



TRAINING OF SCHOOL'S MAILING ADMINISTRATION BASED ON DIGITAL IN "PAUD MUTIARA KIDS", TRAJI VILLAGE, TEMANGGUNG DISTRICT

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ABSTRACT

This community service aims to increase the knowledge and skills of Administration employees at Paud Mutiara Kids in managing incoming and outgoing letters to help smooth school activities. The method of implementing activities is planned using a participatory approach, with service work procedures that include training preparation, training implementation, training monitoring and evaluation, mentoring and mentoring monitoring and evaluation. The target of this community service is PAUD Mutiara Kids in Traji Village, Temanggung Regency. The results of this service activity, which was carried out on Tuesday, 24 August 2021, at Mutiara Kids Early Childhood Education, Traji Village, Temanggung Regency face-to-face as well as online, material delivery was carried out online via Zoom with a discussion of letter management at work while mentoring was carried out face-to-face with keep following health protocols by using e-agenda software. This activity concludes that the "Training and Assistance for Digital-Based School Letter Administration Management at Early Childhood Education in Traji Village, Temanggung Regency" community service activity has been carried out well, received good feedback, and participants expect the training event to be held again. This activity suggests that community service activities are expected to be carried out regularly and targets that really need them.

Pengabdian kepada masyarakat ini bertujuan untuk meningkatkan pengetahuan dan ketrampilan pegawai Tata Usaha di Paud Mutiara Kids dalam mengelola surat masuk dan surat keluar sehingga membantu kelancaran kegiatan sekolah. Metode pelaksanaan kegiatan direncanakan dengan menggunakan pendekatan partisipatif, dengan prosedur kerja pengabdian yang meliputi persiapan pelatihan, pelaksanaan pelatihan, pemantauan dan evaluasi pelatihan, pendampingan dan pemantauan dan evaluasi pendampingan. Sasaran dari pengabdian kepada masyarakat ini yaitu PAUD Mutiara Kids Desa Traji Kabupaten Temanggung. Hasil kegiatan dari pengabdian ini yang dilaksanakan pada hari Selasa, 24 Agustus 2021 di Paud Mutiara Kids, Desa Traji Kabupaten Temanggung secara tatap muka dan juga daring, pemberian materi dilaksanakan secara daring melalui zoom dengan pembahasan pengelolaan surat ditempat kerja sedangkan pendampingan dilakukan secara tatap muka dengan tetap mengikuti protokol kesehatan dengan menggunakan software e-agenda. Simpulan dari kegiatan ini adalah kegiatan pengabdian kepada masyarakat "Pelatihan dan Pendampingan Tata Kelola Administrasi Persuratan Sekolah Berbasis Digital di Paud Kids Desa Traji, Kabupaten Temanggung" telah terlaksana dengan baik, mendapatkan feedback yang baik dan peserta mengharapkan acara pelatihan diselenggarakan kembali. Saran dalam kegiatan ini adalah diharapkan kegiatan pengabdian dilakukan secara rutin serta sasaran yang benar-benar membutuhkan.

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INTRODUCTION

Education is a systematic process to change one's behaviour towards a national goal. The process of organizing education is inseparable from administration. Administration is an administrative activity that seeks to assist or divert activities to achieve predetermined goals (Unshasyah, 2017). One of the administrative activities that is often carried out in educational institutions is the management of letters.

One of the efforts to realize good letter governance is utilizing technology, information and communication (Apriana, 2018). The sophistication of information technology, which is increasing rapidly as it is today, is felt to increase effectiveness and efficiency because it is felt to align the governance of existing correspondence in educational institutions. The better the governance of correspondence in educational institutions, the better the agency will address all problems.

“PAUD Mutiara Kids” is one of the educational institutions that also organizes mail administration. “PAUD Mutiara Kids” is located in Gamblok Hamlet RT 04/RW02. This school received an operational permit from the Temanggung Education Office in 2017, so it has been running for four years and has had 246 students.

An organization, including PAUD, requires complete and well-organized administrative management. The administration process for “PAUD Mutiara Kids” is organized by the school principal and assisted by a teacher. The administration carried out by “PAUD Mutiara Kids” is related to new student admissions, administration of the DAPODIK system, administration of internal and external correspondence of institutions, administration of payments, administration of alums, etc. “PAUD Mutiara Kids” has a variety of documents, both dynamic (still in use) and static (no longer usable). These documents can be in the form of letters, student documents, alum documents, school principal and teaching staff documents, infrastructure documents and curriculum documents.

Based on the narrative of the Head of “PAUD Mutiara Kids”, Mr Mujiyono, S.Pd.I. stated that the administration at the school still needed improvement because the background of the educators was not related to administration and archives. Hence, the administration could have been more optimal, and there were no special staff to handle the administration. This opinion is supported by initial observations, which show that all the documents in the PAUD are only arranged on shelves without using a special management system. So that when teachers or other parties need these documents, they feel they need clarification. In addition, there were several missing documents, so the

educators had to ask the relevant parties to return them. Of course, it hinders the process of organizational performance.



