

PENINGKATAN KINERJA KEPALA SEKOLAH DALAM PENGELOLAAN
ADMINISTRASI KESISWAAN MELALUI METODE DISKUSI DI KECAMATAN
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ABSTRAC

The goal of this research is to (1) describe the arranging planning of managerial activity to improve headmaster performance in managing student affair, (2) describe the implementation discussion method in improving headmaster performance in managing student affair, (3) describe improving headmaster performance in managing student affair through discussion method.

The methodology that is used in this research is school action research, with 10 headmasters as the subject. This research is done in 3 cycles because the indicator is achieved in the third cycle. The first cycle: the headmasters discuss to conduct the task in arranging planning of managerial activity programme that contains school activity programme. Second cycle: giving test, the way is the headmaster is given instrument that must be filled and discuss about student affair, such as : publishing book that contains the data of students, the book that contains the name of the students based on the alphabet, the book of students transfer, and the book of students mark. The third cycle : visiting school based on the agreement and researcher gives guidance and advice to the headmaster, discussion about students affair and change information among them.

The result of this research is by arranging planning of managerial activity that contains school activity can improve headmaster performance in managing student affair. The arranging planning of managerial activity well becomes the decision the success in learning process. In the first cycle, the value result in managing student affair is 48,5%, low criteria: second cycle is 70,5%, good criteria: third cycle is 91%, very good criteria. It is proof that guidance and advice through discussion method that is applied to the headmaster in managing administration student affair have good influence in improving headmaster performance in doing activities as the headmaster. It means that if the implementation is done the headmaster performance is more improving and more better.

Kata Kunci: Headmaster performance, administration student affair, discussion method