



The Nature of Administration and Supervision as Elements in Developing Educational Resources

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ABSTRACT

Educational administration and supervision are two fundamental, interrelated aspects of educational resource development. Administration functions as a manager who plans, organizes, and oversees the efficient use of resources, while supervision plays a role in improving the quality of teaching and teacher performance through constructive guidance and evaluation. This study aims to identify the nature of administration and supervision and their roles in developing the professionalism of educators and improving the quality of education. Through a literature review, it was found that collaboration between effective administration and targeted supervision creates a conducive learning environment, supports the growth of teacher competencies, and contributes to the achievement of the educational vision. The results of the study indicate that administration and supervision are two important elements that serve as the main foundation in educational resource development. Administration provides a structure and governance that regulates resource allocation, planning, and organization that ensures the continuity of the educational process efficiently and in alignment with the school's vision. Supervision, on the other hand, plays a role in providing guidance, evaluation, and motivation for educators to continuously improve their competence and teaching quality. The synergy between administration and supervision not only supports the professional development of teachers and other educational staff but also creates a conducive learning environment and improves the overall quality of educational services. With structured administration and effective supervision, schools are able to achieve higher educational standards, meet community expectations, and contribute to the formation of a more qualified generation.

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INTRODUCTION

Administration and supervision play a crucial role in the development of educational resources, which are fundamental to the advancement of educational institutions. Administration focuses not only on the management of physical and financial resources but also encompasses the effective processes of planning, organizing, implementing, and controlling. This enables every element of education to operate according to established standards, creating a conducive and optimal learning environment for students. (Murtafiah 2022) In this context, educational administration aims to ensure that all school activities run smoothly and in accordance with the established vision and mission, thereby achieving overall educational goals. On the other hand, supervision plays a crucial role in ensuring the quality of learning and the

performance of educators. Through supervision, a principal or supervisor can provide guidance to teachers to improve the quality of teaching and implement more effective learning approaches. Supervision also encourages teachers to develop their competencies, both academically and pedagogically, so that they can make a significant contribution to the formation of an intelligent, creative, and virtuous generation. Thus, supervision plays a crucial role in improving the quality of education and creating professional and competent educators. (Putri, Warisno, and Hartati 2022).

Administration and supervision are not only concerned with technical management aspects, but also concern human resource development in education. Human resource management in educational settings must encompass the development of competency, adaptability, and innovation in teachers and other educational staff. Good administration can create an environment that supports collaboration and communication, as well as increase the work motivation of all school staff. Conversely, without well-planned administration, educational organizations will face obstacles in achieving their goals. (2018 Manuscript) Therefore, administration and supervision play a central role in ensuring that education runs optimally and produces quality graduates.

In practice, the effective implementation of administration and supervision requires the participation of all parties within the school environment, from the principal, teachers, administrative staff, and students. As the primary leader, the principal must be able to create synergy between administration and supervision through a transparent and inclusive approach. This approach can build harmonious relationships among school members and enhance a sense of shared responsibility for achieving educational goals. The participation of all school members also allows for a more comprehensive evaluation of the effectiveness of implemented administrative policies and supervision strategies. (Kurniasih 2024) Supervision in modern education is not solely focused on supervision, but rather focuses on efforts to assist and guide educators in improving their competencies. In this context, supervision is seen as a mentoring process aimed at identifying teachers' strengths and weaknesses, thereby providing constructive input for improvement. This educational supervision includes providing positive feedback, participatory discussions, and ongoing guidance, so that teachers can better fulfill their roles. (Siddik, Harahap, and Murtafiah 2023) Through this supervision process, it is hoped that the quality of teaching can be continuously improved. The need for effective administration and supervision is increasingly pressing in line with the demands for improving the quality of education. The world of education faces complex challenges, especially in the current era of globalization and digitalization. Competition between schools and other educational institutions is increasingly fierce, necessitating more adaptive and innovative administrative and supervisory strategies. Principals and supervisors must be able to develop strategies relevant to changing times, for example by integrating technology into educational administration and supervision, which aims to increase efficiency and productivity. In this way, education can become more responsive to the needs of society. (Warisno and Mujtahidin 2022).

