

# ANALYSIS OF SCHOOL PRINCIPAL LEADERSHIP IN STUDENT MANAGEMENT AT SD MUHAMMADIYAH KARANGBENDO YOGYAKARTA

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**Abstract:** Students as the central point of education have different needs, potentials, talents and interests so that they require management that is able to meet and serve these differences. In implementing student management, the principal has a very significant and very basic role. This study aims to 1) Describe the principal's leadership in student management including analysis of student needs, student recruitment, student selection, student orientation, student placement, student coaching and development, record keeping and reports as well as graduation and alumni. 2) Describe the supporting and inhibiting factors in the implementation of student management. This type of research is qualitative research. The research location is SD Muhammadiyah Karangbendo, Yogyakarta. The subjects of this study were school principals, vice principals, teachers and students. Data collection techniques in this study were structured interviews, observation and documentation. Data analysis was carried out through 3 activity flows, namely data reduction, data presentation and data verification. The results showed that the principal's leadership in implementing student management at SD Muhammadiyah Karangbendo Yogyakarta was effective in accordance with school policies and planning and the principal always involved all components of the school starting from teachers, school committees, administrative staff, parents and the community and students. . In the implementation of student management, several supporting and inhibiting factors were found. The supporting factors were cooperation between the school and related parties, adequate facilities and infrastructure, support and motivation from teachers and parents, and funding. The inhibiting factors are students' lack of discipline and unfavorable environmental factors.

**Keywords:** *Leadership, Headmaster, Student Management*

## INTRODUCTION

The problem of the low quality of education delivery in Indonesia so far basically boils down to weak management, organization and institutional development (Mbuik 2019). In an effort to improve the quality of education in schools or madrasas, it determines the success of the management of all educational components such as student affairs, infrastructure, teaching and educational staff, finance, school-community relations and curriculum (Astuti 2021). Students as the central point of education have

different needs, potentials, talents and interests so that they require management that is able to meet and serve these differences so as to be able to lead students in achieving goals. Student management is very much needed in educational institutions because students are subjects and objects in the process of transforming knowledge and skills. The scope of student management includes activities consisting of analyzing student needs, student recruitment, student selection, student orientation, student placement, coaching and student development, recording and reporting, as well as graduation and alumni. Nasihin Suriri (2009:207) in (Rifa'i, 2018: 16).

Principal leadership is the most important part in implementing school management. The success of organizing an educational institution depends on the resources that exist in the school. An institution or school certainly has a leader who is in charge of being a leader, with a school leader or school principal, it can influence and direct its members to work together in achieving the school's goals. In student management the school principal has a significant and very basic role starting from the admission of new students, coaching students to the process of graduating students because student management is one of the substances of education management. Schools in preparing quality graduates must of course manage students appropriately. This activity is carried out starting from the student entering school until the student graduates from school. Learners are raw materials that must be developed in the form of knowledge and other potential within them (Tamami in I. H. Utami & Nasution, 2020).

In improving students' academic and non-academic achievements, student management has a role in this starting from the planning, implementation and evaluation stages. Student management program planning is very helpful so that all activities run effectively and efficiently. In developing students' talent interests, of course there are several things that must be done starting from the planning carried out by the principal and vice student of student affairs in developing these talent interests, namely by giving freedom to students to choose extracurricular programs according to their talents.

The implementation of student management is not only carried out by recording student data alone, but also includes broader aspects. With this mechanism, student management will run optimally, both from the process of organizing various activities in the field of student affairs starting from recruitment, attending classes until graduation, to planning student studies at the next level. Based on the results of observations and interviews that were conducted on December 1 2022 at SD Muhammadiyah Karangbendo

Yogyakarta, it shows that the implementation of student management at SD Muhammadiyah Karangbendo has been carried out well. This is proven by the PPDB process which has been carried out quite well, as well as the coaching process that has been carried out by the school to develop the interests and talents of these students. This is of course inseparable from the leadership of the SD Muhammadiyah Karangbendo principal. Based on this description, the researcher was motivated to explore detailed information about the leadership of the principal in implementing student management at SD Muhammadiyah Karangbendo Yogyakarta. Therefore, researchers conducted research with the title "Analysis of Principal Leadership in Student Management at SD Muhammadiyah Karangbendo"

## **RESEARCH METHODOLOGY**

The method used in this study is a qualitative method. Qualitative research is research based on postpositivism or enterpretive philosophy which is used to examine natural object conditions where the researcher is the key instrument (Sugiyono, 2022: 9-10). Data collection was carried out through structured interviews, observation and documentation. The research subjects are school principals, vice principals, teachers and students. Data analysis was carried out by means of data reduction, data presentation and drawing conclusions then in testing the validity of the data using source and technique triangulation methods.

