

ABSTRAK

Ahmad Hudhari. 220101050352. *Manajemen Tata Usaha Madrasah (Studi Kasus Pada MTsN 8 Hulu Sungai Utara)*, Dr. Adi Ansari, M. Pd.I., pada Program Studi Manajemen Pendidikan Islam Fakultas Tarbiyah dan Keguruan UIN Antasari Banjarmasin. 2026.

Kata kunci: Manajemen Tata Usaha, POSDCORB, Administrasi Madrasah

Penelitian ini dilatarbelakangi oleh pentingnya manajemen tata usaha dalam menunjang efektivitas administrasi madrasah. Tata usaha memiliki peranan penting dalam mendukung kelancaran pelayanan administrasi, pengelolaan kepegawaian, pengarsipan, pelaporan, serta pengelolaan anggaran di lingkungan madrasah. Oleh karena itu, diperlukan manajemen tata usaha yang baik agar seluruh kegiatan administrasi dapat berjalan secara efektif dan efisien. Penelitian ini bertujuan untuk mengetahui pelaksanaan manajemen tata usaha di MTsN 8 Hulu Sungai Utara berdasarkan fungsi manajemen POSDCORB yang meliputi *planning, organizing, staffing, directing, coordinating, reporting, dan budgeting*.

Penelitian ini menggunakan pendekatan kualitatif dengan jenis penelitian lapangan. Subjek penelitian terdiri dari kepala madrasah, kepala tata usaha, dan staf tata usaha. Teknik pengumpulan data dilakukan melalui observasi, wawancara, dan dokumentasi. Adapun teknik analisis data dilakukan melalui reduksi data, penyajian data, dan penarikan kesimpulan. Keabsahan data dilakukan dengan triangulasi sumber dan teknik.

Hasil penelitian menunjukkan bahwa manajemen tata usaha di MTsN 8 Hulu Sungai Utara telah dilaksanakan berdasarkan fungsi POSDCORB. Pada aspek *planning*, perencanaan telah disusun berdasarkan visi, misi, kebutuhan madrasah, serta kemampuan anggaran, meskipun masih terdapat dokumen perencanaan yang belum lengkap. Pada aspek *organizing*, struktur organisasi dan pembagian tugas telah tersusun dengan jelas sesuai kemampuan masing-masing pegawai. Pada aspek *directing*, kepala madrasah memberikan pengarahan dan motivasi secara umum, sedangkan pelaksanaan teknis lebih banyak dikelola oleh kepala tata usaha. Pada aspek *staffing*, pembagian tugas dan penempatan pegawai telah dilakukan sesuai kompetensi, serta didukung sistem penilaian kinerja berbasis e-kinerja dan SKP. Pada aspek *coordinating*, koordinasi dilakukan melalui rapat, komunikasi lisan, dan media digital seperti WhatsApp, meskipun masih terdapat kelemahan dalam dokumentasi dan koordinasi kegiatan tertentu. Pada aspek *reporting*, sistem pelaporan telah berjalan namun masih ditemukan kelemahan dalam pengarsipan dan kelengkapan laporan kegiatan. Pada aspek *budgeting*, pengelolaan anggaran telah dilaksanakan secara terstruktur melalui perencanaan, pelaksanaan, pengawasan, dan pelaporan keuangan yang cukup baik.

ABSTRACT

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Keywords: *Administrative Management, POSDCORB, Madrasah Administration*

This research is motivated by the importance of administrative management in supporting the effectiveness of madrasah administration. Administration plays a crucial role in supporting the smooth running of administrative services, personnel management, archiving, reporting, and budget management within the madrasah environment. Therefore, good administrative management is necessary for all administrative activities to run effectively and efficiently. This study aims to determine the implementation of administrative management at MTsN 8 Hulu Sungai Utara based on POSDCORB management functions, which include planning, organizing, staffing, directing, coordinating, reporting, and budgeting.

This study employed a qualitative approach with field research. The subjects consisted of the madrasah principal, the head of administration, and administrative staff. Data collection techniques included observation, interviews, and documentation. Data analysis involved data reduction, data presentation, and drawing conclusions. Data validity was verified through triangulation of sources and techniques.

The results indicate that administrative management at MTsN 8 Hulu Sungai Utara has been implemented based on the POSDCORB function. In terms of planning, plans have been formulated based on the vision, mission, needs of the madrasah, and budgetary capacity, although some planning documents remain incomplete. In terms of organizing, the organizational structure and division of tasks have been clearly established according to the capabilities of each employee. In terms of directing, the madrasah principal provides general direction and motivation, while technical implementation is primarily managed by the head of administration. In terms of staffing, the division of tasks and placement of employees have been carried out according to competency, and are supported by a performance appraisal system based on e-performance and SKP. In terms of coordinating, coordination is carried out through meetings, verbal communication, and digital media such as WhatsApp, although there are still weaknesses in the documentation and coordination of certain activities. In terms of reporting, the reporting system is operational, but weaknesses remain in the archiving and completeness of activity reports. In terms of budgeting, budget management has been implemented in a structured manner through adequate planning, implementation, oversight, and financial reporting.