

## **The Management of Subject Teacher Forum (MGMP) at The Junior High School Level in Seri Amal Foundation**

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### **ABSTRACT**

The purpose of this study was to determine the management of subject teacher forum (Musyawarah Guru Mata Pelajaran-MGMP) at junior high school level in Seri Amal Foundation. This study used the qualitative research method that derived descriptive data in the form of written or oral from the people. The source of data of researchers are the teachers and the Quality Assurance Council (Lembaga Penjamin Mutu-LPM) Seri Amal Foundation. The data were collected by interview. The results indicated that: (1) The MGMP planning in Seri Amal Foundation in the ever-new academic year by the Quality Assurance Council (LPM) of Seri Amal Foundation. Every MGMP in planning the preparation of learning materials and exam questions using whatsapp group and zoom meeting/google meet. (2) The implementation of the MGMP at the Seri Amal Foundation in the preparation of learning materials and exam questions is coordinated by the Head of the MGMP subject. (3) The MGMP evaluation is carried out after submitting learning materials and exam questions in the LPM Seri Amal Foundation's email. Correction of learning materials and exam questions prepared by MGMP was carried out by LPM Seri Amal Foundation. The problem of late submission of learning materials and exam questions was handled by the head of the LPM and the Management of the Seri Amal Foundation by giving a warning or coaching to the MGMP through a zoom meeting.

**Keywords:** subject teacher forum (MGMP)

### **1. INTRODUCTION**

The teacher is someone whose profession is to educate in schools. Teachers have a very big role in the world of education. Professional and qualified teachers will certainly have an impact on the quality of graduates and the interest of new students to register at the school. Teachers also need to have a set of knowledge, skills, and behaviors that are developed in the form of four teacher competency standards, namely professional competence, pedagogical competence, personal competence, and social competence.

Based on RI Law Number 20 of 2003 concerning the National Education System article 44 paragraph (1) states that the government and regional governments are obliged to foster and develop educational staff in education units, to improve the quality of education in the local area. One of them is by empowering Elementary School Teacher Working Groups (KKG) and Subject Teacher Consultations (MGMP) for Middle Schools, High Schools, and Vocational Schools.

Facts on the ground, the MGMP in the sub-rayon did not run optimally because there was no clear meeting agenda and the lack of coordination from the education office in managing the MGMP in the sub-rayon. Based on the results of a preliminary study at the Seri Amal Foundation Quality Assurance Institute, it was found that before the MGMP was formed, the learning materials collected by teachers at the Seri Amal Foundation tended to have the same equipment every year and the learning tools made by each teacher were mostly taken from the internet.

The Seri Amal Foundation has formed an SMP-level MGMP at the Seri Amal Foundation starting in 2020. The MGMP is managed by the Quality Assurance Agency (LPM) at the Seri Amal Foundation with the MGMP structure, namely the MGMP chairperson and MGMP members. The MGMP plays a strategic role in improving and strengthening teacher competence through discussions and training. Its main role is to facilitate teachers in the same field of study to exchange opinions and experiences.

## 2. REVIEW OF LITERATURE

Subject Teacher Deliberation (MGMP) is a forum for the professional activities of teachers of similar subjects. The essence of Subject Teacher Deliberation (MGMP) functions as a forum or means of communication, consultation, and exchange of experiences. With the Subject Teacher Deliberation (MGMP) it is hoped that it will be able to increase teacher professionalism in carrying out quality learning to the needs of students. This professional communication forum is indispensable in contributing to the professionalism of its members, not only increasing teachers' abilities in terms of compiling learning tools but also increasing teachers' abilities, insights, knowledge, and understanding of the material being taught and its development (Suherman & Saondi, 2010).

MGMP is a forum for discussing teaching methods, teaching materials, learning aids, and even student behavior in class when certain subjects take place, as well as a place to exchange methods and learning aids and even make them together (Bashori, et al., 2015).

The existence of the MGMP can help teachers practice preparing annual and semester programs, analysis of the subject matter, teaching unit programs, learning methods, evaluation tools, teaching materials, making teaching media, and examining various problems in learning in each subject (Satria, et al., 2018)

MGMP as a place to improve teacher professionalism needs to be managed by professional administrators. Professional administrators are administrators who know and practice management principles. The purpose of holding a Subject Teacher Consultation (MGMP) is to motivate teachers to improve their abilities and skills in planning implementation, to evaluate learning programs to increase self-confidence as professional teachers, and to demonstrate teacher abilities and skills in carrying out learning so that they can support efforts to improve and equal distribution of educational quality.

Information and communication technology (ICT) has an important role in human life when viewed from its development. In addition to accelerating communication, ICT also makes it easier for humans to complete their affairs. ICT supports the implementation of MGMP activities. In general, ICT is all aspects involving technology, engineering, and management techniques used in controlling and processing information and its use (Batoebara, 2020).

