MANAGEMENT OF EDUCATIONAL ADMINISTRATION
OF SEMARANG POLICE ACADEMY
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Abstract

This study aims to describe (1) the characteristics of educational administration of leadership in Semarang Police Academy (2) the characteristics of educational administration of community service in Semarang Police Academy, (3) characteristics of educational administration of Spirituality in Semarang Police Academy. This study is a qualitative study using an ethnographic design. The research was conducted in Semarang Police Academy. Data collection method of this research paper uses in-depth interview, observation, and documentation. Data analysis uses an interactive model of analysis started by data reduction, data display, and drawing conclusion. Data validity includes the credibility, transferability, dependability, and conformability. The results showed: (1) Semarang police academy has three training patterns, namely teaching, training and upbringing, the education administrative leadership was also conducted with three patterns. The learning process is taught in leadership generally do in the classroom and outside the classroom. Education leadership of Semarang police academy using peer tutors. Education Practice leadership by choosing officers cadets, selected because of the potential and rankings. Cadets who served will receive the award and value, but if the sanctions violated two times more than the usual cadet (2) In implementing educational community service done regularly and incidental, devotion to the public periodically through the study of social and community services in end of the semester, incidental implemented if there is a natural disaster or event requiring assistance to the community, (3) the process of spiritual learning in Semarang police academy includes 3 aspects of physical, mental and spiritual. Learning is also done in the classroom and outside the classroom with courses that can be grouped in religious education, religious guidance given on Friday and Sunday by presenting a priest or preacher to give a religious lecture, and every afternoon, and practiced in daily life. Spiritual learning in the classroom, in addition to using the discussion usually accomplished by using the question and answer.

Keywords: Leadership, Service and Spiritual. Teaching, Training and Care.

Introduction

Police Academy (Semarang police academy) is a college education is the establishment of the executive elements of the police officers who are under Kalemdikpol (head of the education police institution). Under the Police Regulation No. 21 of 2010 aims to provide education Semarang police academy
formation of the Academy of Police Officers, with a study period of 4 years and output Two Police Inspector rank. Education conducted by Semarang police academy through learning methods, training and care.

Like most universities as educational institutions have a wide range of fittings Semarang police academy to be met, such as curriculum, educational facilities, as well as administrative support in the learning process both in the classroom and outside the classroom (field), keep in mind that learning in Semarang police academy include educational approaches through the method of learning, training and care.

Education pattern developed Semarang police academy certainly will not be maximized if it is not followed by developing capabilities in the areas of administration to be followed by development of educators and the institutions themselves. People often think of easy administration, but if the administration is held by those who are less skilled then the administration will not be maximized. Administration is not only done in a certain time but every day continuously. Administration is an effort to make the activities of cooperation between lecturers and staff for teaching and learning process more effective.

The importance of the administration from planning to evaluation in education, especially in the administration of the Police Academy in Semarang, then, in this study will be studied how the management of educational administration by the Police Academy.

**Research Focus**

In this study, authors examined the problem is limited to the administrative management of cadets in Semarang Police Academy. The focus is divided into three subfocus (1) the characteristics of educational administration of leadership in Semarang Police Academy (2) the characteristics of educational administration of community service in Semarang Police Academy, (3) characteristics of the educational administration of Spirituality in Semarang Police Academy.
Research Objectives

The purposes of this study are: (1) To describe the characteristics of educational administration of leadership in Semarang Police Academy (2) To describe the characteristics of educational administration of community service in Semarang Police Academy (3) To describe the characteristics of educational administration of Spirituality in the Semarang Police Academy.

Benefits of Research

Theoretical benefits The results of this study are expected to contribute to science, particularly the Master of Management Graduate University of Muhammadiyah Surakarta primarily in terms of educational administration.

Practical benefits (a) for education managers and educators. They can get the real picture about the effective management of educational administration who make cadets (students Semarang police academy) active, creative, and productive. (b) For related agencies, can be used as inspiration in the effort to improve the effectiveness and efficiency of educational administration.

