

# Administrative Staff Work Discipline in Junior High Schools

Anisah

*Department of Education  
Administration  
Universitas Negeri Padang  
Padang, Indonesia  
anisah@fip.unp.ac.id*

Irsyad

*Department of Education  
Administration  
Universitas Negeri Padang  
Padang, Indonesia  
irsyad@fip.unp.ac.id*

Syahril

*Department of Education  
Administration  
Universitas Negeri Padang  
Padang, Indonesia*

Nellitawati

*Department of Education  
Administration  
Universitas Negeri Padang  
Padang, Indonesia*

Tia Ayu Ningrum

*Department of Education  
Administration  
Universitas Negeri Padang  
Padang, Indonesia  
tiaayuningrum@fip.unp.ac.id*

**Abstract**— This research is motivated by the importance of the existence of administrative staff in a school. Therefore, their work behavior needs attention. The purpose of this study is to obtain information and describe general work behavior, and about work discipline of Junior High School Administrative Staff. This type of research is a descriptive study that describes the work behavior of school administration staff. The study population was all Junior high school administration staff in the Padang City, amounting to 188 people, spread over 37 Junior High Schools in 11 sub-districts. The research sample consisted of 128 school administration staff. The results of data processing showed that the work discipline of Padang City Middle School administration staff was already high with an average score of 4.07.

**Keywords**— *work discipline; school administrative staff; junior high school*

## I. INTRODUCTION

School administration staff as one of the elements of human resources in schools has received less attention. This can be seen from the lack of discussion and study of school administrative staff. However, the Indonesian government is aware of the importance of the existence of these school administrative staff to realize quality education as evidenced by the enactment of ministerial regulations regarding the standards of school administrative personnel.

School administration personnel have an important role and function in the implementation of school administration to serve and support the implementation of school services in the form of education and learning services, guidance and counseling services and school management services.

The important function and role of the School Administration Staff will be realized if they have optimal work behavior or performance. Work behavior is the ability to work and behave from workers where they carry out tasks in the workplace. Work behavior is where people in the work environment can actualize themselves through attitudes and actions at work. The work behavior of organizational personnel is the basis of success at the individual and organizational level.

Therefore, the success of schools in carrying out quality services is determined by the work behavior of human resources, one of which is the work behavior of school administrators. Employee work behavior is shown in the form of motivation, commitment, discipline and enthusiasm for work. So the success of schools in realizing quality education is influenced by the quality of work behavior of school staff or administrative staff.

However, in carrying out their duties, there are still school administrators who are undisciplined in their work. This can be seen from administrative staff who arrive late for work and do not complete tasks on time. There is staff that watching film when working hours. There is staff that go outside for along time in working hours.

Seeing the above phenomenon, it can be stated that there are disciplinary problems in employee work behavior. A work discipline is important because it influences the performance of administrative staff [1-5] Therefore, it is necessary to research on the discipline of education administration personnel.

## II. METHODS

This is a descriptive quantitative. The population in this study is 416 administrative staff of Junior High School in Padang City. The sample of this study was determined using the Cluster technique. The number of samples in this study was 188 people. The instrument used in data collection was a questionnaire. The questionnaire used was a closed questionnaire where the answer was provided and the respondent only had to choose one of the alternative answers. Questionnaire use Likert scale. There is five choices in this instrument. Questionnaire have validity and reliability. Data analysis use references.

## III. RESULTS AND DISCUSSION

Work discipline of school administration staff is measured by indicators of compliance, awareness, and responsibility. The following is a more detailed explanation:

### A. Compliance of School Administration Staff

The highest average score on the aspect of compliance of school administrative staff is 4.55 (very high) where they come to the office early or on schedule. While the lowest average score is to complete the report on schedule with an average score of 3.29 (high enough).

Overall the average score of administrative staff compliance in Junior High School in Padang City is 4.02. This score is categorized as a high category. This means the compliance of school administration staff in Junior High School in Padang City is in the high category.

### B. Rules Awareness of School Administration Staff

The highest average score is 4.38 (high) where after the break they immediately continue work. While the lowest average score is 3.77 (high) where they are serious about doing every job.

An overall average score of awareness of school administration staff in Junior High School in Padang City is 4.17. This means that the level of school administrators discipline in awareness aspect is in the high category.

### C. Responsibility of School Administration Staff

The results of data processing regarding Work Discipline of School Administrative Staff in Padang City from responsibility aspect are seen from carrying out the tasks properly and daring to bear the risk. The highest average score is 4.35 (high) where employees put the work equipment back in place after used. While the lowest average score is 3.40 (high enough) where employees are ready to accept the consequences of the work done.

Overall the average score of Work Discipline of School Administrative Staff in Padang City from responsibility aspect is 4.03. This means that the responsibility of school administration staff is in the high category.

### D. Recapitulation of Work Discipline of School

#### *Administration Staff in Junior High School in Padang City*

Overall data processing results regarding Work Discipline of School Administration Staff in Junior High School in Padang City can be seen in the following table.

