

## **SCOPE OF EDUCATION MANAGEMENT: RELATIONSHIP BETWEEN ORGANIZATION, ADMINISTRATION AND EDUCATION MANAGEMENT**

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### **Abstract**

This study aims to examine in depth the scope of educational management with a focus on the relationship between the organization, administration, and management of education. These three components are considered the main pillars in managing an effective and efficient education system. The research method used is a literature study. The results of the study indicate that the organization, administration, and management of education have a close relationship and influence each other in the process of managing education. The organization acts as a fundamental structure that provides a framework for the implementation of educational activities, while the administration is responsible for the arrangement and coordination of operational processes within the organization. Educational management focuses on strategic planning, decision making, and control to ensure the achievement of educational goals optimally. The organization, administration, and management of education are three main pillars that cannot be separated in achieving educational goals. Each pillar has a specific role and function that complements and supports each other. Without good synergy between the three, the education system will not be able to function optimally.

**Keywords:** Scope, relationship, organization, administration, education management

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## **INTRODUCTION**

Talking about management is inseparable from efforts to make systematic arrangements so that the goals of the organization, especially educational institutions, can be achieved as desired. As a science, management has a basic concept and clear goals. A.F. Stoner stated that management is the process of planning, organizing and using organizational resources to achieve predetermined goals. In line with the opinion of Kalkan et al., (2020) who said that management is a detailed process of planning, organizing, driving and controlling an organization to achieve predetermined goals using humans and other resources. According to Hallinger, P. (2020) educational management is a field that includes the process of planning, organizing, implementing, and supervising in an educational environment to achieve educational goals effectively and efficiently. Educational management not only focuses on the management of human and material resources, but also includes broader aspects such as curriculum development, teaching methods, and evaluation of educational performance. Educational management has a central role in determining the success of the education system, both at the school, university, and other educational institutions levels (Díez et al., 2020). Basically, educational management includes a series of processes that regulate various important elements in educational institutions, such as human resources, materials, and finances, to ensure that educational goals are achieved effectively and efficiently.

The scope of educational management includes various aspects related to the management of education effectively and efficiently. This study aims to understand the relationship between the organization, administration, and management of education, and how these three elements interact with each other in the context of education. Educational management is not only limited to school management or learning, but also involves developing policies that impact all levels and types of education. This includes the management of human resources, facilities and infrastructure, and the relationship between schools and the community (Aisyah et al., 2022).

In the context of education, organization, administration, and management are closely related and influence each other. Educational organizations, which consist of formal and informal structures, provide a framework for all processes that occur within educational institutions. This organizational structure determines how tasks and responsibilities are distributed, and how communication and coordination are carried out between various levels and parts of the educational institution. Organizations in the

context of education function as a framework that regulates interactions between various components, such as students, teachers, and administrative staff. Educational administration focuses on developing systems and procedures that support the implementation of education, including budget and resource management. Meanwhile, educational management includes the process of planning, organizing, staffing, leading, and controlling to achieve educational goals effectively. It involves the application of management theories in the educational context to improve the quality and learning outcomes (Himmetoglu et al., 2020).

Educational administration, on the other hand, deals with the management of day-to-day operations in educational institutions. Administration plays a role in planning, supervising, and controlling various educational activities, including the management of finances, human resources, facilities, and data. The effectiveness of administration greatly affects the quality of educational services provided and the achievement of institutional goals (Atasoy, 2020).

Alayoubi et al., (2020) educational management includes broader strategic arrangements, involving decision-making, policy-making, long-term planning, and monitoring the implementation of these policies. Educational management also focuses on developing the vision and mission of the institution, and how to achieve this vision through the utilization of existing resources. Research on the relationship between the organization, administration, and management of education is important because these three elements are the main foundations in achieving quality educational goals. A deeper understanding of how these three elements interact and influence each other can provide insight into the development of more effective educational management strategies. Thus, this study aims to explore and analyze the relationship between organization, administration, and management in the context of education, and their impact on achieving educational goals.