Definition Management

Management / management have a very broad sense that no definition is used consistently by everyone. A more complex definition proposed by Stoner in TIM (2004:2) who says that management is the process of planning, organizing, directing, and monitoring the efforts of member organizations that have been set. Sagala (2006:18) define management as a process to plan and maintain an environment where individuals can work together in groups efficiently in order to achieve the goal. In management education can be construed as an activity of integrating educational resources focused on efforts to achieve educational goals that had been predetermined.
The definition of Educational Administration

Understanding of educational administration will review it explained from different aspects. Let's look at various aspects of educational administration, so that we can better understand it.

First, the administration has a sense of education work together to achieve educational goals. Educational purposes within an hour of lessons in first grade junior high school, for example, is more easily defined and achieved in comparison with the goal of formal education for adults, or national education goals. If the goal is complex, then how to achieve this goal is complex, and often it's not such a goal can be achieved by one person alone, but must be in collaboration with others, with all aspects of its complexity.

Second, the administration of education implies a process to achieve educational goals. The process starts from the planning, organizing, directing, guiding, and assessment. Planning includes activities to establish what is to be achieved, how to achieve it, how long, how many people are needed and how much it will cost. This plan was made before an action carried out.

Third, educational administration can be seen in the framework of systems thinking. Whole system is composed of the parts and the parts that interact in a process to transform inputs into outputs.

Fourth, educational administration can also be viewed in terms of management. If the administration viewed from this angle, draw attention to the effort to see whether the use of existing resources to achieve educational goals are to achieve the targets set and whether the goal did not happen The transistor feat waste. Sources which may be referred to human resources, money, facilities, and infrastructure as well as time.

Fifth, educational administration can also be viewed in terms of leadership. Views of educational administration leadership is an attempt to answer the question how educational administrator's ability, whether he can implement ing ngarso sungtulodo, ing mado mangun karso, tut wuri handayani, and in achieving educational goals.
Sixth, educational administration can also be seen from the decision making process. We know that working together and leading the activities of a group of people is not an easy task. Each time, the administrator is faced with various problems, and it should solve the problem.

Seventh, educational administration can also be viewed in terms of communication. Communication can be defined simply as an attempt to make others understand what we mean and we also understand what it meant someone else.

Eighth, the administration is often interpreted in the narrow sense that is credible form the core of administrative routines dalah-record record, documenting the activities, conduct correspondence in all its aspects, as well as preparing the report.

Management of Education Administration in order for the administration of educational activities within the component can run well and achieve the objectives, activities must be managed through something which is the stage of the process cycle (cycle), starting from planning, organizing, directing, coordinating, financing, monitoring, and evaluation as mentioned in the line large in the previous section. Under such a process will be described in more detail.

**Planning** : Planning is the selection of a number of alternatives regarding the determination procedure of achievement, as well as estimates of the source that can be provided to achieve those goals. What is meant by sources including human resources, material, money, and time. In planning, we know some stage, the stage, a). Identification of the problem, b) formulation of the problem, c). setting goals, d). alternative identification, e). alternative selection, and f). elaboration of alternatives.

Planning is a process that will never end, if a plan has been established, the plan must be implemented, there should be control over the implementation of any adjustment if necessary, adjustment. Supandi (1985) in the TIM (2004: 5) said the Directorate General of Higher Education to formulate educational planning as a process to set goals, and provide a certain environment, identify pre-loaded to
achieve the goals set, and establish an effective and efficient in business human form in order to have individual and social competence to the fullest.

**Organizing**: Organizing the educational institution can be defined as an overall process for selecting and sorting the people (lecturers / teachers and other personnel) as well as administrative duties to support these people in order to achieve educational goals. Included in the activities of the organization is the setting of tasks, responsibilities, and authority of such persons as well as its mechanism of action that can be the achievement of educational goals (Suryosubroto (2004:24))

**Briefing**: Direction is defined as an attempt to keep what he had planned to run as you see fit. Suharsimi Arikunto (1988) provide guidance for the definition of explanations, instructions, and deliberations and guidance to pre officers involved, both structurally and functionally to the implementation of the tasks can be run smoothly.

