

**Research Article**

# Analysis of Education and Manpower Standards (Study at SDN 0103 Sibuhuan)

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**Abstract.**

Educators as learning agents must have academic and non-academic qualifications, be physically and mentally healthy, and have the ability to realize the goals of national education. SD Negeri 0103 Sibuhuan is one of the primary schools in Padang Lawas Regency which has 18 teachers and teaching staff. The purpose of this study was to analyze the standard implementation of teachers and education personnel at SD Negeri 0103 Sibuhuan. The research method used by education policy analysis. The results of the study found that the Principal of SD Negeri 0103 Sibuhuan had not met special qualifications. For teaching staff, there are nine (5) teachers who have not met the minimum qualifications, namely still having an SPG education or equivalent to high school, and 4 honorary teachers who do not match the scientific field. Administrative personnel are also not in accordance with the set educational standards.

**Keywords:** Educators; high school; manpower standars

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**Published** 03 March 2023

Publishing services provided by Knowledge E

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Selection and Peer-review under the responsibility of the PVJ-ISHESSH 2021 Conference Committee.

## 1. Introduction

The implementation of the National Education Standards serves as the basis for planning, implementing and supervising education in the context of realizing quality national education which still needs to be studied and researched. The aim of the National Education Standards is to guarantee the quality of national education in order to educate the nation's life and to shape the character and civilization of the nation with dignity still needs to be strategically designed. National Education Standards are perfected in a planned, directed and sustainable manner in accordance with the changing demands of local, national and global life.

The quality of National Education will be measured by the achievement of National Education Standards. The National Education Standards (SNP) are regulated in Government Regulation Number 32 of 2013 concerning National Education Standards covering content standards, process standards, graduation competency standards, standards for


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educators and education personnel, standards for facilities and infrastructure, management standards, financing standards and educational assessment standards. In this regulation, national education standards are defined as the minimum criteria for the education system in all jurisdictions of the Republic of Indonesia, functioning as the basis for planning, implementing and supervising education in the context of realizing quality national education.

Educator and education staff standards are standards that regulate the qualifications that educators and education personnel must have, both academic and non-academic qualifications. Based on Law No. 19 of 2005, explained that: "The standards of educators and education personnel are the criteria for pre-service education and physical and mental eligibility, as well as education in an occupation."

Based on Law No. 19 of 2005, teachers are professional educators with the main task of educating, teaching, guiding, directing, training, assessing, and evaluating students in early childhood education through formal education, basic education, and secondary education.

In this case, Professional is a job or activity that is carried out by someone who requires expertise, proficiency or skills in accordance with quality standards, norms and academic qualifications. As professional educators, every teacher is required to meet the academic qualification standards and teacher competencies that apply nationally and have an educator certificate.

In the attachment of Law No. 16 of 2007, it is explained that teachers as teaching staff must have a minimum educational qualification of diploma four (D-IV) or undergraduate (S1) in SD / MI education (D-IV / S1 PGSD / PGMI) or psychology from an accredited study program. Meanwhile, the competency standards that teachers must have include pedagogical, personal, social, and professional competencies.

Educational personnel are members of the community who devote themselves and are appointed to support the implementation of education. Education personnel include school / madrasah principals, educational unit supervisors, administrative staff, library staff, laboratory personnel, technicians, study group managers, tutors and cleaners (National Education Standards Agency).

Each school / madrasah is obliged to follow the education standards set nationally. This is to ensure the quality of education in Indonesia. SD Negeri 0103 Sibuhuan is one of the public elementary schools located in Barumun sub-district, Padang Lawas Regency. As one of the organizers of educational activities, SD Negeri 0103 Sibuhuan has certainly participated in the success of the achievement of eight national education standards, one of which is the standard of educators and educational staff. This study

aims to analyze the implementation of standards for teachers and education personnel at SD Negeri 0103 Sibuhuan.

## 2. Methods

This study uses education policy analysis. The approach used is policy research. Policy research is an analysis to formulate a policy (analysis for policy) and analysis of policy (analysis of policy). This approach is a policy research approach to research policy implementation as well as a basis or basis for further policy formulation. The research focuses on the implementation of the National Education Standards policy on the standards of educators and education personnel.

The research data consisted of primary data and secondary data. Secondary data is in the form of quantitative data regarding the profile of Primary Education in 2019/2020 and primary data in the form of qualitative data regarding the implementation of education policies related to the needs of teachers and the improvement of human resources for teachers at SD Negeri 0103 Sibuhuan. Primary data was collected using the Focus Group Discussion (FGD) method with educators and education staff. In addition, in-depth interviews with educators and educational staff.