These three elements are interrelated and interact in carrying out educational functions. The organization provides a structural framework that is the foundation for administration and management to work. Administration manages the day-to-day operations of the organization, while management takes a strategic role to ensure that the institution's long-term goals are achieved. Overall, collaboration between the organization, administration, and management is key to creating an effective and productive educational environment (Akram, M., & Khan, 2020).

By understanding the scope of educational management and the relationship between organization, administration, and management, this study is expected to provide deeper insight into ways to improve the effectiveness of the education system. This is important to ensure that education can meet the needs of society and prepare future generations well. Through this study, it is hoped that a model or approach to educational management can be found that can be implemented effectively in various types of educational institutions, so that it can improve the overall quality of education.

## **RESEARCH METHOD**

In this study, data were collected through descriptive methods from various reliable sources, including literature studies and recent publications. The scope of educational management: the relationship between organization, administration, and educational management is described using a descriptive approach. Collecting literature related to the research topic is the first stage of this research method. Literature research is conducted using academic databases, scientific journals, and related publications that discuss the relationship between organization, administration, and educational management. The selected literature must be relevant to the research objectives and of high quality. After the literature is collected, relevant data and information about the introduction of organizations in education, definitions and concepts of educational administration, educational management, the relationship between organizations, administration, and educational management related to the research topic.

## **RESULT AND DISCUSSION**

### **Introduction to Organizations in Education**

Kovalenko et al., (2020) stated that an organization in education is a structured system that regulates various elements and resources to achieve educational goals. This organization includes various institutions such as schools, universities, training centers, and other educational institutions designed to provide education to individuals at various levels and fields. An organization in education is a place where individuals gather and interact to achieve predetermined educational goals. In this context, the organization functions as a structure that regulates various activities and resources in the educational environment, such as schools, universities, and other educational institutions.

Organization in education refers to the grouping and arrangement of human resources, materials, and facilities in educational institutions to achieve predetermined goals. This organization includes a clear hierarchy, roles, and responsibilities among members of the institution, which are designed to support the teaching and learning process and the achievement of expected educational outcomes. An organization can be defined as a mechanism that unites activities to complete work in a systematic and planned manner (Stephens, 2021). In education, the organization helps in the division of tasks, arrangement of resources, and management of activities to achieve common goals. This includes regulating the relationships between students, teachers, and administrative staff, and ensuring that all parties work well together.

The organizational structure of education usually consists of several levels, from top management to teaching staff and students. Each level has different roles and responsibilities, all of which are interconnected to support the educational process (Lueg, K., & Graf, A. (2022)). For example, the principal is responsible for strategic decision-making, while teachers are responsible for implementing the learning process in the classroom. This structure can vary depending on the type and size of the educational institution. In general, the organizational structure of education involves:

**Institutional Leaders:** For example, the principal or rector, who is responsible for the overall operation and leadership of the institution.

**Administrative Staff:** The group that manages non-academic aspects such as finance, facilities, and other administrative services.

**Educators:** Teachers, lecturers, and other educators who are directly involved in the learning process.

**Support Staff:** Employees who support daily operations, such as librarians, technicians, and cleaners.

**Students:** Learners who are the focus of all activities in the educational organization.

In educational organizations, coordination and communication are essential to ensure that all activities run according to plan. Coordination helps align various units within the organization, while effective communication allows information and direction to be conveyed clearly to all members. Without these two elements, educational organizations can experience obstacles in achieving their goals. Organizations in education have several important functions and roles, including (Göker, S. D., & Göker, 2020):

1. Organizing the Learning Process

The organization helps in designing, implementing, and evaluating the learning process to ensure the effectiveness and quality of education.

2. Managing Resources

The organization is responsible for managing human resources, materials, and facilities to support educational activities.

3. Supporting the Achievement of Educational Goals

With an orderly structure and system, educational organizations ensure that educational goals are achieved efficiently and effectively.

