

BASIC CONCEPTS OF EDUCATIONAL MANAGEMENT

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ABSTRACT

Management Education is a discipline that integrates the principles of management with the context of education. The basic concepts of education management include planning, organization, guidance, coordination, and control. This research aims to learn about the urgency of education management, the function of educational management, the management model in education, the principles of management education, the development of management theory, and the issues of education management. The method used in this research is qualitative research with a library research approach. In this case, the author carries out a collection of literature related to the basic concepts of education management. The result of this research is to know the urgency of the basic concepts and foundations of education management, as well as have a deeper understanding of the functions of education management, understand the management model in education, the principles of management education, describe the development of management theory, and understand the issues of educational management.

Keywords: education, management, educational management, Islamic education, qualitative

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INTRODUCTION

Education is one of the main pillars of development. Education management is the key to ensuring that the education system runs effectively and efficiently to achieve the educational goals that have been set. The basic concept of education management involves various principles, strategies, and practices used to manage the education system as a whole, from planning, and implementation, to evaluation.

Education management covers various aspects, including school administration, curriculum development, human resource management, education financing, evaluating and improving the quality of education, as well as relationships with staff involved in the education process. The basic concept of educational management does not only focus on technical aspects but also considers humanitarian, social, and cultural aspects in the educational context, which are related and very useful for the learning process of students and the continuity of educational institutions.

Several basic concepts that are the focus of educational management include planning, organization, direction, coordination, and control. Educational planning involves setting goals, strategies, and programs of educational activities according to students' needs. Educational organization includes division of tasks, organizational structure, and allocation of resources to support goal achievement. Direction involves visionary and inspirational leadership to motivate and direct staff and students to achieve achievement and be competitive. Effective coordination between units is needed to maintain the smooth running of educational activities. Meanwhile, evaluation and control relate to assessing educational

performance and results, as well as taking corrective action to increase effectiveness. Human resource management is key in ensuring the success of educational institutions through managing qualified and competent staff. Meanwhile, facilities and infrastructure management ensure the optimal use of physical educational facilities. Close communication with all stakeholders, such as students, parents, and the community, is an important foundation in achieving an inclusive and competitive educational environment.

Several pieces of literature have been found that discuss the sub-chapter of basic concepts of educational management, including Muslim, 2019. Examines the principles of educational management from the perspective of the Al-Qur'an. The results of the study show that the implications for Islamic education management are making the Al-Qur'an a guideline in the management of educational institutions which is based on Islamic education management from the perspective of the Al-Qur'an (Muslim., 2019). Slamet Susanto, 2023. Researching the urgency of classroom management in increasing students' interest in learning. The research results show that classroom management, both in the form of student arrangements and physical facilities in the classroom, is running well (Susanto, 2023). Risna, 2021. Examining the application of classroom management principles in overcoming the problem of student learning diversity. The results of this literature review are that the application of principles in this case has not been implemented well, because there are still factors/problems that should be addressed (Risna, 2021).

Lutfi Wakhid, examining facilities and infrastructure management. The result is that procurement and maintenance in this case are running quite well (Wakhid, 2021). Researching the application of management principles. The result of this research is the implementation of POAC (Planning, Organizing, Actuating, and Controlling) in this educational institution (Wirdani, 2019). And Desi Indrawati, 2020. Examining the effectiveness of the management of educators and education personnel. The result is education management, the quality of education, can be said to be good because all stakeholders collaborate and coordinate well (Indrawati, 2020).

Based on the preceding statement, the primary goal of this literature review is to describe the importance of education management, understand the management model in education, describe principles and developments in management theory, and comprehend educational management issues. It is envisaged that by using this approach holistically, the educational goals established will be met. Research in the field of educational sciences contributes significantly in a variety of ways, including the production of curricula that are designed and updated in response to current events and learner requirements. Determine and assess the efficacy of teaching approaches such as project-based learning and classrooms, as well as evaluate the usage of digital resources and online learning platforms.