**Control**: Good management requires effective control. Control necessary to ensure that the activity or activities run as planned (TEAM, 2004: 14). Planning and control is a function of the pair, meaning that good control requires planning, while the control requires good planning.

**Appraisal**: In more detail the purpose of assessment is to: a) obtaining a basis for consideration of whether the end of a period of job work is successful, b). ensuring an effective way of working and efficient, c). get the facts about difficulty-ups and to avoid situations that could damage, as well as d). advance the ability of teachers and parents in developing the school organization.

**Relevant Research**

Kharatmal & Nagarjuna G. (2006) in his study entitled "A Proposal To Refine Concept Mapping For Effective Learning Science" says that "Concept maps are found to be useful in eliciting knowledge, meaningful learning, evaluation of understanding and in studying the nature of changes taking place during cognitive development, particularly in the classroom. Several experts have claimed the effectiveness of this tool for learning science ". The concept is found
to be very useful in eliciting knowledge, meaningful learning, understanding and evaluation in studying the nature of the changes that occur during cognitive development, especially in the classroom. Some experts claim the effectiveness of this tool to learn science. This proves that the implementation of educational administration needed a good concept that the purpose of education can be achieved.

Talib (2009) in his study entitled "uncovering the Malaysian Students 'Motivation to Learning Science" says that "It is acknowledged That good science learning outcomes does not only rely on the way teaching is Carried out but also on other factors Such as students' ability and talent, language proficiency, and the right attitude toward learning science, just to name a few. Nonetheless, little do we know the extent to the which these factors Contribute towards students' Successful science learning ". It is recognized that learning outcomes do not just rely on the teaching methods are used but also on other factors such as student ability and talent, language skills, and the right attitude towards learning science. Research conducted by Karunes (2008), entitled "conceptualizing total quality management in higher education" with the name of the international journal Journal of educations. The study was a qualitative study that discusses the socio-economic transformation and culture that have placed new demands on education systems, in terms of greater responsibility and accountability and increased expectations by stakeholders, the system was pressurized to shift the focus from quantitative expansion of the to one with an emphasis on quality. shifts and changes are being witnessed not only in developed countries, but also in developing countries in the world.

Compared with previous studies, in this research note that everything must be implemented in accordance with the provisions. Research by karunes there are similarities with this study, namely the transformation of culture, but has become an object of cultural differences that change from ordinary people become educated performen Police. Accordingly it is with leadership in educational administration should be implemented as well as Semarang police academy
service to the cadet program also trains cadets after graduation as protector, steward and protector of the public.

**Methods**

This type of research. Based on the focus, the right kind of research is qualitative or naturalistic. With naturalistic research, the situation on the ground will still be natural, reasonable, and no act of manipulation, regulation, or experiment (Harsono, 2008: 155). Qualitative research is research that lay emphasis on understanding and meaning, is closely related to certain values, a greater emphasis on process rather than measurement, describe, interpret, and provide meaning, and take advantage of multi-methods in the study (Sutama, 2010: 61).

**Research Design**

This is an ethnographic study design. Ethnography is an effort to pay attention to the meanings of the actions of the events that happen to people who want to understand. Some of these meanings are directly expressed in language, and among the accepted meanings, many of which are only indirectly conveyed through words and deeds (Spradley, 2007: 6). Ethnographic studies to describe and interpret the cultural, social group or system. Ethnographic issues focusing on the phenomenon of running, ongoing symptoms (Sutama, 2010: 77). For that data can be obtained through interaction with the participants in a selected social situations.