4. Providing a Conducive Environment

The organization creates an environment that supports the teaching and learning process, both through the provision of adequate physical facilities and through the development of a positive organizational culture.

A good organization in education is very important because it determines how an educational institution functions and achieves its goals. A well-structured organization allows for efficient coordination, effective communication, and informed decision-making. All of these contribute to achieving better educational outcomes and to the development of students (Narymen, 2022). Organizations in education play a very important role in creating an effective learning environment. With a clear structure, good division of tasks, and effective coordination and communication, educational organizations can function optimally to achieve the desired educational goals. Overall, organizations in education are not just a composition of positions and roles, but also include how an educational institution directs its resources to achieve the established educational mission and vision.

### **Definition and Concept of Educational Administration**

Educational administration is an important component in educational management, which focuses on the management of resources and operational processes in an educational institution to achieve predetermined educational goals. Educational administration includes various activities related to planning, organizing, directing, supervising, and evaluating all aspects related to educational operations (Welsh, R. O., & Swain, 2020). According to Pettersson, F. (2021) educational administration is an integral process that involves various activities and collaboration between individuals and groups in educational institutions. With good management, educational administration can help improve the quality of education and achieve desired goals effectively and efficiently.

Educational administration can be defined as a systematic process that involves planning, organizing, directing, coordinating, and controlling all resources in an educational institution to achieve predetermined goals in the most efficient and effective way. This includes the management of aspects such as curriculum, teaching staff, facilities, finances, and educational policies. Educational administration is a process that involves a series of activities to achieve educational goals by considering the various components in the education system. According to the Ministry of Education and Culture of the Republic of Indonesia, educational administration includes planning, organizing, directing, coordinating, supervising, financing, and reporting. All of these activities are carried out to ensure that education can take place effectively and efficiently. More broadly, educational administration can be interpreted as cooperation between various parties in educational institutions to achieve predetermined educational goals. This process involves managing human resources, curriculum, and educational facilities to create an optimal learning environment.

Educational administration operates based on several basic concepts that form the framework for educational management (Norman-Major, 2023):

1. Planning

Educational administration begins with the planning process, where educational goals are identified and strategies to achieve them are developed. Planning involves setting short-term and long-term goals, as well as developing operational plans that support the achievement of those goals.

2. Organizing

After planning, the next step is organizing. This involves arranging resources, both human and material, as well as dividing tasks and responsibilities among educational staff. Organizing creates a structure that allows educational institutions to operate effectively.

3. Directing

Directing is the process of leading, directing, and motivating staff to carry out their tasks according to established plans. It includes clear communication, guidance, and decision-making that promotes the achievement of educational goals.

4. Supervision

Supervision is the process of monitoring and evaluating the implementation of educational plans and activities. The goal is to ensure that all aspects of

operations are running according to plan, and to take corrective action if there are deviations.

#### 5. Controlling

Controlling involves assessing performance against established standards, and making adjustments to ensure that educational goals are achieved. Controlling includes evaluating results, assessing the effectiveness of policies, and revising strategies if necessary.

Moore et al., (2020) stated that educational administration functions to ensure that the educational process runs smoothly and in accordance with the goals that have been set. The main functions of educational administration include:

**Curriculum Management:** Educational administration regulates the preparation, implementation, and evaluation of the curriculum that is in accordance with the needs of students and educational standards.

**Human Resource Management:** Administration is responsible for the recruitment, development, assessment, and maintenance of teaching staff and support staff.

**Facilities and Financial Management:** Administration also includes the management of physical facilities, such as buildings and equipment, as well as financial management, including budgets and expenses.

**Stakeholder Relations:** Educational administration ensures effective communication and collaboration with various stakeholders, such as the government, parents, and the community.

Effective educational administration is essential for the continuity and success of the educational process. With good administration, educational institutions can run efficiently, meet quality standards, and achieve the expected educational goals. In addition, efficient administration can also improve staff welfare, learning quality, and student satisfaction, all of which contribute to improving the overall quality of education (Zhang et al., 2022).