Effective administration and supervision also have a direct impact on the work motivation of teachers and school staff. When principals and supervisors implement transparent management and provide appropriate guidance, this can increase job satisfaction and encourage teachers to be more innovative in the learning process. Providing awards or recognition for teachers' achievements in carrying out their duties can also stimulate their work enthusiasm. Furthermore, constructive supervision can

provide a forum for resolving problems teachers may encounter in the learning process, thus creating a more harmonious and productive work environment. Teacher professional development is also one of the expected outcomes of the implementation of effective administration and supervision.(Asyanto, Warisno, and Setyaningsih 2024)With ongoing support from the principal and supervisor, teachers will feel more motivated to improve their competencies through training or other professional activities. Good administration will ensure consistent development programs, while supervision will help guide teachers in applying acquired knowledge in learning activities. This process will ultimately produce more competent educators who are able to adapt to the latest curriculum developments and teaching methods. In the context of sustainable education, administration and supervision also play a role in creating an environment that supports innovation. Educational institutions need to adopt innovative approaches to teaching and management, especially in response to changing educational needs today. Supervision can help identify opportunities for innovation in learning, while good administration will provide the necessary support in the form of policies, facilities, or other necessary resources. In this way, educational institutions can continue to adapt and produce graduates who are ready to face future challenges.(Warisno 2017).

Overall, administration and supervision are two complementary aspects in the development of educational resources. Well-structured administration will create a strong foundation for the smooth running of all educational activities, while quality supervision will ensure that the learning process is effective and has a positive impact on students. Both aspects share the same goal: to improve the quality of education and create an optimal learning environment for students. Therefore, administration and supervision are not only supporting elements but also essential elements in the development of quality education.

METHOD

The research method used in this study on the nature of administration and supervision as elements of educational resource development is a literature review. This approach is carried out by collecting, reviewing, and analyzing various relevant literature, such as journals, books, scientific articles, and previous research reports, which discuss the role of administration and supervision in educational resource development. This literature review aims to understand the basic concepts, theories, and results of previous research on administration and supervision in the educational context, while also identifying trends, challenges, and solutions that have been implemented in various educational institutions.(Pahleviannur et al. 2022)The research process began with the collection of relevant literature sources through various academic databases and digital libraries, with selection criteria that included literature covering the administration, supervision, and development of educational resources. The data obtained were then analyzed qualitatively through content analysis techniques, where the data were sorted and categorized based on related themes, such as the role of administration in supporting educational efficiency, the role of supervision in improving teacher quality, and the contribution of both to the development of the competencies of educators and education personnel. After the data were categorized, the findings were interpreted to formulate a comprehensive view of the nature of administration and supervision as elements of educational resource development. Furthermore, source triangulation methods were used to validate the data, namely by comparing various sources and perspectives drawn from different

literatures, so that more comprehensive conclusions could be obtained. The results of this study are presented in a comprehensive narrative form to provide an overview of the importance of administration and supervision in improving the quality of human resources in the field of education, as well as to provide recommendations that can be implemented in educational environments in accordance with the results of the literature review. (Zakariah, Afriani, and Zakariah 2020).

RESULTS AND DISCUSSION

Results

The results of this study, which are based on a literature review, reveal that administration and supervision play a fundamental role in developing educational resources, particularly in improving the quality of teaching and learning staff. Based on various literature reviews, administration is identified as a function that encompasses planning, organizing, directing, and controlling all educational activities within an institution. Effective administration in an educational environment provides a strong structure and supports efficiency in the management of resources, including time, energy, and funds. (Rofiki 2019) This impacts the achievement of more optimal educational goals, as each element involved has a clear role and is directed towards achieving better educational quality. Some very important points of administration and supervision in developing natural resources include:

1. The Role of Administration in Managing Educational Resources

Administration in educational settings is responsible for planning, organizing, directing, and controlling all educational activities. This function includes managing human resources, finances, and facilities to ensure that every element of the school operates in accordance with the institution's goals. Literature studies show that structured and organized administration helps institutions use educational resources efficiently and effectively, supports the teaching and learning process, and improves the overall quality of education. (Lubis, MM, and Haidir 2019).

2. Supervisory Function in Improving Teacher Performance

Supervision is a structured process for monitoring, guiding, and evaluating teacher performance. The primary goal of supervision is to enhance teacher competency through constructive feedback and identification of areas for improvement. The literature shows that consistent supervision helps teachers develop pedagogical, managerial, and evaluative skills, making them better equipped to face learning challenges. With effective supervision, teachers can improve the quality of their teaching, which directly impacts student achievement.

3. Synergy between Administration and Supervision in the Development of Educational Human Resources

Literature studies reveal the importance of synergy between administration and supervision to achieve optimal educational resource development. Good administration creates a structure that supports effective supervision, while supervision provides feedback to improve the administrative system. Principals and educational supervisors play key roles in building this synergy, motivating teachers, and creating a positive work culture. Through close collaboration, administration and supervision can ensure the achievement of educational standards and better human resource development. (Asyari 2020).

