

ABSTRAK

Ahmad Zam Zam, *Manajemen Sumber Daya Manusia di Sekolah Islam SMP Plus Citra Madinatul Ilmi Banjarbaru* di bawah bimbingan (I) Dr. Hj. Romdiah, M.Pd dan (II) Dr. Ahmad Salabi, S.Ag, M. Pd. Tesis, pada Program Pascasarjana IAIN Antasari Banjarmasin, Program Studi Pendidikan Islam, Konsentrasi Manajemen Pendidikan Islam, 2016.

Kata Kunci, *Manajemen, Sumber Daya Manusia, SMP Plus Citra Madinatul Ilmi Banjarbaru*

Pelaksanaan manajemen sumber daya manusia di Sekolah Islam SMP Plus Citra Madinatul Ilmi Banjarbaru adalah salah satu upaya dari implementasi ketentuan Undang-Undang Sistem Pendidikan Nasional (UUSPN), Peraturan Pemerintah (PP) maupun Kepmendikbud, tentang pengelolaan sumber daya manusia yang terdiri dari Guru, Dosen dan karyawan (tenaga kependidikan). Guru dan Dosen disebutkan bahwa guru adalah pendidik profesional dengan tugas utama mendidik, mengajar, membimbing, mengarahkan, melatih, menilai, dan mengevaluasi peserta didik pada pendidikan anak usia dini jalur pendidikan formal, pendidikan dasar, dan pendidikan menengah. Sedangkan tenaga kependidikan adalah anggota masyarakat yang mengabdikan diri dan diangkat untuk menunjang penyelenggaraan pendidikan.

Dari latar belakang ini, empat sub pokok masalah yaitu bagaimana persiapan dan penyeleksian karyawan, bagaimana pembinaan dan evaluasi kinerja karyawan, bagaimana penghargaan dan jaminan kenyamanan kerja bagi karyawan dan bagaimana hubungan kerja/interaksi sosial antara sesama karyawan dengan pihak manajemen di Sekolah Islam SMP Plus Citra Madinatul Ilmi Banjarbaru.

Penelitian ini bertujuan untuk menggambarkan pelaksanaan manajemen Sumber Daya Manusia di Sekolah Islam SMP Plus Citra Madinatul Ilmi Banjarbaru meliputi; bagaimana tahap persiapan dan penyeleksian karyawan, bagaimana pembinaan dan evaluasi kinerja karyawan, bagaimana penghargaan dan jaminan kenyamanan kerja bagi karyawan, dan bagaimana hubungan kerja/interaksi sosial antara sesama karyawan dengan pihak manajemen di Sekolah Islam SMP Plus Citra Madinatul Ilmi Banjarbaru.

Penelitian ini menggunakan pendekatan kualitatif dengan jenis penelitian deskriptif induktif. Jenis data adalah data pokok berupa bagaimana Manajemen Sumber Daya Manusia di Sekolah Islam SMP Plus Citra Madinatul Ilmi Banjarbaru dan data pendukung berupa profil/sejarah singkat SMP Plus Citra Madinatul Ilmi Banjarmasin, keadaan guru dan karyawan, keadaan siswa, keadaan sarana prasarana, prestasi non akademik. Sumber data utama adalah manajemen SMP Plus Citra Madinatul Ilmi Banjarbaru. (kepala sekolah dan para wakilnya), beberapa informan lainnya seperti guru, siswa, serta dokumen-dokumen yang sesuai dengan maksud penelitian.

Pengumpulan data dilakukan dengan tiga teknik dasar yaitu wawancara, observasi dan dokumentasi. Sedangkan analisis atau pembahasan dilakukan

dengan dua cara yaitu analisis saat pengumpulan data dan analisis setelah pengumpulan data.