**Research Sites**

Location Semarang Police Academy. Police Academy is located at Sultan Agung street no 131, Candi Baru, Gajah Mungkur, 50 232 Semarang, Central Java Indonesia.
Data Sources and Resource Persons Data

Moleong (2006: 57) put forward the data as the writings or records of everything that is heard, seen, experienced, and even the mind of researchers for data collection activities and reflect these activities in the ethnography. The main data source in qualitative research is that the words and actions, the rest is additional data such as documents and others, in this study are data correspond data with administrative management in Semarang Police Academy. Source of Data

According to Spradley (in Harsono, 2008: 160), the source data in the study of words and actions of the person being observed or interviewed, the rest is additional data such as documents and photos in Semarang Police Academy.

Resource Persons

Harsono (2008:160) provides an explanation of key informants, that most researchers have one or more key informants from whom researchers obtain a sufficient understanding of the culture and situation of informants as well as the mutual exchange of knowledge. Informants in this study is a component of educators and Semarang Police Academy cadets.

Data Collection Method

Interview and Observation

Sugiyono (2008:194) said the interviews are used as data collection techniques if researchers want to conduct a preliminary study to find the problems to be investigated. The purpose and goal is to construct an interview is about people, events, activities, organization, feelings, motivations, demands, concerns and Iain roundness; reconstruct the sphericity-roundness such as that experienced by the past; projecting sphericity-roundness as would have been expected to experienced in the days to come; verify, modify and expand the construction that was developed by researchers from other people.

Observation or observation is a technique or a way of collecting data by observation of conduct ongoing activities (Sukmadinata, 2007:220). Observation
of activities can be done in a participatory or non-participatory. In participant observation the observer to participate in ongoing activities, while non-participatory observation of observers did not participate in the activities, he played just looked at the activity did not participate in it.

**Use of Documents**

The document is required as an instrument to find the source of data because the document can be used to test, interpret, and even to predict. A documentary study of data collection techniques to collect and analyze the documents, whether written documents, drawings and electronics (Sukmadinata, 2007:221).

**Data Analysis Techniques**

Data analysis techniques used in this study is the analysis of interactive model (Interactive Model of Analysis). According to Miles and Huberman (2004:16) in this model there are three components of the analysis, namely data reduction, presentation of data and drawing conclusions, three interactive model analysis activities are described as follows: (1) **Reduction of data (data reduction)** Defined as the process of selecting, focusing on the simplification of data "rough" that appears in written records in the field. This process continues throughout the study. Data reduction is a form of analysis that sharpens, classify, direct, dispose of unnecessary and organize data. (2) **Presentation of data (data display)** Defined as a structured set of information which gives the possibility of making inferences and actions. With the presentation of data, researchers will be able to understand what is happening and what to do based on an understanding of the presentation of data. (3) **Inference (conclusion drawing)** Conclusions drawn will be handled loosely and keep it open so that the conclusion which was originally not clear, then will increase to more detailed and firmly rooted. This conclusion is also verified during the study period with the purposes of testing the correctness, robustness and suitability of the validity.
Data validity

According Sugiyono (2008: 366) there are four main issues to be aware of the researchers in conducting qualitative research as well as a criterion to test the validity of research findings, the credibility (internal validity), transferability (external validity), dependability (reliability), and conformability (objectivity).

Credibility, transferability, dependability, conformability

Credibility or internal validity is a test of confidence in the data of qualitative research conducted with the extension of the observation, increased diligence in research, triangulation, discussions with peers, negative case analysis and member check (Sugiyono, 2008:368).

Transferability is the external validity in qualitative research that indicates the degree of accuracy or to the implementation of research results to the population in which samples are taken (Sugiyono, 2008:376).

Dependability is called reliability in quantitative research. A study is reliable if others can repeat / replicate the research process. For dependability testing performed by audit of the whole process of research

Conformability in quantitative research study called the test of objectivity. Research if the research objective is said to have agreed a lot of people. Conformability test means test results associated with the process. If the result is a function of process which conducted the research study meets the standards conformability (Sugiyono, 2008: 377).