## 3. Results and Discussion

SD Negeri 0103 Sibuhuan is one of the public elementary schools in Barumun District, Padang Lawas Regency. This school has 8 study groups. The data for educators and education personnel at SD Negeri 0103 Sibuhuan are as follows:

### 3.1. Supervisor in SD Negeri 0103 Sibuhuan

In accordance with the Regulation of the Minister of National Education of the Republic of Indonesia Number 12 of 2007 concerning the Standards for School/ Madrasah Supervisors, the qualifications for Primary School Supervisors are: a) with a minimum degree (S1) or diploma four (D-IV) education from an accredited tertiary institution; b) SD/MI teachers with teaching certificates as SD/MI teachers with a minimum work experience of eight years in SD/MI or principals of SD/MI schools with a minimum work experience of 4 years; c) has a minimum rank of administrator, class III/c; d) has a maximum age of 50 years, since his appointment as supervisor of an education unit; e) fulfill the competence as a supervisor of an educational unit which can be obtained

through competency tests and / or education and training of supervisors functional, at an institution designated by the government; and f) passing the selection of educational unit supervisors.

Based on the results of interviews, observation and documentation, the data for the Supervisor of SD Negeri 0103 Sibuhuan was obtained, as follows:

TABLE 1: Supervisor Data.

Initial	Gol	Last education	certification	Age	Competenc test	Functional training
FH	IV/a	S-1 PKN	√	48	—	—

The academic qualifications that have been fulfilled in accordance with the Regulation of the Minister of National Education of the Republic of Indonesia Number 12 of 2007 concerning School Supervisory Standards are as follows: a) The last education is S-1 majoring in Citizenship Education from an accredited campus; b) experience as an elementary school teacher for 26 years and already has an educator certificate; c) the current rank is Advisor IV / a; d) when he was appointed as supervisor, he was 48 years old. Meanwhile, the unfulfilled qualifications are: a) having not taken the competency test and functional training as elementary school supervisors.

### 3.2. Principle at SD Negeri 0103 Sibuhuan

In accordance with the Regulation of the Minister of National Education of the Republic of Indonesia No. 13 of 2007 concerning Standards for Principals of Schools / Madrasahs, the qualifications of primary school principals are: a) having undergraduate academic qualifications (S1) or diploma four (D-IV) education or non-education at an accredited tertiary institution; b) when appointed as principal, be not more than 56 years old; c) have teaching experience for at least 5 (five) years according to the respective school level; d) has the lowest rank of III / c for civil servants (PNS) and for non-PNS it is equal to the rank issued by the authorized foundation or institution; e) has the status of an SD / MI teacher; f) have a certificate as an SD / MI teacher; g) has a certificate of the principal of SD / MI issued by an institution established by the Government. Based on interviews, observations and documentation carried out, the data for the principal of SD Negeri 0103 Sibuhuan were obtained, as follows:

The academic qualifications that have been fulfilled are as follows: a) the last education is S-1 majoring in Islamic education; b) at the time he was appointed as principal, he was 54 years old; c) when appointed as school principal, he had 31 years of experience as an elementary school teacher; d) when appointed to be the principal of the school, he

TABLE 2: Headmaster data.

Initial	Gol	Last edu	Sertf	Sert of Head master
DE	IV/a	S-1 Islamic Religious Education	√	—

is in the category of coach IV / a; e) already have an educator certificate. However, the unfulfilled academic qualifications are: a) until now, not having a certificate as a school principal. In addition to academic qualifications, school principals must also meet the competencies required by Permendiknas No. 13 of 2007.

The competencies that have been fulfilled include: (a) personality, such as being open and able to control oneself and finding solutions in problem solving; (b) managerial, such as planning, optimizing the resources available in schools and the surrounding environment, managing teachers optimally, creating a conducive climate in schools, and collaborating with other parties; (c) entrepreneurship, such as having an entrepreneurial instinct by utilizing empty land in the school environment by planting various plants that can be used and bring benefits to schools; (d) supervision, such as designing, implementing, and following up on academic supervision of teachers in order to increase teacher professionalism; and (e) social, such as by collaborating with other parties, and participating in various community activities around the school.

### 3.3. Educators at primary school number 0103 Sibuhuan

Based on the Regulation of the Minister of National Education of the Republic of Indonesia No. 16 of 2007 concerning Academic Qualification Standards and Teacher Competencies, teacher qualifications are: a) teachers at SD / MI, or other equivalent forms, must have a minimum educational academic qualification of diploma four (D-IV) or undergraduate (S1) in the field of SD / MI education (D-IV / S1 PGSD / PGMI) or psychology obtained from an accredited study program.

Based on the data above, it is known that among the 16 teachers at SD Negeri 0103 Sibuhuan, 10 people do not meet the criteria, namely 5 of them still have an SPG education and 5 of them have an undergraduate education but not PGSD major. The results of interviews with 5 teachers who graduated from SPG showed that the five teachers had no desire to continue their studies to the undergraduate level. they also admitted that it would be difficult to follow the learning process due to age. The five teachers will retire a maximum of five years. Meanwhile, five other teachers, who in

TABLE 3: Educators Data.

