

ABSTRAK

Pengaruh Pemanfaatan Sarana Prasarana Kerja dan *Self Capacity Building* Terhadap Kinerja Tenaga Administrasi Sekolah di SMP Negeri Se-Kota Bandung

Kinerja dipengaruhi oleh motivasi dan kemampuan. Faktor motivasi yang mempengaruhi kinerja salah satunya adalah kondisi fisik yang termasuk di dalamnya adalah sarana prasarana kerja. Adapun faktor kemampuan yang mempengaruhi kinerja adalah keterampilan dan pengetahuan. *Self capacity building* merupakan model penggabungan antara kedua faktor tersebut. Tenaga Administrasi Sekolah sebagai salah satu tenaga kependidikan secara langsung tidak terlibat dalam kelancaran kegiatan belajar dan mengajar. Tetapi perannya cukup penting dalam proses pelayanan pendidikan baik secara akademik maupun non akademik. Maka dari itu kompetensi tenaga administrasi sekolah sangat diperlukan bagi pencapaian tujuan sekolah. Untuk membuktikan hal tersebut, maka penelitian yang mengkaji tentang pengaruh pemanfaatan sarana prasarana kerja dan *self capacity building* terhadap kinerja tenaga administrasi sekolah perlu dilakukan. Penelitian ini menggunakan metode deskripsi dengan pendekatan kuantitatif yang dilakukan terhadap 109 tenaga administrasi sekolah di SMP Negeri Se-Kota Bandung. Dari hasil penelitian yang dilakukan, pemanfaatan sarana prasarana berpengaruh signifikan terhadap kinerja tenaga administrasi sekolah pada kategori sangat tinggi. Hal ini dapat dijelaskan dari tingginya hubungan kedua dimensi pemanfaatan sarana prasarana kerja terhadap kinerja yang diukur yaitu berdasarkan prinsip dan fungsi sarana prasarana kerja. *Self capacity building* juga berpengaruh signifikan terhadap kinerja tenaga administrasi sekolah meskipun berpengaruh pada kategori sedang. Hal ini teridentifikasi dari rendahnya hubungan lima indikator *self capacity building* terhadap kinerja tenaga administrasi sekolah yang diukur, yaitu *workshop*, seminar, *courses*, *co-operative collegial development*, dan *skill development model*. Pemerintah sebagai pemangku kebijakan dalam meningkatkan kinerja tenaga administrasi sekolah hendaknya lebih memperhatikan ketersediaan, kelayakan serta kenyamanan sarana prasarana kerja sesuai perkembangan jaman dan dapat memfasilitasi para tenaga administrasi sekolah untuk mengadakan berbagai pelatihan yang ditujukan untuk tenaga administrasi sekolah dalam upaya meningkatkan *capacity building* seseorang sehingga tenaga administrasi sekolah dapat bekerja secara optimal. Bagi kepala sekolah, dalam meningkatkan kinerja tenaga administrasi sekolah selain memotivasi melalui pemberian reward dan punishment, hendaknya lebih memperhatikan untuk membangun iklim kerja yang nyaman sehingga dapat menumbuhkan semangat kerja tenaga administrasi sekolah.

Kata Kunci : Kinerja, Pemanfaatan Sarana Prasarana Kerja, *Self Capacity Building*

ABSTRACT

The Utilization of Infrastructure Facilities and Self Capacity Building Effect on School Administrative Staff Performance at Junior High School in Bandung

Every work performance is influenced by motivation and self ability. Motivation is the first factor that affects staff's performance is the physical condition that includes as self - work facilities. The ability as the second factors that affects staff's performance are skills and knowledge. Self capacity building is a model of merging between those two factors. The Administration Staff as one of educational staff whom not involved directly to the learning and teaching activities. But their role is quite important in the process of educational services both academically and non academic. Therefore, the administrative staff competence is quite necessary for the school's goals achievement. In order to prove these matter, the researcher examines the utilization of work infrastructure and self capacity building influence on the performance of school administrative staff needs to be done. This research uses descriptive method with quantitative approach done to 109 school administration personnel at Junior High School in Bandung. From the results of research conducted, the infrastructure utilization has a significant effect to the school administrative staff performance on very high category. This can be explained by the high relation between the two dimensions of the work infrastructure utilization to the measured performance that is based on the principle and the work infrastructure function. The self capacity building also has a significant effect on the performance of school administrative personnel although it affects the medium category. This is identified by the low relation of the five indicators of self-capacity building to the performance of school administrative staff measured, such as workshop, seminar, courses, co-operative collegial development, and skill development model. The government who has the responsibility in improving the school's administrative staff performance should concern to the availability, feasibility and ease of work infrastructure along to the development era and the capability to facilitate these administrative staff. In order to conduct various training aimed for administration personnel as an effort to increase self building capacity. Therefore school administration staffs may be able to work optimally. For the principal, as a matter of improving the school administrative staffs performance along in addition to motivate their working motivation through reward and punishment. The Principal should be more concern on building a comfortable working environment hence it may foster the school administrative staff's work motivation.

Keywords: Work Performance, Infrastructure Utilization, Self Capacity Building