

ABSTRACT

THE EDUCATIONAL FACILITIES AND INFRASTRUCTURES MANAGEMENT IN SDN 1 PENDOWO ASRI (ELEMENTARY SCHOOL) DENTE TELADAS DISTRICT, TULANG BAWANG

By

SITI KHOIRIYAH

This research was aimed to analyze and describe the planning, purchasing, utilization, data collection, usage, maintaining and removing of facilities and infrastructure in SDN 1 Pendowo Asri Dente Teladas district, Tulang Bawang and also the problems in facilities management facing by the school. This research was a case-study qualitative research. The data was gained from the principal of the school as the key informant, teachers, goods treasurer and school committee. The data collection techniques used in this research was observation, interview and documentation studies. The activities in data analyzing covered internal validity tests, data presentation and verification. The data validity tests used in this research was internal and external validity test, reliability and objectivity. The result of the research showed that (1) the committee did the facilities and infrastructure planning at the beginning of every academic year, (2) the purchasing of the facilities and the infrastructures was done by buying, getting donation or self-producing, (3) the data collection was done in order to enhance the process of administration and supervision, (4) the usage of the facilities and the infrastructures was done based on the need and the rules made before, (5) the removing of the facilities and infrastructures was done toward the broken or missing things, (6) the problems faced by the school dealing with the facilities and infrastructures management was the limitation of the fund, the officer did not have a good ability in handling the facilities and the infrastructures and the teachers did not have the awareness toward the maintenance and the usage of the educational facilities and infrastructures.

Key words: management, facilities, infrastructures, elementary school

ABSTRAK

MANAJEMEN SARANA DAN PRASARANA PENDIDIKAN DI SDN 1 PENDOWO ASRI KECAMATAN DENTE TELADAS KABUPATEN TULANG BAWANG

Oleh

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Penelitian ini bertujuan menganalisis dan mendeskripsikan perencanaan, pengadaan, penggunaan, inventarisasi, penggunaan, pemeliharaan, serta penghapusan sarana dan prasarana pendidikan di SDN 1 Pendowo Asri Kecamatan Dente Teladas Kabupaten Tulang Bawang, serta kendala yang dihadapi sekolah dalam manajemen sarana prasarana. Penelitian ini menggunakan pendekatan kualitatif dengan rancangan studi kasus. Sumber data diperoleh dari kepala sekolah sebagai informan kunci, guru, bendahara barang, dan komite sekolah. Teknik pengumpulan data yang digunakan, meliputi observasi, wawancara mendalam dan studi dokumentasi. Aktivitas dalam analisis data melalui proses reduksi, penyajian dan verifikasi data dan penarikan kesimpulan. Uji keabsahan data meliputi uji validitas internal, validitas eksternal, reliabilitas dan obyektivitas. Hasil penelitian menunjukkan bahwa (1) perencanaan sarana prasarana dilakukan oleh panitia tiap awal tahun pelajaran, (2) pengadaan sarana dan prasarana dilakukan dengan cara membeli, bantuan, dan membuat sendiri. Sumber dana yang digunakan berasal dari dana BOS dan DAK, (3) Inventarisasi dilakukan dalam rangka penyempurnaan pengurusan dan pengawasan. Sekolah melakukan kegiatan inventarisasi yang dilaksanakan oleh bendahara barang dan operator DAPODIK, (4) penggunaan dan pemeliharaan sarana dan prasarana disesuaikan dengan kebutuhan serta mengikuti tata tertib yang telah dibuat, (5) penghapusan sarana dan prasarana dilakukan terhadap sarana dan prasarana yang rusak atau hilang, (6) kendala yang dihadapi sekolah dalam manajemen sarana dan prasarana adalah keterbatasan dana, kompetensi petugas yang belum memadai serta belum semua guru memiliki kesadaran terhadap pemeliharaan dan penggunaan sarana dan prasarana pendidikan.

Kata kunci : manajemen, prasarana, sarana, sekolah dasar

