

ABSTRAK

Skripsi ini berjudul “**Pengawasan Kinerja Pegawai Tata Usaha di Madrasah Aliyah Al-Hidayah Muara Telang Banyuasin**”. adapun penelitian ini bertujuan untuk mengetahui bagaimana pengawasan kinerja pegawai tata usaha di Madrasah Aliyah Al-Hidayah Muara Telang Banyuasin dan untuk mengetahui faktor pendukung dan penghambat pengawasan kinerja pegawai tata usaha di Madrasah Aliyah Alhidayah Muara Telang Banyuasin.

Dalam penelitian ini, peneliti menggunakan pendekatan deskriptif kualitatif dengan menggunakan jenis penelitian kualitatif. Dalam penelitian ini yang menjadi informan penelitian yaitu kepala tata usaha, kepala sekolah, guru, dan pegawai tata usaha. Teknik pengumpulan data yang digunakan yakni observasi, wawancara dan dokumentasi. Sedangkan teknik yang digunakan dalam analisis data adalah reduksi data, penyajian data, verifikasi data dan penarikan kesimpulan. Uji keabsahan data penelitian ini menggunakan triangulasi sumber dan triangulasi teknik.

Hasil penelitian ini menunjukkan bahwa pengawasan kinerja pegawai tata usaha di Madrasah Aliyah Al-hidayah Muara Telang Banyuasin sudah berjalan cukup baik. Hasil penelitian ini dilihat dari pengawasan kinerja pegawai tata usaha di Madrasah Aliyah Alhidayah Muara Telang Banyuasin memperlihatkan indikator dari pengawasan kinerja yaitu menetapkan standar, pengukuran pelaksanaan kegiatan, membandingkan pelaksanaan kegiatan dengan standar dan tindakan koreksi. Adapun faktor pendukung yaitu Adanya kerjasama yang baik dari pihak kepala sekolah, kepala tata usaha dan tenaga pendidik, Tersedianya sarana dan prasarana yang memadai dalam mendukung pengawasan kinerja pegawai tata usaha maupun kinerja pegawai tata usaha dan Adanya dukungan dari lingkungan eksternal dan internal. Adapun faktor penghambat pengawasan kinerja pegawai tata usaha di Madrasah Aliyah Al-Hidayah Muara Telang Banyuasin yaitu Minimnya tenaga pegawai tata usaha dan Terbatasnya dana.

Kata Kunci : Pengawasan, Kinerja, Pegawai Tata Usaha

ABSTRACT

This thesis is entitled "Monitoring the Performance of Administrative Staff at Madrasah Aliyah Al-Hidayah Muara Telang Banyuasin". Meanwhile, this study aims to find out how to supervise the performance of administrative employees at Madrasah Aliyah Al-Hidayah Muara Telang Banyuasin and to find out the supporting and inhibiting factors for supervising the performance of administrative employees at Madrasah Aliyah Al-Hidayah Muara Telang Banyuasin.

In this study, researchers used a qualitative descriptive approach using qualitative research types. In this study, the research informants were the head of administration, school principals, teachers, and administrative staff. Data collection techniques used are observation, interviews and documentation. While the techniques used in data analysis are data reduction, data presentation, data verification and drawing conclusions. To test the validity of the research data using source triangulation and technique triangulation.

The results of this study indicate that the supervision of the performance of administrative staff at Madrasah Aliyah Al-Hidayah Muara Telang Banyuasin has been going quite well. The results of this study are seen from the supervision of the performance of administrative employees at Madrasah Aliyah Al-Hidayah Muara Telang Banyuasin showing indicators of performance supervision, namely setting standards, measuring the implementation of activities, comparing the implementation of activities with standards and corrective actions. The supporting factors are the existence of good cooperation from the principal, head of administration and teaching staff, the availability of adequate facilities and infrastructure to support the supervision of the performance of administrative employees and the performance of administrative employees and the existence of support from the external and internal environment. The inhibiting factors for supervising the performance of administrative employees at Madrasah Aliyah Al-Hidayah Muara Telang Banyuasin are the lack of administrative staff and limited funds.

Keywords: Supervision, Performance, Administrative Officer