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IMPROVED PERFORMANCE OF KKG GUGUS 4 PATRANG JEMBER TEACHER THROUGH DEVELOPMENT OF MATERIALS WITH MICROSOFT PUBLISHER

Titin Kartini¹, Ridho Alfarisi²

¹⁾ *Economic Education, University of Jember*

²⁾ *Elementary School Teacher Education, Universitas Jember*

titin_kartini8090@yahoo.com; alfarisi38@gmail.com

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ABSTRACT

Improving teacher performance as one of the pedagogic competence of teachers so as to generate the expected teachers in Law No. 14 on Teachers and Lecturers. One of the improvements in teacher performance in the learning process is to develop teaching materials in accordance with the environment and characteristics of learners. Two activities are training and mentoring of KKG Gugus 4 Patrang Jember in developing teaching materials with Microsoft Publisher. By using Microsoft Publisher, making a product related to publishing will be easier. In the world of education, LKPD as one of the teaching materials given to the learner to understand a material. Training Activities are given materials about teaching materials and about Microsoft publisher while assistance activities conducted to assist the preparation of teaching materials in accordance with the surrounding environment and characteristics of learners.

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INTRODUCTION

Teacher Performance Improvement in Book 2th Guidance and Teacher Professional Development explained that the teacher performance assessment is conducted on the teacher's competence in accordance with the learning tasks, guidance or additional tasks relevant to the school function. For classroom teachers, the competencies used as the basis for teacher performance appraisal are pedagogic, professional, social and personality as in Government Regulation of the Minister of National Education of Republic of Indonesia No. 16 of 2009 on Academic Qualification

Standards and Teacher Competencies. Meanwhile, Teacher's duties / obligations under Law No. 14 of 2005 article 20 are as follows: (a) planning learning, conducting quality learning process, and assessing and evaluating learning outcomes; (b) promote and develop academic and competency qualifications sustainably in line with the development of science, technology and the arts; (c) objective and non-discriminatory action on the grounds of gender, religion, or family background and socioeconomic status of learners in learning; (d) uphold the laws, laws and code of ethics of teachers, as well as religious and ethical values; and (e) maintaining and fostering the unity and unity of the nation. According by Uhar, the performance of teachers in carrying out their roles and tasks in schools, especially in the learning process in the current context requires development and change towards more innovative, innovative performance of teachers becomes important for the successful implementation of educational innovation in order to improve the quality of education / learning. Teachers can develop in various ways to improve the quality of learners' learning, innovation in performing tasks to create effective learning. Thus improving the performance of teachers in the learning process is to develop teaching materials in accordance with the environment and characteristics of learners. Microsoft Publisher is one of Microsoft office software programs used for desktop publishing activities, such as brochures, catalogs, magazines, LKPD (Student Work Sheets), student books, or teacher books. By using Microsoft Publisher, making a product related to publishing will be easier. In the world of education, LKPD as one of the teaching materials given to students to understand a material. In an interesting LKPD view will be able to motivate students to solve the problems contained in the LKPD. Teachers KKG (Teachers Working Group) Gugus 04 Patrang Jember district is less able and understand in the development of teaching materials as one of the indicators in Teacher Performance Assessment (PKG). This is the background for the training on the development of teaching materials as one indicator of Teacher Performance Assessment on teachers KKG Gugus 4 Patrang Jember. Through training the development of teaching materials using Microsoft Publisher application on KKG teacher Gugus 04 Patrang Jember can improve teacher performance.

APPROACH METHOD

The method of approach used in this activity is: training on teaching materials and utilization of software with steps (instructions) making teaching materials using software, and mentoring in developing teaching materials. The target of this activity is all teachers of KKG Gugus 04 Patrang consisting of 8 (eight) primary schools, namely: (1) SDN Jumerto 01, (2) SDN Jumerto 02, (3) SDN Bintoro 01, (4) SDN Bintoro 02, (5) SDN Bintoro 03, (6) SDN Bintoro 04, (7) SDN Bintoro 05, (8) SDI Raudatul Ulum. The series of approach methods performed are presented in Figure 1 below.

