

ABSTRACT

Eneng Siti Sumiati (1142010021) : *Management Administrative Staff Personnel of Madrasah (Research in Madrasah Aliyah Negeri 1 Bandung)*

The course world of education madrasah, human resources that play an important role to support educational activities is the existence of educational personnel who work on the administration of madrasah. Administration will be able to run and function properly if the administrative personnel to enable other resources so that the performance of employees can run effectively and work time can be used efficiently.

The purpose of research to know objective condition of MAN 1 Bandung, recruitment process of educational staff, placement process and procurement of educational staff, training and development of educational staff, compensation system/educational personnel support, teaching staff discharges, supporting factors and inhibitors of education personnel, and results of the management of education personnel in Madrasah Aliyah Negeri 1 Bandung.

The theory of employee development used in the field of educational personnel is the administrative theory by Hartati Sukirman who said that the scope of the management of educational staff starting from: (1) the recruitment process; (2) the process of placement and assignment; (3) training and development; (4) compensation and benefits; (5) and the dismissal process.

The research is qualitative research by using descriptive analytic method. Data collection was done by interview, observation and study documentation. The analysis is done by descriptive solely and test the validity of the data performed with an extension of participation, observer persistence, negative case analysis, reflection coverage, detailed description, and auditing.

The result of study indicates that Madrasah Aliyah Negeri 1 Bandung on management of administrative personnel using a recruitment system that is divided into two, namely from the center for civil servants status and from madrasah for employees who are honorary status, as for internal selection applied in 3 (three) stage of administrative screening, self-test, and the Qur'anic reading test. In placement tailored to the needs of madrasah. The training and development are conducted in 2 (two) stages: internal training held at the madrasah office meeting using lecture / presentation and external training methods are held according to the needs of employees with OTJ method. Compensation and allowances divided into 2 (two) parts that is formal and non formal, the process of dismissing employees from the center of the madrasah groove from the head of madrasah to kemenag, kanwil, and the end result back again to MAN 1 Bandung. The supporting factors that support this is the availability of adequate infrastructure facilities, while the inhibiting factors lack of human resources, test the ability of the less, and a low budget. The result of the implementation of staff management is the number of employees from the recruitment process and the performance improvement of the training and development process.