### **Education Management**

According to Pugacheva et al., (2020) educational management is a systematic process that involves planning, organizing, directing, supervising, and evaluating all resources and activities in the educational environment to achieve predetermined educational goals effectively and efficiently. Educational management plays a role in managing all aspects related to educational institutions, including curriculum, teaching staff, facilities, finances, and interactions with various stakeholders. Educational management is a

process that involves planning, organizing, implementing, and supervising in managing various resources in the field of education. These resources include people, money, materials, methods, machines, and information, all of which are directed towards achieving educational goals effectively and efficiently. Educational management functions to create order and efficiency in the implementation of educational activities. This includes human resource management, curriculum development, and the arrangement of educational facilities to support optimal teaching and learning processes. Educational management includes various activities aimed at creating conditions that support optimal learning and improving the quality of education. This involves the application of general management principles in the context of education, which aims to achieve educational goals that are sustainable and relevant to the needs of learners, society, and the world of work (Marsakha et al., 2021).

#### A. Main Components in Educational Management

1. **Planning:** Planning strategies and steps to be taken to achieve educational goals. This includes curriculum development, resource allocation, and determining policies to be implemented.
2. **Organizing:** Arranging human, material, and financial resources in a structure that allows for the achievement of goals in the most efficient way. This includes the division of tasks, team formation, and the creation of a supportive organizational structure.
3. **Directing:** Directing and leading educational staff so that they work according to the established plan. This involves effective communication, motivation, and decision-making that ensures activities run according to objectives.
4. **Supervision:** Overseeing the implementation of the plan to ensure that all educational activities run according to established standards. Supervision also includes assessing performance and making adjustments if necessary.
5. **Evaluation:** Assessing the results of educational activities to ensure that goals are achieved and identifying areas that need improvement. This evaluation is important for developing future strategies and improving the quality of education.

#### B. Objectives of Educational Management

The main objective of educational management is to ensure that the educational process takes place effectively, efficiently, and in line with the goals that have been set. Some specific objectives of educational management include (Figueiró et al., 2022):

1. **Improving the Quality of Education:** Ensuring that the learning process that takes place is in accordance with high quality standards and is relevant to the needs of students.
2. **Effective Resource Management:** Optimizing the use of resources, including teaching staff, facilities, and funds, to achieve maximum educational outcomes.
3. **Relevant Curriculum Development:** Designing and implementing a curriculum that is in accordance with developments in science, technology, and community needs.
4. **Increasing Operational Efficiency:** Reducing waste and increasing efficiency in daily operations in educational institutions.
5. **Stakeholder Satisfaction:** Meeting the expectations and needs of various stakeholders, including students, parents, the community, and the world of work.

Good educational management is very important because it affects all aspects of the operation and quality of education. With effective management, an educational institution can be more adaptive to change, more efficient in the use of resources, and more effective in achieving its goals. In addition, educational management also plays an important role in creating a conducive learning environment and supporting optimal development for students.

### **The Relationship between Organization, Administration, and Educational Management**

Educational organization, administration, and management are three interrelated components that work together to achieve educational goals. Although they have different focuses and functions, the three form an important unit in creating an effective, efficient, and quality educational environment (Komalasari et al., 2020).

An educational organization is a structure or framework consisting of various components, such as individuals, groups, and resources, which are arranged to achieve educational goals. This organization includes the division of tasks, hierarchy, and relationships between parts within an educational institution. The main function of the organization is to provide a framework that allows the educational process to run orderly and systematically (Meyer et al., 2022).

**Organizational Structure:** The organization determines how the educational institution is structured, including the division of roles and responsibilities among staff and leaders.

**Coordination and Communication:** The organizational structure helps in coordinating activities and facilitating communication between various parts of the educational institution.