## **RESULT AND DISCUSSION**

### **1. SCHOOL PRINCIPAL LEADERSHIP IN STUDENT MANAGEMENT AT SD MUHAMMADIYAH KARANGBENDO YOGYAKARTA**

#### **a. Principal's Duties**

The principal has a role as a leader in charge of guiding teachers, education staff, students, following science and technology developments and setting a good example. In providing guidance to teachers, the principal of SD Muhammadiyah Karangbendo does this during the routine school meeting activities which are held every Friday. In addition, school principals also provide opportunities and support for teachers to improve teacher professionalism by participating in School KKG, Cluster KKG activities and being included in various good trainings held by the ministry and providing opportunities for

teachers to attend seminars according to their fields. This is in line with the opinion (Sakti 2020) which states that efforts to improve professional teachers are also carried out by the government through activities, such as workshops, seminars, training, workshops, and teacher certification programs.

The principal as a manager coordinates and implements programs that have been made with educators and education staff. In implementing programs or activities, the principal of SD Muhammadiyah Karangbendo specifically assigns staff and teachers to assist and oversee the implementation of planned programs by forming an organizational structure so that activities run according to mutual expectations. This is in line with the opinion (Sakir and Hartiningsih 2018) which states that the role of the school principal as a manager is to carry out good planning of school programs. The preparation of school activity plans is carried out at the beginning of each school year through work meetings (raker).

The leadership of the principal of SD Muhammadiyah Karangbendo as a supervisor has the responsibility to monitor, guide and improve the teaching-learning process in the classroom or at school as the top leader in a school institution. In addition, school principals must be able to carry out various supervision and control to improve the performance of teaching staff. The principal of SD Muhammadiyah Karangbendo carries out academic supervision, supervision is carried out with the aim of developing abilities in the teaching process for a teacher. In carrying out supervision, the principal visits the class to monitor the learning process directly and also evaluates the completeness of the teacher's learning tools and observes the selection and use of methods, media used and student involvement in the learning process.

The leadership of the SD Muhammadiyah Karangbendo principal as a leader is obliged to lead the school and its contents in order to realize the expected vision, mission and goals. the principal of SD Muhammadiyah Karangbendo as a leader always sets a good example for the school community. The good example set by the principal is that it can be seen from the clothes worn by the principal that are in accordance with Islamic provisions, neat, simple and polite. Apart from the principal's attire, in every forum or activity, he always starts with a short cult, always gives advice, invites him to do good.

The role of the principal as an innovator also plays an important role in carrying out reforms for the betterment of the school. The principal of SD Muhammadiyah has new innovations to improve school quality. the principal of SD Muhammadiyah Karangbendo

has carried out a lot of physical renewal, positive culture and developed new ideas or ideas such as teachers who have implemented various innovative learning models such as problem based learning, project based learning, discovery learning and cooperative models. This is in accordance with Mulyasa, 2011: 119 in (Mistrianingsih 2015) which states that in order to realize its role and function as an innovator, the principal must have the right strategy to establish a harmonious relationship with the environment, seek new ideas, integrate each activity, provide role model for all educational staff in schools, and develop learning models.

The principal of SD Muhammadiyah Karangbendo as a motivator, namely having a strategy to provide motivation to school members in carrying out various tasks. The motivation given by the principal plays an important role in providing encouragement and support to all school members, so that with motivation from the principal it is hoped that all school members can carry out their duties properly. This motivation can be given during activities at school such as during ceremonies, meetings, in class or during activities outside the classroom.

b. Student Management

The first step in student management is to analyze the needs of students. In this activity, SD Muhammadiyah Karangbendo plans the number of students to be accepted. Muhammadiyah Karangbendo Elementary School has a quota of 56 new students who will be accepted so each class or class contains 28 students. In addition, the principal together with teachers and staff compiles a program of student activities as long as these students are studying at Muhammadiyah Karangbendo Elementary School. This is in accordance with the steps to analyze the needs of students according to (Rifa'i 2018), namely planning the number of students to be accepted and compiling student activity programs

The student recruitment process is the process of finding new prospective students who will register as students in a school institution. SD Muhammadiyah Karangbendo in the recruitment activities the first thing the principal did was to form a PPDB (New Student Acceptance) committee. The PPDB committee consists of school principals, teachers and administrative staff. After the PPDB committee is formed, the committee formulates the requirements for prospective students who will register, including prospective students who are registered by their parents or guardians, fill out the registration form, submit 2

copies of birth certificates and family cards. Then after formulating the registration requirements, the PPDB committee disseminates information regarding the acceptance of prospective students through brochures and online media. This is in line with the steps for student recruitment according to (Mamlukhah, Nahdliyah, and Wafiroh 2020), namely: (1) Establishing a new student admissions committee, (2) Making and posting announcements for new student admissions which are carried out openly.