4. Developing Teacher Professionalism through Administration and Supervision

Administration plays a role in providing professional development programs for teachers, such as training, workshops, and seminars. Supervision, on the other hand, serves as a tool to evaluate the effectiveness of these programs and provide teachers with direct feedback on their progress. Studies show that with administrative and supervisory support, teachers can continuously improve their skills and competencies and be better prepared to face new developments and challenges in the world of education.

5. The Role of Administration in Managing Educational Personnel

Administration focuses not only on teachers but also on other educational staff, such as administrative and clerical staff. Structured administration ensures that each educational staff member has a clear job description and works efficiently. Supervision of educational staff is also necessary to ensure that the administrative services they provide run smoothly and support the smooth teaching and learning process. Research shows that good organization of educational staff creates a more orderly and supportive educational environment. (Son 2023).

6. Impact of Administration and Supervision on the Quality of Education

Efficient administration and effective supervision help ensure that every component within an educational institution functions according to established quality standards. Solid administration enables sound planning and the wise use of resources, while supervision ensures that teachers and staff perform to expected standards. The literature confirms that the synergy between the two plays a significant role in improving educational quality, as it provides the foundation for achieving the institution's vision and mission.

7. Developing a Conducive Learning Environment through Supervision

Supervision also serves to create a conducive learning environment for students. In this context, supervision provides guidance to teachers and other educational staff to create a positive and safe classroom atmosphere for students. A positive learning environment makes students more motivated and comfortable in learning, thus improving their learning outcomes. Literature research shows that a conducive learning environment plays a crucial role in the success of the educational process. (Pohan 2024).

8. Administrative Contribution to the Achievement of the Vision and Mission of Education

Good administration helps educational institutions develop long-term strategies to achieve their vision and mission. Planned administration ensures that all educational programs and school activities align with the institution's ultimate goals. According to the literature, a strong vision and mission help motivate all staff and teachers to work toward a common goal, making administration a crucial foundation for achieving greater educational success.

9. Supervision as a Support for Improving the Quality of Educational Services

Supervision is not limited to teaching aspects, but also includes services provided by educational staff, such as administrative services to students and parents. Effective supervision helps evaluate the quality of these services, ensuring that every

student's needs are met effectively. Literature research shows that good quality educational services contribute to a positive school image and build public trust in educational institutions. (Susanto et al. 2023).

10. Administration and Supervision as Pillars of Educational Resource Development

Administration and supervision serve as two main, complementary pillars in the development of educational resources. Administration provides a clear framework for management, while supervision offers guidance for ongoing professional development. Literature studies confirm that administration and supervision, working hand in hand, result in improved quality of educational human resources, ultimately enhancing the overall effectiveness and efficiency of educational institutions, positively impacting the quality of education. (Marmoah 2016).

Discussion

Supervision, on the other hand, has been found to play a strategic role in monitoring, evaluating, and fostering the performance of teachers and education personnel. The literature shows that structured and systematic supervision helps identify teachers' strengths and weaknesses in the learning process and provides constructive feedback for improvement. Good supervision aims not only to supervise but also to develop teachers' professional skills through ongoing training, mentoring, and guidance. With targeted supervision, teachers can improve their ability to design and implement more effective learning, which ultimately contributes to improved student learning outcomes. This literature review also emphasizes the importance of synergy between administration and supervision in achieving educational resource development. (Sudaryo, Aribowo, and Sofiati 2019) Structured administration creates a conducive environment for effective supervision, while quality supervision provides the feedback necessary to improve the administrative process. In this context, principals and educational supervisors play a crucial role as leaders capable of motivating and guiding teachers and other educational staff to achieve higher performance standards. Principals with strong administrative skills will be able to develop systematic supervision programs, while competent supervisors can assist principals in evaluating the implementation of educational policies and programs in schools. (Sabrina 2021).

The literature review shows that administration and supervision also serve as a means of improving the professionalism of educators. Efficient administration enables educational institutions to conduct professional development programs such as training and workshops, which can enhance teacher skills. Furthermore, ongoing supervision serves as an evaluation mechanism for teachers, allowing them to continuously hone their skills in facing challenges in the teaching process. The studies reviewed in this research indicate that teacher professional development supported by good administration and supervision significantly impacts the quality of the teaching and learning process in the classroom. (Hidayat 2023). Furthermore, this literature review also found that administration and supervision are not only beneficial for teachers but also support the development of other educational staff. Good administration ensures that the duties and functions of educational staff, such as administrative and clerical staff, are managed clearly and systematically. This impacts their performance in supporting the educational process in schools, such as student data management, financial administration, and school infrastructure. Supervision that includes educational staff also helps improve the quality of services provided to

students and teachers, ultimately creating a more conducive learning environment. The reviewed literature also shows that administration and supervision are important components in achieving overall educational quality. Efficient administration plays a role in planning and managing resources, while effective supervision ensures that all elements within an educational institution operate in accordance with established quality standards. Thus, the synergy between the two is an important foundation for educational institutions to achieve their desired vision and mission. Based on the results of this study, it can be concluded that administration and supervision are mutually supportive elements in building and developing educational resources comprehensively, which directly contributes to improving the quality of education. (Sinambela 2021).