Furthermore, the research creates instruments to assess learning outcomes and teaching efficacy, creates inclusive educational practices for students with special needs, and offers policymakers research data. The study also identified educators' training and professional development needs in order to better understand the learning process, motivators, and elements that influence student performance, as well as design character education programs that promote moral and ethical principles. Subsequently, the study examined the relationship between education and social well-being, including poverty reduction and enhanced social mobility, which is critical for educational development and quality improvement at all levels.

METHOD

The research design employed in this study is qualitative, employing the library research approach, which involves collecting data and literature from a variety of sources, including legislation, books, and journal articles (Jaya, 2020). Qualitative research is a research method used to understand and explain phenomena in a social context. This method aims to gain a deep and contextual understanding of the problem under study and often focuses more on qualitative aspects than quantitative (Tojiri et al., 2023).

The data gathering technique employs documentation, i.e., searching for literature and digging up five items that are crucial to the research: (1) Explain the importance of education management; (2) describe the evolution of management theory; (3) understand educational management models; (4) describe management principles; and (5) comprehend educational management difficulties. The literature or journal articles used were obtained via Publish or Perish Version 1.8, Google Scholar, and Google Books. Data analysis is carried out by studying the theory associated with the text and connecting it to the literature observed, resulting in an understanding that corresponds to the focus of the research indicated above.(Adlini et al., 2022).

RESULTS AND DISCUSSION

Basic Concepts and Foundations of Educational Management

Etymologically, management comes from the English word "Management" which has roots in Latin, namely "Manu" which means hand, and "Agree" which means to do or direct. Literally, "Management" can be interpreted as "directing with the hands" or "Managing with the hands". Meanwhile, in a broader context, management refers to the process of planning, organizing, directing, coordinating and monitoring resources to achieve predetermined goals(Tabroni et al., 2023).

More simply, management involves managing various aspects of an organization or business to achieve desired results. Involves decision making, resource allocation, organizing work processes, and motivating to contribute to achieving common goals. Meanwhile, in a broader context, management also includes monitoring the external environment and organizational adaptation to changes that occur(Zohriah et al., 2023).

Management is a concept that has been discussed by various management figures from various points of view, including:

1. Henry Fayol: According to him, management involves five basic functions, namely planning, organizing, implementing, controlling and directing.
2. Peter Drucker: Management is the process of managing organizational resources, to achieve predetermined goals.
3. Mary Parker Follett: Management is a social process that allows individuals to work together to achieve common goals(Ummah, 2020)

So, management is a process that involves planning, directing, controlling and coordinating resources in an organization to achieve predetermined goals.

Meanwhile, etymologically, the word "education" comes from the Latin "educare" which means "to educate" or "to direct". This word is also related to the word "educare" which means "to bring out" or "develop potential". In Indonesian, "education" refers to the formal and informal processes through which individuals acquire the knowledge, skills and values necessary to develop themselves and contribute to society(Pristiwanti et al., 2022). So, education means the process of directing or guiding someone to achieve their highest

potential through the transfer of knowledge and experience. Education has an important role in forming character, improving critical thinking skills, and preparing individuals to contribute productively (fauziah nasution, 2022).

According to Muhaimin, educational management is the art and science of managing educational resources to achieve educational goals effectively and efficiently. Meanwhile, according to Suharsini Arikunto, educational management is an activity or series of activities in the form of a process of managing the cooperative efforts of a group of people who are members of an educational organization, to achieve previously determined educational goals. Then Sulistyorini defines educational management as an activity or series of activities in the form of the process of managing the cooperative efforts of a group of people who are members of an educational organization to achieve predetermined educational goals so that they are effective and efficient (Ardy., 2022).

Based on the explanation above, educational management is a structural process that begins with the process of planning, organizing, directing, controlling and evaluating various aspects of education in an institution or educational system. Educational management also focuses on the application of management principles in the educational context, with the aim of increasing the effectiveness, efficiency and quality of the educational process and the results achieved by the educational institution or system.