RESULT RESEARCH
Management of Educational Administration of Leadership

Some results of research are (a) Semarang police academy Semarang has 3 pattern of education, namely teaching, training and nurturing, in administration of educational leadership management were also conducted with three patterns (b) The process of learning taught courses in leadership in general can be done in the classroom and also outside the classroom, before implementation of activities and lectures held an apple in the morning, before the teaching begins in the classroom
daily as class president commander Platoon daily report to the teacher cadets ready to accept the lesson (c) Lecturers and Teachers have sufficient qualifications to S1, S2, S3 and Professor of the other colleges that have a MOU with Semarang police academy (d) Educational leadership in Semarang police academy using peer tutors. (e) Evaluation conducted in 3 stages Pre Test, Post Test and Evaluation end with final exam (f) Educational leadership by selecting cadets corps officer, who was chosen because of the potential and ranking. Officer cadets are given rewards, but if you violate sanctioned 2 times more than the usual cadet (g) Besides, there also remains the official newspaper officials, either daily or class president commander Platoon daily (h) Caregiver parenting accompanied by cadets, as well as the appointment of younger foster brother and foster care by senior and junior cadets (i) Leadership according to 11 principles of leadership instilled

**Management of Education Administration of Service Community**

Results of research are : (a) Community service performed periodically and incidental (b) PPM periodically through social studies and Training Midshipman at the end of the semester (c) incidental community service implemented if there are natural disasters or events that require assistance to community

**Management of Education Administration of Spirituality**

Results of research are : (a) Learning process in Semarang police academy covers 3 aspects of physical, mental and spiritual (b) Includes two teaching spiritual formation, in the classroom and outside the classroom (c) In the classes include courses that can be grouped in spirituality, and spiritual guidance Friday and Sunday, and every afternoon, and practiced in everyday life (d) Spiritual learning process will be undertaken in the classroom, in addition to using the method of discussion is usually also performed by using question and answer or lecture (e) Lecturer complete with RPP (Frame Key Lessons) and AP (Education Events), and self-evaluation through assignments, group, UTS (midterms ) and the
Every Friday and Sunday brings the chaplain or preacher to give the youth a spray spiritual

**Discussion**

**Management of Educational Administration of Leadership**

In the management of educational administration can its lead through theory and practice of teaching and learning process then all the areas off leadership courses in general can be done in the classroom and also on the outside of the classroom. Teaching courses in leadership in the classroom is usually influenced by the facilities and infrastructure such as buildings, classrooms, youth custody, libraries etc.

Meena Kharatmal & Nagarjuna G., 2006. in his study entitled "A Proposal To Refine Concept Mapping For Effective Learning Science" says that "Concept maps are found to be useful in eliciting knowledge, meaningful learning, evaluation of understanding and in studying the nature of changes taking place during cognitive development, particularly in the classroom. Several experts have claimed the effectiveness of this tool for learning science ". The concept is found to be very useful in eliciting knowledge, meaningful learning, understanding and evaluation in studying the nature of the changes that occur during cognitive development, especially in the classroom. Some experts claim the effectiveness of this tool to learn science. This proves that the implementation of learning the concept of leadership is needed both in the implementation of learning so that learning objectives can be achieved. From the above study shows that leadership is needed in the implementation of the concept of learning, in this case, the curriculum in accordance with the leadership learning curriculum in accordance with basic competencies in which the lecturers have the opportunity to manage the time that will be used to convey the subject matter.

Teaching pattern is implemented at the Police Academy 3 pattern of education which includes teaching, training and nurturing, in administration of educational leadership management were also conducted with three patterns.
Teaching learning in the classroom should be held that the provision of course material theoretically.

Compared with this study, in a study conducted by Mills and Goos (2007), entitled "Working with Productive pedagogies Disciplines and Teacher and Student Voices" with the name of the journal is an international journal of the Australian Association for Research in Education. This research is qualitative. The focus of this study is about productive pedagogies Teacher and student discipline.

Leadership in promoting educational Semarang police academy peer tutor, because according to the coaches to lead their peers / contemporaries more difficult than other lead generation underneath. Each cadet will receive daily duties as a commander platoon in turn, from wake to sleep again, it is the responsibility to train and organize members of habituation.