Figure 1. Administration Process at “PAUD Mutiara Kids”

The existing findings indicate that administration and archiving management still need to be improved. Therefore, an external party with qualified human resources in terms of administration is needed to improve the existing correspondence at PAUD Mutiara.

The Community Service Implementation Team has agreed to organize socialization, guidance training (technical guidance) and direct assistance for each sub-district within 1 (one) week. Socialization and related training regarding knowledge, understanding and skills in recording incoming and outgoing letters using the e-agenda system.

Based on the description above, partners' problems can be divided into two aspects: knowledge and skills. Regarding knowledge, the main problem is using information technology to realize e-government goals, so socialization and training are needed. In the skill aspect, partners need hands-on training and practice, so assistance is needed.

METHOD

The method of implementing activities is planned using a participatory approach. Work procedures for this community service include training preparation, training implementation, training monitoring and evaluation, mentoring, mentoring monitoring and evaluation:

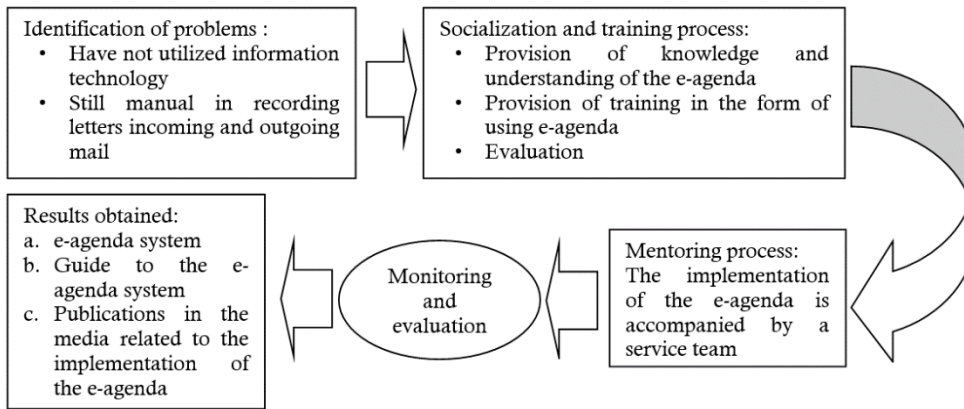


Chart 1. The flow of community service

The target of community service activities is PAUD KIDS in Traji Village, Temanggung Regency. Community service activities are closely related to the needs of partners who greatly assist administrative staff in managing incoming and outgoing correspondence and assisting schools in preparing for school accreditation needs. The aspects evaluated in this activity were skills in using e-agenda and making archive classification patterns.

RESULTS AND DISCUSSIONS

This community service activity is carried out by providing socialization, training, and assistance regarding managing incoming letters in orderly school administration and supporting school accountability in providing authentic documents. The activity was held on Tuesday, 24 August 2021, at Mutiara Kids Early Childhood Education, Traji Village, Parakan District, Temanggung Regency. The Head of Mutiara Kids, Paud and the teachers attended this activity.

Community service is carried out face-to-face and also online. Material delivery is done online via Zoom, while mentoring is carried out face-to-face while following the health protocol. The dedication activity was attended by 7 participants who were teachers as well as school administration managers.



Figure 2 Material Presentation

The first series of events is the presentation of material, which is carried out via Zoom. The material

was delivered by Mr Hengky, the head of the community service, for 25 minutes. During the presentation of the material, he looked very enthusiastic listening to the material presented the enthusiasm of the participants.

After the delivery of the material is complete, the next step is assistance in using the e-agenda. Previously, the participants had been given e-agenda software for installation. This assistance is assisted by several office administration graduate students who are proficient in operating e-agendas. Assistance lasts for 30 minutes.



Figure 3 E-agenda Operation Assistance



Figure 4 Photo with Participants

CONCLUSION

The conclusions from the implementation of Digital-Based School Letter Administration Training and Assistance in Early Childhood Education in Traji Village, Temanggung Regency, are as follows:

1. The "Training and Assistance for Digital-Based School Letter Administration Management at Early Childhood Education in Traji Village,

Temanggung Regency" community outreach activity has been well implemented.

2. The community outreach activity "Training and Assistance for Digital-Based School Letter Administration Management at Early Childhood Education in Traji Village, Temanggung Regency" received good feedback from the participants' enthusiasm.
3. Participants hope the administrative management training event can be held again.

Suggestions in the implementation of community service, namely service activities like this, can be carried out routinely both in the same location and in different locations with targets that require socialization and training in need-based letter management through the e-agenda system in the school environment.

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