There are three basic principles that form the basis of educational management, namely the Al-Qur'an, As-Sunnah, and legislation (Harahap et al., 2021). The verse of the Koran about management is QS. As-Sajdah; 5:

يُدَبِّرُ الْأَمْرَ مِنَ السَّمَاءِ إِلَى الْأَرْضِ ثُمَّ يَعْرُجُ إِلَيْهِ فِي يَوْمٍ
كَانَ مِقْدَارُهُ أَلْفَ سَنَةٍ مِمَّا تَعُدُّونَ

Meaning: *"He regulates all affairs from heaven to earth, then (affairs) ascend to Him in one day whose length (length) is a thousand years according to your calculations."*

There are two conclusions from this verse: first, about how to organize everything related to aspects of life, especially education management. Second, in managing everything there must be a leader or person who manages it, in this case, it can be called a manager.

Rasulullah SAW upholds education and motivates his people to take part in the field of education and teaching (SYABAN, 2019), as he said in planning:

مَنْ كَانَ يَوْمُهُ خَيْرًا مِنْ أَمْسِهِ فَهُوَ رَاحٍ . وَمَنْ كَانَ يَوْمُهُ مِثْلَ أَمْسِهِ فَهُوَ مَعْبُودٌ . وَمَنْ كَانَ يَوْمُهُ شَرًّا مِنْ أَمْسِهِ فَهُوَ مَلْعُونٌ

Meaning: *"Whoever is better today than yesterday is a lucky person, whoever is the same today as yesterday is a loser and whoever is worse today than yesterday is a wretched person." (HR. Al Hakim).*

Based on the hadith above, it can be concluded that every inch of human life needs planning and improvement every day, which is part of a discussion regarding management in terms of self-evaluation.

Meanwhile, according to Law no. 20 of 2003 concerning the National Education System states in Article 30 paragraph 1 that: "Religious education is organized by the government and/or community groups of religious adherents, under statutory regulations." Humans need education in their lives. Education is an effort so that humans can develop their potential through the learning process and/or other methods that are known and recognized by society (Salim et al., 2023). The 1945 Constitution of the Republic of Indonesia Article 31

paragraph (1) states that every citizen has the right to education, and paragraph (3) confirms that the Government seeks and implements a national education system that increases faith and piety as well as noble morals to educate national life regulated by law. For this reason, all components of the nation are obliged to make the nation's life intelligent, which is one of the goals of the State of Indonesia(Mansyur, 2023).

Development of Management Theory

The development of management theory has experienced a significant evolution since the beginning of the 20th century until now. The following are several important phases in the development of management theory:

1. Classical Approach (Early 20th century)
 - a. Scientific management: Pioneered by Frederick Taylor, this approach emphasizes improving work efficiency through the use of scientific methods and time analysis.
 - b. Administrative Management: This theory was developed by Henri Fayol, which highlights the essential management functions such as planning, organizing, directing and controlling.
2. Neoclassical Approach (1930 - 1950)
 - a. Administrative Theory: The development of administrative theory by Chester Barnard and Luther Gulick emphasizes the relationship between organizational structure, communication and motivation.
 - b. Human Relations Theory: Led by Elton Mayo, this theory highlights the importance of psychological and social factors in increasing productivity and job satisfaction(SARI, 2021).
3. Behavioral Approach (1950 – 1960)
 - a. Participative Management: Douglas McGregor developed Theory X and Theory Y, which highlight the role of managers' perceptions of employees and their implications for management style.
 - b. Leadership theory: Developed by Kurt Lewin, Leadership theory emphasizes the role of leadership style in influencing employee motivation and performance.
4. Systems approach (1960 – 1970)
 - a. Systems Theory: Developed by Ludwig Von Bertalanfy, this theory emphasizes the view of organizations as integrated systems consisting of interrelated subsystems.
 - b. Matrix Management: The concept of matrix management emerged as a response to the complexity of modern organizations, by enhancing coordination between departments and projects(Di et al., 2022).
5. Contingency Management (1970 – 1980)

Pioneered by Paul Lawrence and Jay Lorsch, this theory emphasizes that no one management method fits all situations, and that management approaches must be tailored to the organization's specific context.
6. Human Resources Approach (1980 – 1990)

Combining elements of industrial psychology and organizational theory, this approach emphasizes the importance of managing human resources to achieve organizational goals(Rif et al., 2022).