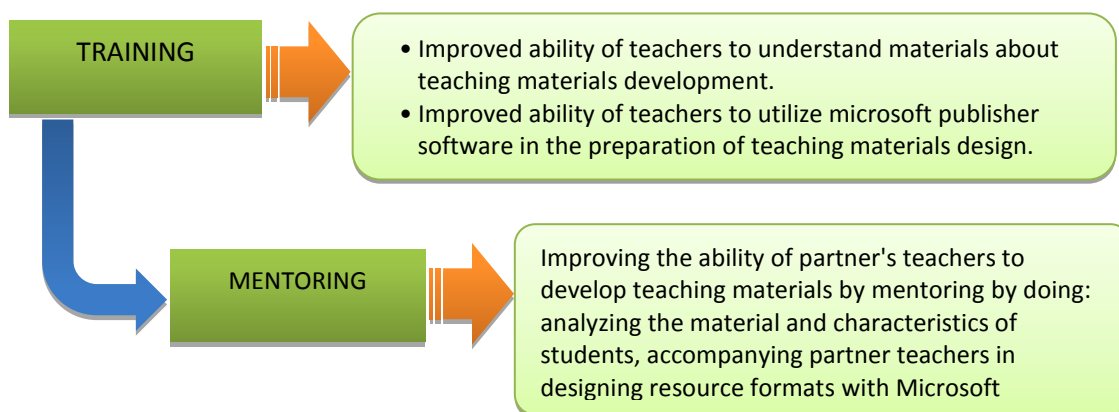


Figure 1. The set of approach methods

RESULTS AND DISCUSSION

This activity aims to improve teacher performance through the development of teaching materials using Microsoft Publisher software. This training and mentoring is expected to foster KKG Gugus 4 Patrang Jember to improve its performance in order to carry out tasks related to the learning process that is the preparation of teaching materials in accordance with the surrounding environment and characteristics of students. Training and mentoring is one of the solutions to improve the performance of KKG Gugus 4 Patrang Jember. Training and mentoring is designed with the customized characteristics of KKG Gugus 4 so that the desired results can be obtained. To design the training and mentoring, there are several steps to be undertaken: (1) conducting an analysis of training needs and mentoring that focus on teacher performance; (2) planning the implementation of training and mentoring by taking into account internal

and external factors, between objectives, participants, infrastructure and materials; (3) carry out training and assistance based on the plan being made; and (4) evaluation of training and mentoring implementation. The results of training and mentoring the development of teaching materials with Microsoft Publisher software to improve the performance of teachers KKG Gugus 4 Patrang Jember, namely:

1. Purpose

The goal formulated is to improve teacher performance, through the preparation of teaching materials conducted by teachers so the performance of teachers in the learning process can be fulfilled.

2. Material

Materials on teaching materials and Microsoft Publisher are given to training activities and for the preparation of teaching materials with Microsoft Publisher done on mentoring activities. All material given is adapted to the character of teacher KKG Gugus 4 Patrang Jember.

3. Strategy

Two activities undertaken in the improvement of teacher performance is training and assistance in the development of teaching materials. In this training activity, teachers are given material (1) definition of teaching materials, various teaching materials and explain the characteristics of each teaching materials and (2) the introduction of Microsoft publisher and the preparation of teaching materials using Microsoft Publisher. Mentoring in the preparation of teaching materials in the form of LKPD, student's book or teacher's book, is done by dividing the group based on the level. It consists of two major groups namely high class and low class groups. Each group, divided into 6 small groups consisting of 5-6 partner teachers. Each small group was accompanied by a student and a team of devotion, along with the distribution of small groups and materials selected by each group to construct the teaching materials. Facilitation with face to face done as much as two (2) times of meeting which continued by using email.

4. Evaluation

Assessment given is each group produce product of teaching materials that can be LKPD, teacher book or student book. The resulting product is tailored to their class.

CONCLUSION

Based on some activities conducted can be summed up as follows:

1. In the preparation of training materials utilizing Microsoft publisher, partner teachers get additional material about teaching materials, various teaching materials, introduction of Microsoft publisher and the steps in the preparation of teaching materials using Microsoft publisher, all partner teachers follow the training activities .
2. On mentoring activities the preparation of materials is done by divided into 5-6 groups tailored to their class. Mentoring was guided by a team of devotion with the help of 4 students. Assistance is done per group so that more focus in mentoring and teacher partners will be easier in preparation of teaching materials.

As for suggestions on this activity, during the training utilization Microsoft publisher in the preparation of teaching materials, the lack of partner teachers who bring laptops. So to directly practice the results of the training is very difficult, it is advisable to mentoring at least 2 partner teachers using a laptop.

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