To find out the results of the study conducted evaluations learning beginning middle and end. The cadets who have the following after the ranking will be the cadet corps officials, and officials will get a reward and the value of the cadets who are not served, but if it would violate the sanctioned 2 times more than regular cadets.

Officer is an officer cadet corps be reinforced fixed by decree of the Governor Semarang police academy, and they have a responsibility in accordance with the position he held. The officials emphasized to remain does not constitute a discipline as a role model for fellow colleagues.

In the care of senior and junior cadets are traditions appointment foster brothers and sisters, each cadet must have a brother and sister continue to foster sustainable and nurturing each circuit between the senior and junior members of this large family each care group, lasted until the present day foster families. Parenting patterns will form a close and continuous ties between cadets, thus strengthening the bond cadet corps, whether education or after graduation and become a member of the Police.

Research conducted by Karunes (2008), entitled "conceptualizing total quality management in higher education" with the name of the international
Management of Education Administration of Service Community

The cadets are carrying out education Semarang police academy given investment community service, to complement the leadership element of service is the foundation for cadets will be a servant of the community.

Community service programs provided to youth Semarang police academy conducted periodically and insidentil. PPM (servis community) periodically through social studies and Training Midshipman at the end of the semester and Latsitarda / Exercise devotion Midshipman of Bhayangkara / Dianmas (community service). Social research is conducted every increase in level at the end of the semester to train cadets are sensitive to social problems that exist in the community, particularly with regard to police work, and general problems that can develop on police duty.

Devotion to incidental done if the community needs such as natural disasters, such as has been done when the eruption of Merapi Mount, the cadets sent to assist residents who need help, and cadets can sense that devotion is the call of conscience, and the state.

Management of Education Administration of Spirituality

Education in Semarang police academy three aspects to consider, first Physically or Semarang police academy cadets forged every day to maintain
stamina and physical condition, the reason for the leader is also needed performance, health and behavior. The second is the mental, mental courage to print an officer / leader in making decisions. The third is no less important is the Spirit, spiritual clean with the cadets Semarang police academy will base all the devotion to God Almighty, devotion to country and community service.

Mentally and spiritually very physical support, good physical mental spiritual absence of good, it will bring a lot of irregularities in the assignment, to give courage in mental attitude, is the spiritual basis for deciding what is right and wrong. Includes two teaching spiritual formation, in the classroom and outside the classroom, in the classes include courses that can be grouped in spirituality, spirituality in the process of learning to do in the classroom, in addition to using the method of discussion is usually also done using the method of question and answer or lecture.

Spiritual guidance outside of class is held every Friday and Sunday place of worship where the priests bring both Muslims and non Muslims, and every evening by his foster brother, it is practiced in everyday life.

**Conclusion**

Leadership in educational administration Semarang Police Academy is very good, done with three patterns of teaching, training and care. Teaching in the classroom by teachers who have adequate qualifications, training and parenting classes to appoint officials outside the fixed daily cadets and officers, as well as the removal of foster brothers and sisters, so that the corps has a strong bond.

Community service performed periodically and incidental, given periodically as rates rise through social research, and community service at the end of the cadets. Was incidental at the time it takes people like natural disasters.

Three aspects of education are targeted physical, mental and spiritual. Mentally and spiritually very physical support, good physical mental spiritual absence of good, it will bring a lot of irregularities in the assignment, to give
courage in mental attitude, is the spiritual basis for deciding what is right and wrong.

**Suggestion**

Police Academy for the institution should continue to develop the administrative management of educational leadership, educational leadership by adopting a modern pattern, because in general after a police officer is always asking for more services and treatments, even when the head unit like a king, have not been able to align with international policing democratic and familiar.

Cultivation of devotion to God which is applied in community service, is the spiritual values that should always be embedded, so when recruiting cadets Semarang police academy really have to be selective and those who have a religious devotion.

For the cadets must know and understand that police work is a vocation, not just search for offices and positions, but something that will be accountable to the Almighty.

**References**


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