

## ABSTRACT

### **CONSISTENCY AND IMPLEMENTATION PLANNING IN PREPARING EDUCATING TEACHERS AND ITS INFLUENCE TO THE EFFECTIVE USE OF TEACHING AND LEARNING PROCESS IN THE PRIMARY SCHOOL**

*(Study of Descriptive Analytic towards Assist Teacher at Kampar Regency of Riau Province)*

The prime determinant to attain the goal of education in the school, however, it is needed to have teachers who are able to fulfill the special needs of the learner and know well how to manage their activities in the classroom. Thus, education manager has important role in preparing educating teacher. This area reflects the 'servicing' function undertaken by coordinator who is concerned with effective use of managing the process of recruitment, training and also its implementation and maintenance. This research has been designated and tried to analyze the managing of educating teacher especially assist teacher at Kampar regency of Riau Province. The research also will explain and analyze the influence of planning and implementation of assist teacher toward the effective use of teaching and learning process.

In this study, it will be used a descriptive research. The data of managing educating teacher will be collected through documentation analysis and also interview's data in the education office of regency. The data of educating teacher's planning and its implementation also the effective use of teaching and learning process will be collected through giving the questioners to 134 respondents which are chosen as randomly sampling among 204 teachers. Qualitative research will be used to analyze managing of educating teachers that is covered, strength, weakness, opportunity and threatening as SWOT analysis. The influence of planning and implementation in preparing educating teachers as assist teacher to the effective use of teaching and learning process will be analyzed by using quantitative method in which have 3 processes: (1) To describe each of the data in research variable, (2) To measure and analyze the requisite and, (3) To measure the hypothesis; is there variable correlation between regression analysis and correlation.

Based on data analysis and hypothesis measurement, it can be concluded as follows: (1) In developing educating teachers that can be applied the effective use of teaching and learning process, however, it is involved needing the strength, weakness, opportunity and threatening such as organization manager condition, politic condition, economic condition and geography condition. This planning will be formulated in logic and reality activities in coordinating to environment that is needed, (2) There is a positive correlation between preparing educating teacher and the effective use of teaching and learning process ( $r = 0,406$ ), (3) There is a positive correlation in its implementation educating teacher and the effective use of teaching and learning process ( $r = 0,443$ ), and (4) There is a positive correlation between its implementation and preparing educating teacher related to the effective use of teaching and learning process ( $r = 0,505$ ). Based on the field research, it has found that the effective use of teaching and learning process can be arisen by preparing well educating teacher and in repairing the process of implementation.

In developing the effective use of teaching and learning process can be done by managing well the educating teacher training and the consistency in its implementation. It is important to be aware in arranging as comprehensive and systematic rules, which is focused on the objective's condition that refers to educating teacher demand. A good matrix of the whole activities planning such as recruitment, placement, supervision and program management, it becomes easier to be implemented in order to attain the goal. Within a good matrix, it is expected the quality of the teacher will be raised.