



The Relationship between Work Discipline and TAS (School Administrative Personnel) Performance Results

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Abstract: Work discipline greatly affects the performance results of an organization. Schools as an organization have school administration personnel who serve all administrative matters in the school. The question in this article research is how much effect does work discipline have on the performance results of school administration personnel (TAS)?, To answer this question, the researcher uses the SLR method and collects literature (material materials) sourced from books, journals, and other sources. As a result, work discipline has a great influence on the performance results of school administration personnel (TAS). A school administration staff (TAS) who has high work discipline has a very important role, indirectly will have a positive effect on school operations and support the smooth operation of the school.

Keywords: Work Discipline, School Administration Personnel

Introduction

Work discipline is a very crucial key factor in the world of education, especially for school administration personnel who have an important role in supporting the smooth operation of educational institutions. According to Arina, Marsidin, & Sulastri (2022) school administration personnel are not only responsible for compliance with existing regulations, but also need to have an attitude of professionalism, responsibility, and commitment to the tasks carried out.

Employees who have high discipline tend to show better productivity, contribute to organizational effectiveness, and improve the quality of service. According to Sugiono (2018), good work discipline can create a more efficient work environment, thus affecting the work results of administrative personnel. Research by Nurtjahja (2017) shows that there is a positive relationship between work discipline and employee performance. Employees who adhere to rules and procedures will be better able to complete tasks on time and with quality.

Along with the increasing expectations and goals that will be achieved in the world of education, administrative staff are required to have a high level of discipline in order to contribute optimally. This is in line with the opinion of Kahn (2015) who stated that work discipline not only has an impact on individual work results, but also on teams and organizations as a whole. Research by Rahardjo (2019) confirms that strong work discipline in an educational environment can increase employee motivation and commitment. When school administration staff



discipline, they are more involved in the work process and contribute to the achievement of the goals of educational institutions, especially in schools.

Therefore, it is important for educational institutions to understand the extent to which work discipline can affect the performance results of school administration personnel. Building a strong culture of discipline is an important step in improving the effectiveness and quality of school services as a whole.

Method

The researcher uses a qualitative approach of the SLR type. This article was created using systematic methods and steps to make it easier to conduct research in the creation of this article. In this article, the researcher uses the literature study method by collecting literature (reading materials) that the researcher gets from books, journals, articles, and other sources by opening knowledge maps, google scholar, and scispace related to the science about the theme raised. In the search for materials, the researcher found 46 books, journals, and articles and to complete this research, the researcher used 19 books, journals, and articles that were relevant to the researcher's title.

Results and Discussion

Results

Several results from previous studies have raised important things about work discipline for employees or school administration personnel. Meaningful findings in research related to work discipline for employees or school administration personnel include:

According to Helmut (2019), work discipline can be understood as an individual's behavior and attitude towards compliance with the rules and regulations set by an organization. Work discipline reflects a person's respect and willingness to adhere to written and unwritten norms. Work discipline is directly related to employee performance. And according to the findings of Helmut (2019), a disciplined workforce is more likely to be productive and contribute positively to the success of the organization. This study shows a strong relationship between work discipline and employee performance at PT Kereta Api Indonesia (Persero) DAOP 1 Jakarta, which shows that improved discipline can lead to improved performance.

In line with Mardika's opinion (2023), work discipline is basically about the willingness of employees to comply with the rules and norms of the organization that are set. Work discipline reflects their awareness and readiness to follow company regulations and social norms. A strong sense of work discipline is associated with improved performance. Employees who demonstrate good discipline tend to complete their tasks efficiently and meet deadlines, which contributes to the overall success of the organization.

According to Gunawan, et al. (2018) School Administration Personnel (TAS) are the spearhead of administrative management in schools. TAS has an important role in school management, such as school correspondence, student administration, educator and education staff administration, and curriculum administration.