7. Total quality approach (1990 – 2000)
Pioneered by W. Edwards Deming, Joseph Juran, and Philip B. Crosby. This approach emphasizes continuous improvement and the involvement of all members of the organization in achieving high quality.
8. Knowledge-Based Approach (2000s to present)
In the era of globalization and the digital revolution, organizations are starting to recognize the importance of knowledge management to obtain and utilize information effectively in decision-making and innovation (Yusri A. Boko, 2019).

The Urgency of Educational Management

Education Management is very important in many ways because education plays an important role in the formation of individuals, and society, as a whole. For several reasons, education management is very important, including: Efficient Resource Management in Education Management helps manage resources such as funds, facilities and personnel effectively (Choir, 2016). Good management ensures that these resources are allocated appropriately to achieve educational goals. Improving the quality of education in educational institutions can improve the quality of education by planning, implementing and evaluating learning activities well (Damanaik et al., 2024).

The development of a relevant curriculum in educational management allows the design and implementation of a curriculum that is in line with the needs and demands of the times, this ensures that students receive education that is in line with the latest developments in various fields (Ahmad Fikri, 2023). Educator management helps manage the teaching workforce, including appropriate placement, professional development, and recruitment. Education management also makes it possible to carry out regular monitoring and evaluation of the performance of educational institutes. This helps in determining weak points and fixing problems that may occur (Sumarni, 2022).

Empowering related parties in education management involves many people, such as parents, students and also the community. This increases the sense of ownership and participation in the Education process. In facing challenges and changes, educational institutions are expected to be more responsive, such as technological advances and socio-cultural changes (Rahmawati, 2021). Therefore, education management is very important to direct, supervise and improve the education system to meet the demands of the times and prepare an intelligent and characterful generation.

Management Models in Education

1. Traditional Management Model: This model is usually hierarchical, the administrator or principal is responsible for decision-making and resource management (Syafitri, 2023).
2. Participatory Management Model: This model prioritizes the involvement of all stakeholders in the education management and decision-making process. This increases active participation in the process of planning, implementing, and evaluating education program policies (Muhammad Lutfi, 2023).
3. Outcome-Based Management Model: Educational Administration concentrates on setting clear goals, measuring performance based on results, and using data to make informed decisions about how to improve the quality of education (Islam et al., 2022).

4. **Project-Based Management Model:** This model considers educational initiatives or programs as projects that require integrated planning, organizing, implementation and evaluation (Istikaroh, 2019).
5. **Transformational Management Model:** This model shows that the education system must continuously experience change and innovation. Leaders motivate and inspire team members to achieve shared goals (Katni & Laksana, 2020).
6. **Community-Based Management Model:** This model recognizes that educational administration working together with the community is very important to maximize resources (Permana et al., 2021).

Functions of Education Management

Educational management involves several functions that are important for achieving effective and efficient educational goals, including careful strategic planning, well-structured organization, competent and directed implementation, careful and continuous supervision, comprehensive evaluation, progressive development, and good communication. transparent and collaborative (Umi & Budi, 2022). The following are several educational management functions, consisting of Planning, Organizing, Actuating, and Controlling (POAC).

1. **Planning (Planning)**

The planning function in educational management involves the process of setting goals, developing programs, and allocating resources (labor, funds, facilities) to achieve these goals. Good planning helps schools or educational institutions to formulate strategic steps to improve the quality of education.

2. **Organizing (Organization)**

The organizing function is related to setting the organizational structure. Division of tasks, and grouping of people into different units. Including governance arrangements, team formation, and distribution of responsibilities between educational staff (Rama et al., 2023).

3. **Actuating (Implementation)**

The execution function involves implementing plans and decisions that have been made in the planning stage. This includes implementing learning programs, using effective teaching methods, and managing daily activities in educational institutions.

4. **Controlling (Supervision)**

The supervisory function includes monitoring and evaluating the performance of educational institutions and their personnel to ensure that educational goals are achieved properly. This involves collecting and analyzing data, providing feedback, and taking corrective action if necessary (Hamidu Mahasiswa et al., 2023).

5. **Evaluation**

Evaluation is a systematic process for evaluating the effectiveness of educational programs, teaching and learning processes, and student learning outcomes. This evaluation can be carried out internally by the education staff themselves or by external parties and aims to provide useful information to improve the quality of education.