Berdasarkan data yang diperoleh disimpulkan. *Pertama*, kepala sekolah melakukan persiapan dan penyeleksian karyawan di Sekolah Islam SMP Plus Citra Madinatul Ilmi Banjarbaru, dengan mengacu kepada prosedur yang telah ditentukan oleh manajemen sekolah (panitia penyeleksian pegawai). *Kedua*, melakukan pembinaan dan evaluasi kinerja karyawan di Sekolah Islam SMP Plus Citra Madinatul Ilmi Banjarbaru secara intensif, sesuai manual program pembinaan yang ditentukan. *Ketiga*, memberikan penghargaan dan jaminan kenyamanan kerja bagi karyawan di Sekolah Islam SMP Plus Citra Madinatul Ilmi Banjarbaru, sebatas upah/gaji yang telah ditentukan oleh manajemen yayasan. Khusus poin ketiga ini, masih dalam tahap proses realisasi, disebabkan fakta temuan dalam penelitian ini, diketahui bahwa guru dan karyawan belum mendapatkan penghargaan dan jaminan kenyamanan kerja yang semesti didapat. *Keempat*, kepala sekolah mampu membina hubungan kerja/interaksi sosial antara sesama karyawan dengan pihak manajemen di Sekolah Islam SMP Plus Citra Madinatul Ilmi Banjarbaru dengan baik.

ABSTRACT

Ahmad Zam Zam, Human Resource of Management at Islamic junior high school Plus Citra Madinatul Ilmi Banjarbaru, guided by (I) Dr. Hj. Romdiah, M. Pd. and (II) Dr. Ahmad Salabi, S.Ag, M.Pd. Thesis, in Postgraduate Program IAIN Antasari Banjarmasin, Study Program of Islamic Education, Management Focus of Islamic Education, 2016

Keyword, Management, Human Resource, SMP Plus Citra Madinatul Ilmi Banjarbaru

Implementation of human resource management at Islamic junior high school Plus Citra Madinatul ilmi Banjarbaru is one of the efforts in implementation of the provisions of National Education System Constitution (UUSPN), government regulation (PP) or from the Kepmendikbud. It concerns about the process of human resources consist of teachers, lecturers, and employees. It is stated teachers and lecturers are professional educators with the primary task of educating, teaching, directing, train, assessing, and evaluating students on education be it formal education, basic education, and secondary education. The employee is a member of the community who are devoted and appointed to support education.

Based on this background, there are four sub fundamental problems. How is the preparation and selection of employees, how is coaching and performance evaluation of employees, how is the reward and guarantee of work comfort toward employees, and how is the relationship/social interaction among fellow employees with management of Islamic junior high school Plus Citra Madinatul ilmi Banjarbaru.

This study aims to describe the implementation of human resources management at Islamic junior high school Plus Citra Madinatul ilmi Banjarbaru which includes: What stage of preparation and selection of employees, how the coaching process and performance evaluation of employees, how the system of rewards and guarantees given to employees, and how is the relationship/social interaction among fellow employees with management at Islamic junior high school Plus Citra Madinatul ilmi Banjarbaru.

This study used a qualitative approach with descriptive inductive research. Type of the data is primary data in the form of how human resource management at Islamic junior high school Plus Citra Madinatul ilmi Banjarbaru and also with supporting data in the form of profiles / a brief history of the Islamic junior high school Plus Citra Madinatul ilmi Banjarbaru, state of the teachers and employees, state of their students, state of the facilities and infrastructures, and non-academic achievements. The primary data source is the school management, (principals and vice), some other informants such as teachers, students, as well as documents related to the study.

The data collection is done by three basic techniques namely, interviews, observation and documentation. Whereas analysis or discussion is done in two ways: analysis of current data collection and analysis after data collection.

Based on the data obtained it concluded; first, principals made preparation and selection of the employees in accordance to the procedure decided by the management of the school (the selection committee). Second, conduct a training and performance evaluation of employees in accordance with the Islamic junior high school Plus Citra Madinatul ilmi Banjarbaru intensive training program manuals that have been determined. Third, reward and guarantee of work comfort toward employees at Islamic junior high school Plus Citra Madinatul ilmi Banjarbaru is in form of a salary that has been determined by the school management. There is special case in the third point. It still in the process of realization due to the finding in this study which known that teachers and employees have not received an award and work assurance properly. Fourth, the principal is able to build a good relationship/social interaction among fellow employees with management of the Islamic junior high school Plus Citra Madinatul ilmi Banjarbaru.