According to Purwanti's perspective (2013), discipline is characterized by the awareness and willingness of individuals to comply with organizational rules and social norms. This highlights the internal motivation required to maintain discipline in the workplace.



Discipline is characterized by the willingness to comply with these rules voluntarily, without the need for coercion. This understanding emphasizes that discipline is not only about following the rules but doing it with a positive attitude and commitment (Larasati et al., 2020).

From the research of David and Husniati (2024), it is shown that higher levels of work discipline correlate with improved employee performance. In particular, when the level of discipline among employees increases, their performance results also tend to increase. This shows that disciplined employees are more likely to meet or exceed performance expectations.

The results of the conclusion from the Silalahi and Bangun (2020) research concluded that work discipline has a significant positive influence on employee performance. The level of discipline categorized as good indicates that the institution effectively enforces the rules that employees adhere to. As a result, an increase in work discipline is expected to lead to an increase in employee performance.

This conclusion highlights the importance of work discipline and job satisfaction in fostering a productive work environment, which ultimately leads to better performance results for school administration staff.

Discussion

The duties of school administration personnel include school management, such as school correspondence, student administration, educator and education staff administration, and curriculum administration. The grouping of school administration personnel is divided into 3 parts, namely; TAS head, TAS affairs executive, and TAS special service officer.

In the division of TAS affairs executives, it is divided into 6 divisions, namely; Executor of Personnel Administration, Executor of Financial Administration, Executor of Infrastructure Affairs, Executor of Public Relations Affairs, Executor of Correspondence and Archiving Administration, and Executor of Student Affairs. The division of special service officers is; school guards, gardeners, janitors, drivers, and servants.

From the above divisions of TAS, it can be concluded that work discipline is very influential on the school where the head of TAS is very influential on the school administration personnel under his auspices, which If the TAS head is disciplined in work will be an added value for the school, the attitude of discipline in work will have a positive impact and will also affect the performance of TAS affairs implementers and TAS special service officers under them.

The head of TAS is tasked with coordinating school administration personnel properly. The opinions from Apriani (2023) on the duties of the head of TAS are; manage administrative tasks, including resource allocation and staff coordination, ensuring that operational requirements are met. In carrying out tasks with work discipline, the head of TAS will meet the expectations of the school which is his responsibility as the head of TAS.

The implementers of TAS affairs will be motivated by the work discipline of the head of TAS where the implementers of TAS affairs will work harder, and will follow the example of the head of TAS to be disciplined also in work, which will make the work completed faster.

The duties of implementing school administration personnel are:

1. The task of implementing personnel administration according to Handayani et al (2024) is to manage educational staff, including recruitment, training, and performance evaluation. As well as ensuring compliance with education policies



- and fostering a supportive work environment (Suntani, 2023).
2. The task of implementing financial administration according to Abbas et al (2023) is to manage budgeting, financial reporting, and resource allocation to ensure fiscal responsibility. As well as overseeing financial audits and regulatory compliance (Hidayatulloh et al., 2024).
 3. The task of implementing infrastructure affairs is to coordinate the maintenance and development of school facilities and infrastructure (Abbas et al., 2023). And ensuring that the physical environment supports educational activities effectively (Handayani et al., 2024).
 4. The task of the Public Relations Implementer is to manage communication between the school and external stakeholders, including parents and the community (Sobh et al., 2024). And promote the school's image and address public questions and feedback (Hidayatulloh et al., 2024).
 5. The task of implementing correspondence and archiving administration is to manage correspondence, including the preparation and filing of official documents (Hidayatulloh et al., 2024). As well as ensuring that all records are stored accurately for future reference (Suntani, 2023).
 6. The task of implementing student affairs is to plan and implement educational programs that meet the needs of students (Waziana et al., 2022).

Conclusion

A school administration staff who has high work discipline has a very important role in supporting the smooth operation of the school. To exceed work expectations, they must be able to maintain discipline in every aspect of the tasks entrusted to them.

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