The student selection activity is the activity of selecting new prospective students to determine whether or not prospective students are accepted as students at the school. . In the student selection activities at Muhammadiyah Karangbendo Elementary School, the principal eliminated the selection process which only consisted of exploratory tests including reading, writing and memorizing short surahs of the Qur'an. This is in accordance with the regulations (KemendikbudRistek) which says that "schools or education units need to eliminate reading, writing and arithmetic tests (calistung) from the New Student Admissions Process (PPDB) at SD, MI or equivalent.

New Student Orientation is an activity to introduce all aspects of the school to new students starting from the introduction of teachers, existing regulations, infrastructure, environment and extracurricular activities. SD Muhammadiyah Karangbendo carries out a new student orientation period for 3 days from the first time they enter school before the learning process takes place. New students are invited to tour the school environment, to see the state of their new school. New students are also introduced to the teachers and staff at school, given an explanation of school rules and what programs are in school. Apart from that, he also introduced the existing facilities and infrastructure at school and introduced the extracurricular program at Muhammadiyah Karangbendo Elementary School so that students could quickly adapt to their new environment and be able to obey the existing rules at school.

The grouping of students carried out in schools is mostly based on the group or class system. The grouping of students aims to make the implementation of teaching and learning in class run smoothly, in an orderly manner and the implementation of the programs that have been planned. SD Muhammadiyah Karangbendo groups new students into 2 groups or classes and is implemented evenly so that in one study group consists of a variety of talents, interests, achievements and various characteristics of students. Apart from being carried out evenly in Karangbendo Muhammadiyah Elementary School, it also groups students based on gender and the abilities of these students. Grouping based

on gender is done when students are already in the upper class. This is in line with Soetopo's aptitude grouping theory in (Handayani et al. 2021) which states that the grouping of students is based on abilities and talents according to what students have.

SD Muhammadiyah Karangbendo carries out coaching and development activities for students by carrying out extracurricular activities. There are several kinds of extracurricular activities at SD Muhammadiyah, namely Hizbul Wathan, Tapak Suci, Pencak Silat, ICT, Archery, Futsal, Dancing, Drawing and Tahfidz. The extracurriculars are divided into two types, there are compulsory and elective extracurriculars. The implementation of extracurricular activities at SD Muhammadiyah Karangbendo has been running optimally because these activities have been scheduled and have mentor teachers according to their fields. This is in accordance with the theory (Mamlukhah, Nahdliyah, and Wafiroh 2020) which states that the coaching and development of students is usually carried out with curricular activities and extracurricular activities.

Recording and reporting at Muhammadiyah Karangbendo Elementary School starts from students who have been accepted will be recorded in the main book then after being recorded in the master book the list of student names is recorded in the attendance book in order to make it easier for the teacher to record student attendance and provide an assessment of students. In addition, the teacher also makes a list of daily test scores.

Students who have completed their education at SD Muhammadiyah are said to have passed. The principal of SD Muhammadiyah Karangbendo always holds meetings related to alumni which are usually called reunions. This is in accordance with the theory (Rifa'i, 2018: 17) which states that the relationship between schools and alumni can be well established through meetings held by alumni or the school which are usually called reunions.

### **1. Supporting and Inhibiting Factors in the Implementation of Student Management**

The implementation of student management at SD Muhammadiyah Karangbendo Yogyakarta in its application there are supporting factors. The supporting factors found were: There was good cooperation between the school and the guardians and the community, Availability of adequate facilities and infrastructure, SD Muhammadiyah Karangbendo already had adequate facilities and infrastructure, this of course supported the implementation of student activities. The facilities include classrooms, library,

computer room and sports hall. There is support and motivation from the teacher. This is really needed by students in developing the talents and abilities of students and the support and motivation of the teacher. This is really needed by students in developing the talents and abilities of students. The inhibiting factor in the implementation of student management is that it is found that students lack discipline, for example students still like to come late to school, lack of self-awareness of students in complying with applicable regulations, students who do not carry out picket duties, students who make noise in class and outside of the classroom.

## **CONCLUSION**

The principal's leadership in student management at SD Muhammadiyah Karangbendo shows that the principal always involves teachers and staff in any activity, for example accepting new students through meeting activities to compile registration requirements and the selection process, keeping records in the form of master books, student attendance books, lists student learning outcomes, student condition report books and mutation books as well as carrying out extracurricular coaching besides that the principal also involves all school members in student activities. The implementation of student management at SD Muhammadiyah Karangbendo has supporting and inhibiting factors in its implementation. Supporting factors are found in good cooperation between schools and related parties, for example parents and the community, there is enthusiasm and support from teachers and all school members, the availability of budget funds to carry out planned programs, and the existence of adequate school facilities so that the implementation of student management can go well. In addition to the supporting factors, there are also inhibiting factors in the implementation of student management at SD Muhammadiyah Karangbendo, namely students who lack discipline and a bad environment. But the school always provides discipline coaching to students so that these obstacles don't interfere too much with school activities going well.

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