



## **BASIC CONCEPTS OF EDUCATIONAL MANAGEMENT**

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### **Abstract:**

Management is the science and art of managing the process of utilizing human resources and other sources effectively and efficiently to achieve a certain goal. The concept of educational management, roles and functions and the scope of educational management are discussed in this research. The method used in this research is descriptive by explaining literature studies regarding the basic concepts of educational management. Some of the literature presented is used as a reference for this research. The aim of this research is to know and understand the concept of educational management, the role, function and scope of educational management itself. The results of the research show that management is a science and art that regulates the process of utilizing human resources and other resources effectively and efficiently to achieve a certain goal. The scope and functions of management are related to each other starting from planning, organizing, implementing and monitoring. Education management is also the role of managing an educational institution by using all resources efficiently to achieve educational goals effectively.

**Keywords:** *Management, Education, Education Management*

### **INTRODUCTION**

The circulation of schools based on Islamic education is certainly very good. On basically, Islam can be the basis in all fields, especially education. In order to continue to exist and develop, Islamic education clearly requires management good, planned and neatly arranged. So it can grow develop the existence of Islamic education amidst global competition. In responding to this, we need some knowledge or something knowledge that can ultimately maintain the world of Islamic education in order good and systematic. So, Islamic education management was born in response to existing anxiety. An understanding of Islamic education management needs to be explored because it is In essence, we will not be able to do something well if we haven't understand it. In understanding educational management, we will first understand things about educational management. Management is the science and art of managing the process of resource utilization humans and other resources effectively and efficiently to achieve a goal specific goals Hasibuan Malayu, S. P. (2007). namely changes in effective production management and efficient. This is because society has become more numerous and diverse the like.

### **RESEARCH METHODS**

This research uses a qualitative descriptive study, with a type of library research where researchers will analyze books regarding basic concepts of educational management.

## **RESULTS AND DISCUSSION**

### **Basic Concepts of Educational Management**

The word Management comes from Latin, namely from the word "manus", means "hand" and "agree" which means to do. These two words metamorphosed into the verb "manager" which means to handle Usman, H. (2011). From the word "manager" is then translated into English in verb form to manage, with the noun management, -manager for the person who does it management activities-. The word to manage has the equivalent words to hand (take care of), to control (check), and to guide (lead). That way management can means managing, controlling, leading or guiding. Meanwhile, education, according to law. No. 20 of 2003, education is a business conscious and planned to create an atmosphere of learning and an orderly learning process students actively develop their potential to have strengths religious spirituality, self-control, personality, intelligence, noble morals, as well as skills needed by himself, society, nation and state. George Terry gave the opinion, Definition of Management is a science as well as art, management is a place for science, so management can be proven to be generally true. He also said that management is a process or framework, which involves guidance or directing a group of people towards organizational goals or real intentions. Educational management is an applied science in the field of education is a series of activities or overall control of collaborative efforts of a number of people to achieve educational goals in a planned and systematic manner held in certain environments, especially formal educational institutions. Education management as a process or system of organization and improvement humanity in relation to an education system. Trisnawati Sule in her book entitled Introduction to Management defines management from various points of view, namely: Management as a science Management has been studied for a long time and has been studied, organized into one series theory. Management requires other scientific disciplines in its application to achieve goals. Management in Efforts to achieve the goal is based on scientific and systematic principles dalam Sule, S., Trisnawati, E., & Saefullah, K. (2005). Management as an art This means that managers in achieving goals are heavily influenced by personal skills, talents and character. Management as a process Management as a process because in achieving goals uses a series of activities that cannot be separated from one another. Management as a process is more directed at the process of managing and organizing carrying out a job, or a series of activities in order to achieve objective. Management as a Profession Management as a profession emphasizes activities carried out by groups people using certain skills. This is obtained because it has met certain requirements or standards and is recognized by Society. With these skills a person can obtain something status. Management as a function Management is a functional process of planning, organizing, activating, and supervision. Management as a system Management as a framework consisting of various components which as a whole are interconnected and organized in order to achieve goal. From several theories above, it can be concluded that educational management is a conscious effort that can regulate the implementation of a system education both in planning, implementation processes, supervision and evaluation education in order to achieve shared goals that have been set Salam, I. A., & Syaifuddin, M. (2023).

### **Roles and Functions of Education Management**

In Law Number 20 of 2003 article on the National Education system, Education has a goal, namely to develop the potential of students to become a person who has faith, is pious, has noble character, is knowledgeable, is creative, is a person who is independent, democratic and responsible. Education management has the task or role of managing an institution education by using all resources efficiently to achieve goals education effectively. In Indonesia, not all schools have education quality. With educational management, schools can improve quality education so that the school's vision and mission can run according to plan. This management is carried out by the school principal who has the authority to manage the school through joint decisions so that educational goals are directed. According to George R. Terry, management is: "management is a distinctive process consisting of planning, organizing, actuating

and controlling performed to determine and accomplish stated objectives by the use of human beings and other resources". Management is a special process consisting of planning, organization, implementation and supervision carried out to determine and achieving predetermined targets through resource utilization humans and others. Referring to this theory, the functions of management are divided into usually we abbreviate it as POAC, namely: Planning Every manager must be aware of the importance of planning. For personnel management means determining in advance the personnel program will help achieve the Company stated goals. Organizing Once what will be done has been decided it needs to be created organization to implement it. Organization is a tool for achieving goals. Actuating (Implementation) If in the end we already have a plan and already have it organization to implement the plan, then it is appropriate to do so the next function is to carry out the work. Controlling The next function is the supervisory function, namely observing and compare implementation with plan and correct if necessary deviations occur, or if you need to readjust to the plan which are made. Strictly speaking there is no same and generally applicable formula for functions management. There are several experts who say they differ from one another. This management principle is widely used by large organizations for develop and manage organizations and institutions. Of these four functions considered sufficient for managerial activities that will combine utilization human resources and material resources through cooperation to achieve organizational goals Yusri, Y. (2022).

### **Scope of Education Management**

The scope of educational management is management functions should be a concern for education stakeholders. This is important to maintain the possibility that educational organizations will be faced with problems Long term, say organizational stagnation due to immaturity planning and others. The scope of educational management is based on the management function of generally. Educational management provides hope that educational institutions can be managed in accordance with planning, organizing, directing (implementation) and control (supervision). So, educational institutions were not immediately established, then left alone without being managed in accordance with organizational principles, namely a matter of efficiency and effectiveness. 10 Juridically, the scope of education management carried out by the principal at the school refers to Permendiknas Number 19 of 2005 concerning School/Madrasah management is; school program plan; implementation school programs; leadership; evaluation supervision; information systems management. (Husaini Usman, 2011: 15-16)

### **CONCLUSION**

From the explanations above, the author can draw a conclusion that management is a science and art that regulates the utilization process human resources and other resources effectively and efficiently to achieve a certain goal. Scope and function in this management related to each other starting from planning, organizing, implementation and supervision. Education management is also a role to manage an educational institution by using all resources efficiently to achieve educational goals effectively.

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