Educational administration is the process of managing the day-to-day operations of an educational institution. It includes planning, organizing, directing, supervising, and evaluating activities to ensure that all resources are used optimally and that educational activities run smoothly (Gümüő, S., & Bellibaő, 2020).

**Policy Implementation:** The administration is responsible for implementing policies set by management within the framework of the organizational structure.

**Resource Management:** The administration manages human resources, finances, and facilities to support the achievement of educational goals.

**Operational Supervision:** The administration ensures that every part of the organization works according to the plans and policies that have been set.

Educational management is a decision-making process that focuses on strategic planning, supervision, and evaluation to achieve the long-term goals of an educational institution. Educational management includes developing a vision and mission, formulating policies, and developing strategies to achieve those goals (Lam et al., 2021).

**Strategic Planning:** Educational management sets long-term goals and develops plans to achieve them, which are then implemented through the organizational and administrative structures.

**Decision Making:** Management makes strategic decisions that direct the entire educational organization towards achieving the desired goals.

**Monitoring and Evaluation:** Management monitors and evaluates the performance of the organization and administration to ensure that educational goals are achieved effectively.

These three components are interrelated in forming and running an effective educational system.

1. Educational management acts as a strategic director who determines the vision, mission, and goals of the educational institution. Management regulates how resources will be used, formulates policies, and establishes strategies to achieve these goals.
2. Educational organizations provide the structural framework needed to implement plans and policies set by management. The organizational structure determines how tasks and responsibilities are distributed among members of the educational institution.

3. Educational administration acts as an operational executor who manages all day-to-day activities in the organization in accordance with the policies and plans set by management. Administration ensures that every part of the organization functions properly and educational goals are achieved.

The relationship between organization, administration, and educational management is a synergistic relationship. Management provides direction and goals, the organization provides structure and framework, while administration manages daily implementation to ensure that educational goals can be achieved efficiently and effectively. These three elements together create an educational environment that functions optimally and supports the achievement of quality educational outcomes (Zulaiha et al., 2020).

Organization, administration, and educational management are three interrelated components that play an important role in achieving effective educational goals. Each has different functions and responsibilities, but they work together to create an efficient educational system.

These three components interact and support each other. The organization provides the structure needed to carry out educational activities, while administration ensures that all processes run smoothly and orderly. On the other hand, management functions to direct and control all activities in the organization in order to achieve the desired goals. Without harmonious cooperation between the organization, administration, and management, the education system can experience chaos and ineffectiveness (Abbas et al., 2020). Therefore, it is important for each component to understand its role and collaborate to achieve better educational goals.

## **CONCLUSION**

Organization, administration, and management of education are three main pillars that cannot be separated in achieving educational goals. Each pillar has a specific role and function that complement and support each other. Without good synergy between the three, the education system will not be able to function optimally.

1. Organization in the context of educational management acts as a structural framework that regulates various elements of education. This includes the arrangement of resources, both human and non-human, as well as the determination of clear tasks and responsibilities. The organization ensures that all components in educational institutions operate in harmony to achieve the vision and mission of education.

2. Educational administration focuses more on the implementation and management of daily operations. This includes the development and implementation of policies, the arrangement of work procedures, and the supervision of the implementation of tasks. Administration is responsible for ensuring that educational activities run according to established plans and regulations.
3. Management in education functions to plan, organize, lead, and control all activities within the educational organization. This includes strategic decision-making that will affect the entire educational process. Management seeks to ensure that available resources are used effectively and efficiently to achieve the desired results.

The success of the education system is not only determined by one component, but by the harmonious interaction between the three. Each element must work in good coordination to create a conducive and productive educational environment. From the results of this study, it can be concluded that to achieve effectiveness in educational management, educational managers must have a deep understanding of the functions and relationships between organization, administration, and management. They must be able to integrate these three aspects in daily practice to achieve educational goals optimally. Success in education depends greatly on how organization, administration, and management are integrated and run harmoniously. Each has a vital role that complements each other, and only with effective collaboration between the three can educational goals be achieved successfully.

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