Educational administration plays a key role in managing and utilizing educational resources, both tangible resources, such as facilities and budgets, and intangible resources, such as teaching staff and work systems. Through planning, organizing, and monitoring, administration ensures these resources are managed efficiently to support school activities. This management is crucial for all elements of education to work in harmony to achieve the primary goal of improving the quality of educational services and creating an optimal learning environment. Supervision in schools aims to improve teacher performance in classroom management and the learning process. In its implementation, the principal or supervisor provides guidance and evaluation of teaching methods and material delivery by teachers. This guidance encourages teachers to improve teaching techniques, better manage the curriculum, and introduce innovations in learning. With structured supervision, the quality of teaching and teacher motivation to continue developing can be significantly improved. (Affandi, Amrullah, and Esha 2022) Administration and supervision complement each other in developing human resources in education. Administration provides a structure that enables effective supervision, while supervision provides feedback for improving the administrative system. The collaboration between the two creates a continuous cycle of improvement that ensures all elements of the school function optimally. This synergy is crucial for building a strong work team and ensuring that all processes in the school are aligned with the educational vision. Administration is responsible for organizing teacher training and professional development, while supervision ensures that this training is implemented in teaching. Administration designs relevant training programs, such as workshops or teaching skills training, that are useful for improving teacher capacity. Supervision then evaluates the results in classroom teaching practices, so that teachers not only master new material but are also able to apply it to improve the quality of learning.

Educational administration not only manages teachers but also other educational personnel, such as administrative staff and service officers. This arrangement includes the division of tasks, performance evaluation, and the provision of relevant training to support their functions in the school. Well-managed educational personnel can efficiently support the school's operational needs, thus creating an orderly and effective educational environment. The role of administration in managing these educational personnel ensures that all parties contribute to the success of the educational process. Administration and supervision are two elements that significantly influence educational quality. Administration establishes operational standards that must be implemented, while supervision ensures that all parties adhere to these standards on a daily basis. This synergy is crucial in ensuring that every activity in the school aligns with the established educational vision and mission. This

way, educational quality can improve, and schools are able to meet community expectations in providing quality educational services. A conducive learning environment significantly influences student learning outcomes. Supervision helps teachers create a positive, interactive, and supportive classroom atmosphere. Furthermore, supervision also encourages teachers to adopt teaching methods that increase student participation. With a conducive learning environment, students are more motivated and focused on learning, enabling them to achieve learning objectives effectively. Good supervision provides guidance and support to teachers to ensure this is achieved. (Marmoah 2016).

Educational administration plays a crucial role in ensuring the achievement of a school's vision and mission. Through careful planning, the administration establishes short- and long-term goals and designs strategies to achieve them. It also allocates resources according to priorities that support the vision and mission. With good organization, the administration ensures that all components of the school work toward the same goal: providing quality and meaningful education for students. Supervision aims to improve not only the quality of teaching but also the overall quality of educational services within the school. During supervision, the principal or supervisor evaluates administrative services, facilities, and interactions with students and parents. Effective supervision ensures that all aspects of educational services are running smoothly, are responsive to student needs, and meet community standards. This is crucial for creating a positive school image and increasing public trust in educational institutions. (Sabrina 2021).

Administration and supervision serve as two key pillars in the development of educational resources. Administration provides systems and procedures that facilitate the teaching and learning process, while supervision provides guidance and direction to educators to work more effectively. Both contribute to the development of professional, competent, and dedicated human resources in carrying out their duties at school. With good administration and supervision, the quality of education can be continuously improved, making schools a safe, comfortable, and highly competitive place to learn.

CONCLUSION

Administration and supervision are two essential elements that serve as the primary foundation for developing educational resources. Administration provides the structure and governance that govern resource allocation, planning, and organization, ensuring the efficient continuity of the educational process and alignment with the school's vision. Supervision, on the other hand, plays a role in providing guidance, evaluation, and motivation for educators to continuously improve their competence and teaching quality. The synergy between administration and supervision not only supports the professional development of teachers and other educational staff but also creates a conducive learning environment and improves the overall quality of educational services. With structured administration and effective supervision, schools are able to achieve higher educational standards, meet community expectations, and contribute to the formation of a more qualified generation.

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