TABLE I. WORK DISCIPLINE OF SCHOOL ADMINISTRATION STAFF IN JUNIOR HIGH SCHOOL IN PADANG CITY

No	Aspect observed	Average score	Description
1.	Compliance	4,02	High
2.	Awareness	4,17	High
3.	Responsibility	4,03	High
<b>Average</b>		4,07	High

Based on the table above, it can be described that the indicator of Work Discipline of School Administration Staff with the highest score of 4,17 is awareness aspect. Then, the lowest average score is compliance aspect with a score of 4.02. The three indicators of work discipline are in the high category.

In general the average score of Work Discipline of School Administration Staff in Junior High School in Padang City is 4,07. This means that school administration staff in Padang City have high discipline in working.

### E. Discussion

Recapitulation of Work Discipline of School Administration Staff in Junior High School in Padang City is high. The average is 4,07.

Overall the work discipline of school administration staff in Junior High School in Padang is high with an average score of 4.07 or 81.4 from an ideal score. This condition needs to be maintained. it can be improved by increasing the sense of responsibility, awareness and compliance of employees in carrying out their duties. Discipline is important because it influences performance [6]. And work discipline give positive effort to staff performance [7].

Fostering employee discipline can be carried out with preventive discipline to encourage employees to consciously adhere to various standards and regulations and to prevent various abuses and violations. More important in this case is that self-discipline can be grown on every employee without exception. Besides, corrective disciplines can also be carried out by dealing with violations against the rules and trying to avoid further violations. As stated divided the forms of work discipline into two types: (1) preventive discipline, which is a discipline moves its employees to follow and comply with work guidelines, rules applicable set by the company (2) corrective discipline which is a discipline given to employees who violate with applicable sanctions.

In fostering employee discipline, it is important to consider things that affect employee discipline. According to Gouzali, (2005) several factors influence the discipline of an employee, namely: (a) The size of compensation. (b) The provision of an excellent leader in a company/organization.

(c) The certain rules used as a guide. (d) The courage of a leader in making decisions. (e) The presence of supervision by a leader. (f) the attention for employees. (g) The habit to establish discipline. While according to Hasibuan (2007) factors that influence the discipline level of an employee includes: (a) Objectives and abilities. (b) Leader's standard. (c) Reward services. (d) Justice. (e) Supervision. (f) Penalty sanctions. (g) Decisiveness. (h) Human relations. Thus discipline is influenced by employee factor, leadership factor, and system factor in the organization. It can be stated that several ways can be done to foster and improve employee discipline in organizations including schools.

Leaders in conducting disciplinary efforts need to pay attention to the following principles, namely (a) Discipline is done privately. (b) Discipline must be constructive. (c) Discipline is done directly and immediately. (d) Justice in discipline is needed. (e). The leadership should not take disciplinary action when the employee is absent. (f) After disciplinary action, conditions should be normal again.

#### IV. CONCLUSION

Based on the results of research and discussion of the work behavior of school administration staff, it can be concluded that the work discipline of school administration staff in Junior High School in Padang is high in the aspect of compliance, awareness, and responsibility with an average score of 4.07.

#### REFERENCES

- [1] O. S. Setiawan, wawan, "Pengaruh Gaya Kepemimpinan, Motivasi Dan Disiplin Kerja Terhadap Kinerja Pegawai : Studi Pada Badan Keluarga Berencana Dan Pemberdayaan Perempuan Kabupaten Garut," *J. Manag. Rev.*, vol. 1 No 1, pp. 43–51, 2017.
- [2] S. C. Y. Assagaf, "Pengaruh Disiplin, Motivasi dan Semangat Kerja Terhadap Produktivitas Kerja Pegawai Dinas Pendapatan Daerah Kota Manado," *J. EMBA*, vol. 3 no 2, 2015.
- [3] H. Sidanti, "Pengaruh Lingkungan Kerja, Disiplin Kerja Dan Motivasi Kerja Terhadap Kinerja Pegawai Negeri Sipil Di Sekretariat Dprd Kabupaten Madiun," *J. JIBEKA*, vol. 9, no 1, pp. 44–53, 2015.
- [4] D. H. Jaffisa, Tomi, Abdul Kadir, "Peranan Camat dalam Pengawasan Disiplin Pegawai Negeri Sipil di Kantor Kecamatan," *J. Adm. Publik*, vol. 7, no 2, 2017.
- [5] W. C. Adi, I Gede Purmawan, I Wayan Bagia, "Pengaruh Promosi Jabatan Dan Disiplinkerja Terhadapkinerja Pegawai," *J. Bisma Univ. Pendidik. Ganesha*, vol. Volume 4, 2016.
- [6] D. Sunarsi, "Pengaruh Gaya Kepemimpinan, Motivasi dan Disiplin Kerja Terhadap Kinerja Pendidik Yayasan Marvin," *J. Ilm. ILMU Manaj.*, vol. Vol 5, No, 2018.
- [7] I. W. W. Wiadnyana, I. W. T. Sukmana, P. Chris, Susanto, and Dylla Hanggaeni Dyah Puspaningrum, "The Effect Of Compensation, Motivation, Work Discipline And Work Environment On Housekeeping Staff Performance At Lv 8 Resort Hotel," in *I-CFAR*, 2019.