No	Initial	Status	Position	Last education
1	NP	PNS	Class Teacher	S-1 PGSD
2	RK	PNS	Class Teacher	SPG
3	MN	PNS	Sports Teacher	SPG OR
4	MS	PNS	Class Teacher	SPG
5	KH	PNS	Class Teacher	SPG
6	MB	PNS	Class Teacher	SPG
7	MD	PNS	Religious Teacher	S-1 Islamic Religious
8	DS	PNS	Class Teacher	S-1 PGSD
9	LA	PNS	Class Teacher	S-1 PGSD
10	SA	PNS	Sports Teacher	S-1 PG OR
11	IK	PNS	Class Teacher	S-1 PGSD
12	KD	Honorary	Class Teacher	S-1 Indonesia Language
13	MR	Honorary	Class Teacher	S-1 PKn
14	RA	Honorary	Local Content Teacher	S-1 PKn
15	SW	Honorary	Religious Teacher	S-1 Indonesia Language
16	DM	Honorary	Local Content Teacher	S-1 Islamic Religious Education

fact are honorary teachers at the school. They explained that they taught in elementary school because they did not have the opportunity to teach in junior high or high school.

Apart from academic qualifications, teaching staff are also required to have non-academic qualifications, namely meeting the four main competency standards for teachers which include pedagogical, personal, social, and professional competencies. Based on the results of interviews, observations, and documentation, it was found that teachers at SD Negeri 0103 Sibuhuan had fulfilled the competence as elementary school teachers. In pedagogic competence, the teacher has carried out several things, such as: (a) developing a curriculum related to the area being handled, this is indicated by having a set of lesson plans for the class being taught; (b) communicating effectively, emphatically, and politely, this is shown by greeting each other between teachers and students both inside and outside the school. thrown by the students; and (c) carry out assessment and evaluation of learning processes and outcomes.

On the personality competence of teachers, they also carry out several things, namely: (a) being a good role model; (b) mutual respect, both to fellow educators and students; (c) demonstrates work ethic and responsibility; and (d) uphold the professional code of ethics. As for social competence, it is manifested by: (a) being objective and not discriminatory, both towards peers and students; (b) communicate well with fellow educators, students, guardians of students, and the community; (c) involve guardians

and the community in programs and in the treatment of learning difficulties; and (d) communicate with peers and other professions.

In professional competence, teachers have carried out several things, such as: (a) Mastering the material, structure, concepts, and scientific mindset that supports the subject being taught; (b) master the competency standards and basic competences of various subjects in the class being handled; (c) select and process suitable materials; and (d) utilize information and communication technology to communicate and develop themselves Teachers who do not yet have SD Negeri 0103 Sibuhuan are Counseling Guidance teachers.

### 3.4. Administrative staff of SD Negeri 0103 Sibuhuan

Based on the Regulation of the Minister of National Education of the Republic of Indonesia No. 24 of 2008 concerning Standards for School Administration Personnel.

The head of the SD / MI / SDLB administrative staff can be appointed if the school / madrasah has more than 6 (six) study groups. The qualifications of the administrative staff for SD / MI / SDLB are as follows: a) with a minimum education of a vocational high school graduate or equivalent, a study program that is relevant to work experience as a school / madrasah administration staff for at least 4 (four) years; b) has a certificate of the head of school / madrasah administrative staff from an institution established by the government.

TABLE 4: Administrator Data.

No	Initial	Position	Last education	Certificate of administrative personnel
1	MR	Adm	S-1 Islamic Religious Education	_____

Based on the results of interviews and observations, it is known that the MR (administrative staff) SD Negeri 0103 Sibuhuan is a graduate of an Islamic Religious Educator, and has the status of honorary staff. MR has worked as an administrative staff for 8 years at SD Negeri 0103 Sibuhuan. However, MR does not have an administrative staff certificate issued by any institution. For educational staff that are not yet owned by SD Negeri 0103 Sibuhuan are library staff and school guards.

## 4. Conclusions

Based on the results of this study, it can be concluded that SD Negeri 0103 Sibuhuan has 18 teaching personnel and education personnel. Supervisors of SD Negeri 0103 Sibuhuan have never participated in a competency test and functional training, so they do not meet the academic qualifications as a supervisor. The principal of SD Negeri 0103 Sibuhuan does not yet have a school principal certificate, so it is deemed not to have met the academic qualifications as a school principal. There are 16 teachers of SD Negeri 0103 Sibuhuan. Six (6) of them meet the academic qualifications as elementary school teachers, while ten (10) have not met the academic qualifications. Five (5) of them still have an SPG education, while 5 others have a non-linear study program with primary school teacher education. Administrative personnel do not have certificates as administrative staff, so academically they do not meet the specified qualifications.

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