## 3. RESEARCH METHOD

In this study, the authors used a qualitative descriptive approach. Qualitative descriptive research, descriptive is a formulation of the problem that guides research to explore or photograph social situations that will be thoroughly, broadly, and deeply examined. According to Bogdan and Taylor quoted by Lexy.J., Moleong (2007) qualitative approach is a research procedure that produces descriptive data in the form of written or spoken words from people and observed behavior.

The author conducted research located at the Seri Amal Medan Foundation, North Sumatra. The author's reason for choosing this location is because this location is strategic in collecting data related to the research focus that the author will examine. The focus of this research is to find out how the SMP MGMP management is at the Seri Amal Foundation. The data source used by researchers in this study is using interview techniques, where researchers will collect informants to respond to or answer research questions, both written and oral questions.

The data source is the subject from which the data is obtained, therefore the type of data source taken in this study is data taken by researchers obtained from respondents from interviews. The subjects of this study were the MGMP chairmen and MGMP members. In addition, there are supporting data used by the author in compiling this research, namely documents or written sources related to research needs

Data collection techniques carried out by the author are interviews. An interview is a conversation with a specific purpose by two parties, namely the interviewer (interviewer) as the questioner and the interviewee (interviewee) as the answerer to the question (Basrowi, 2008). Interviews will be conducted face-to-face or face-to-face with the informants to be interviewed.

This research also uses documentation techniques. Hamidi (2004) argues that "the documentation method is information that comes from important records both from institutions or organizations and from individuals." The documentation of this research is data on the activities of the MGMP program and SK MGMP.

## 4. RESULTS AND DISCUSSION

The Seri Amal Foundation manages 4 junior high schools including SMP Putri Cahaya at Jalan Hayam Wuruk Number 11 Medan, SMP St. Paulus at Jalan Merga Silima Number 18 Sidikalang, SMP St. Ignasius Medan at Jalan Karya Wisata Number 6 Medan, and SMP Kartini at Jalan Lumban Rau Parsoburan. LPM Seri Amal Foundation in managing MGMP uses Whatsapp Groups based on subjects at the junior high school level.

### MGMP Planning at Seri Amal Foundation

Every new school year, the Seri Amal Foundation's Quality Assurance Institute (LPM) carries out teacher data collection in each junior high school unit at the Seri Amal Foundation, bearing in mind that every new school year there are teachers who transfer or change assignments. Organizing subjects and teachers in WhatsApp groups is carried out by LPM Seri Amal Foundation based on subject teacher data received from the Principal of each junior high school unit in the Seri Amal Foundation. The MGMP will plan meetings via WhatsApp groups and zoom meetings/google meetings in planning the tasks of preparing learning tools and exam questions together in the MGMP.

### Implementation of the MGMP at the Seri Amal Foundation

The division of tasks for preparing learning tools and exam questions was coordinated by the Head of Subject MGMP. The learning tools compiled by the MGMP at the SMP level at the Seri Amal Foundation are teaching modules, lesson plans, worksheets, learning media, and assessment instruments. The test questions were prepared by the MGMP teacher in the format of question cards, question grids, and question scripts from LPM YSA. The questions prepared by the MGMP are used for end-of-semester exams and student school exams which are held simultaneously.

### MGMP Evaluation at Seri Amal Foundation

The MGMP evaluation is carried out after collecting learning tools and exam questions in the LPM Seri Amal Foundation email. Correction of learning tools and exam questions prepared by MGMP was carried out by LPM Yayasan Seri. In the implementation of the preparation of learning tools and test questions, it was found that several MGMPs were late in collecting learning tools or exam questions. Lack of teacher motivation in carrying out assignments is the cause of delays in collecting learning tools and exam questions. This problem was handled by the Chair of the Quality Assurance Agency and the Management of the Seri Amal Foundation by giving a warning or coaching to the MGMP through a zoom meeting.

## 5. CONCLUSION

Based on the research and discussion, it can be concluded that: (1) MGMP planning at the Seri Amal Foundation every new school year is carried out by the Seri Amal Foundation's Quality Assurance Institute (LPM), each MGMP in planning the preparation of learning tools and exam questions using WhatsApp groups and zoom meetings/ google meets. (2) The implementation of the MGMP at the Seri Amal Foundation in the preparation of learning tools and exam questions is coordinated by the Head of the Subject MGMP. (3) The MGMP evaluation is carried out after collecting learning materials and exam questions in the LPM Seri Amal Foundation email. Correction of learning tools and exam questions prepared by MGMP was carried out by LPM Yayasan Seri. The problem of the late collection of learning materials and exam questions was handled by the head of the LPM and the Management of the Seri Amal Foundation by giving a warning or coaching to the MGMP through a zoom meeting.

Based on the results of the research, discussion, and conclusions, the researchers make the following suggestions: (1) The need for regular teacher training in preparing learning tools and exam questions. (2) The need for commitment from the MGMP chairman and teachers in participating in MGMP activities. (3) Principals in each unit provide support and motivation for teachers in carrying out MGMP activities. (4) In the future, the MGMP needs to be managed not only to manage learning tools and questions but as a means of sharing information and good practices in learning.

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