6. Development

The development function involves efforts to improve the quality and relevance of educational programs, curriculum development that is in line with current needs, and developing the skills and competencies of educational staff through training and professional development.

7. Communication

Effective communication is key in educational management, whether between educational staff, students, parents and other related parties. Good communication helps facilitate the cooperation and understanding needed to achieve educational goals together (Besse Ruhaya, 2018).

Principles of Islamic Education Management

- 1) Tawakal: This principle emphasizes the importance of relying completely on Allah, or tawakal, in all aspects of educational management. Although preparation and human effort are required, the results will only be aligned with Allah's will in the end (Ahyani et al., 2021)
- 2) Fair: In accordance with Islamic teachings which emphasize justice as a fundamental principle, Islamic education management emphasizes the importance of fairness and equality in treating all people regardless of their social, economic or ethnic status (Hisam, 2021)
- 3) Holistic Education: This idea emphasizes holistic education, which includes physical, intellectual, emotional, and spiritual aspects. The aim of Islamic education is to develop humans as a whole, both academically and morally-spiritually.
- 4) Character Formation: Islamic education management places the formation of character and morality as the main focus of education. Islamic education not only aims to provide knowledge and skills, but also to form good morals and moral awareness (Rama et al., 2023).
- 5) Parental and Community Involvement: This idea emphasizes the importance of parental and community involvement in the educational process. Parents are considered an important part of their children's education. On the other hand, society has a responsibility to support and strengthen the principles taught in schools (Annisyaroh, 2022).
- 6) Innovation and Continuous Improvement: Islamic education management encourages innovation and continuous improvement in education delivery. This includes implementing effective teaching strategies, creating relevant curricula, and improving the quality of teachers and school employees.
- 7) Respect for Leadership: This idea emphasizes how important it is to respect leadership and authority in education.
- 8) Social Justice and Concern for Society: Islamic education management prioritizes social justice and concern for the welfare of society, as a means of improving social conditions and alleviating injustice and poverty in society (Dzakiroh Fikriyyah, 2023).

Educational Management Issues

Issues in education management include various challenges faced by educational institutions in providing quality and relevant education. Some of these issues include:

1. Education quality is the main issue, including academic standards, student skills and teacher qualifications. Because providing high-quality education is a priority to prepare a competent generation.
2. Availability and Accessibility, where many areas still experience problems with access to education. Both due to a lack of educational facilities, to financial limitations(Prof. Dr. H. Mukhtar & Prof. Dr. H. Mukhtar, 2021)
3. Educational Technology: The integration of technology in education has become an important issue in educational management. Includes the provision of adequate technological infrastructure, teacher training, and the use of technology.
4. Leadership and Management: This is necessary to achieve educational goals. Includes increasing leadership capacity, efficient resource management, and developing an effective monitoring system (Hariandi et al., 2019).
5. Curriculum and Teaching: The relevance of curriculum and teaching methods is an important issue in educational management. Changes in job market needs and technological developments demand the adoption of dynamic curricula and innovative teaching.
6. Funding and Policy: The availability of funding and supporting education policies are key factors in education management. Includes appropriate allocation of funds, increased investment in education, and equality.
7. Inclusion and Diversity: The challenges include providing adequate educational services for students with special needs, as well as creating a supportive learning environment for all individuals(Azan, 2021).

CONCLUSION

Understanding the basic concepts of educational management is a crucial thing to study. Because educational management plays an important role in shaping the direction and quality of the education system. The urgency of educational management is being able to manage resources efficiently, design appropriate curriculum development strategies, and create a learning environment that facilitates holistic student growth. In this case, understanding various models and principles in educational management helps stakeholders in the education sector in making effective decisions.

The development of management theory (classical to contemporary) allows the application of best practices that are appropriate to the current educational context. A deep understanding of education policy issues, inclusivity, social change, and technology, is very important. This provides a comprehensive view of overcoming the challenges faced in operating educational institutions. Therefore, awareness of the urgency of educational management, knowledge of management models, principles, and theoretical developments, and a deep understanding of current issues in educational management are important for policymakers, administrators, and educational practitioners, to create an educational environment. dynamic, inclusive, and quality.

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