, penyimpanan, pengisian kode barang kedalam buku inventaris dan pembuatan laporan keadaan barang secara berkala. Strategi ini dilaksanakan untuk menunjang proses belajar mengajar (PBM) di sekolah, (4) Manajemen tata usaha keuangan dilaksanakan melalui serangkaian layanan finansial kepada seluruh pelaksana pendidikan di sekolah, mulai dari penerimaan uang, penyimpanan uang, pengeluaran uang dan pembuatan laporan pertanggung jawaban secara berkala, Strategi ini dilaksanakan untuk mendukung kelancaran PBM di sekolah dan untuk memberikan kesejahteraan kepada pelaksana pendidikan di sekolah.

Berdasarkan hasil temuan diatas maka penulis mencoba memberikan sebuah rekomendasi tentang gambaran atau rumusan model manajemen tata usaha sekolah yang ideal yang dibangun melalui *lima* langkah strategi, yaitu: (a) sistem kerja yang berpusat pada KTU, (b) proses tata usaha persuratan yang singkat dan praktis, (c) supervisi kepala sekolah yang terprogram, (d) SDM yang profesional dan (e) SIM berbasis komputer.

## ABSTRACT

*Marolop Marpaung, Management of School Administrative (A Case Study at SMA Negeri 1 Pancurbatu, District of Deliserdang). Thesis. Postgraduate Program, State University of Medan, 2008*

The objective of this research is to know how is the management of school administrative in SMA Negeri 1 Pancurbatu, district of Deliserdang. To achieve the objective, the researcher uses the qualitative approach. The collection of data is made by technic of observation, interview and documentation study. The informant involved in this research is all members of school. This research begins with key informant, i.e., school principal, assistant principal, administrative staffs, teachers, school committee, and students. The exploration of data is stopped after the data is considered to be saturated. To determine the validity of data in research, triangulation technic is used by continuous observation and to compare it with the result of document study and interview.

The finding in this research consists of four parts, i.e.:(1) Management of student administrative is conducted through a set of administrative services of student, beginning from data collection in new student enrollment, registration of data, clapper book, ledger book, class list, management of student correspondence, filing and periodic reporting of students. This strategy is taken to give students with service as main facility for implementation of education in school, (2) Management of administrative staff is conducted through a set of administrative services for teachers, beginning from data collection since teachers are working in the school, administrative registration of teacher, List of main rank preparation, preparation of administrative forms, Civil performance rating typing, administrative correspondence, filing, and periodic reporting of teachers. This strategy is taken to provide the teachers with service as frontier of educational implementation in school, (3) Management of equipment administrative is conducted through a set of facility services for all members of school, beginning from procurement of goods, good inventory, distribution, storage, good coding, reporting of good condition periodically. This strategy is taken to support the learning-teaching process in school, (4) Management of financial administrative is conducted through a set of financial services for all implementors of education in school, beginning from receivment of cash, storage of money, expenditure and preparation of periodic statement. This strategy is taken to support the clearance of learning-teaching process in school, and to provide the implementors of education with welfare in school.

Based on the findings above, the writer tries to give recommendation about description of formulation of administrative management model in school built in five strategy: (a) Centralized organization system in administrative office, (b) Simple and practice administrative correspondence of processing, (c) Programmed supervision by school principal, (d) Professional Human Power, and (e) Computer based management information system.