

**UNIT 5 :**

**PRINCIPAL and  
SUPERVISOR WORKING  
GROUP MEETINGS  
(KKKS/MKKS/KKPS/KPS)**

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## UNIT 5 :

# PRINCIPAL and SUPERVISOR WORKING GROUP MEETINGS (KKKS/MKKS/KKPS/KPS)

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(This unit should be implemented during a Meeting of the KKKS/MKKS and KKPS/MKPS)



**Duration: 2 hours**

### **A. Introduction**

Successful lessons greatly depend upon the level of teacher professionalism and competency. Not all teachers are automatically capable of presenting quality lessons in accordance with the training they have received or the curriculum's demands. Teachers lack of training and professional meetings are reasons commonly cited for this. Therefore, teachers need support in carrying out their duties in the classroom.

Principals and school supervisors are the best people to do this. They have time to help teachers in presenting lessons. This is also the case for school supervisors who can help teachers in improving their professionalism.

The problem is that the principals and the school supervisors also have limitations in terms of their capacity to assist teachers in delivering professional/quality teaching. As a result the Principal (KKKS/KKKS) and Supervisor (KKPS/MKPS) Working Groups need to improve their capacity as an institution to help principals and supervisors to improve their capacity to support the teachers in their schools. Improved professionalism of principals and school supervisors will lead to increased professional assistance for teachers in schools.

This unit will discuss ways to enhance the functions of KKKS/MKKS and KKPS/MKPS as professional institutions for principals and school supervisors.

## B. Objectives

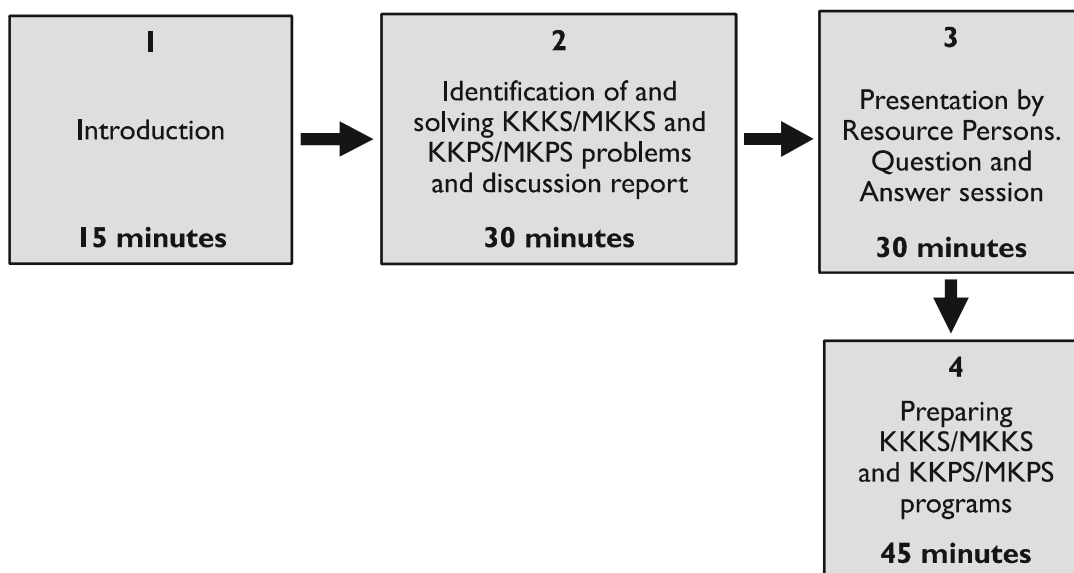
After attending this session the participants are expected to be able to:

1. Identify problems/successes achieved by KKKS/MKKS and KKPS/MKPS
2. Formulate /seek various alternative solutions/follows up
3. Prepare KKKS/MKKS and KKPS/MKPS programs in providing technical education assistance to teachers in giving lessons.

## C. Equipment and Materials

- Resource persons
- Cardboard
- Markers
- Sellotape

## D. Activity Steps



Notes:

### I. Introduction (15 minutes)

The facilitator raises questions about the current condition of the Principal (KKKS/MKKS) and Supervisor (KKPS/MKPS) Working Groups, their roles and functions, their major prob-

blems/successes and to what extent KKKS/MKKS and KKPS/MKPS can help in improving the teachers' professionalism.

**2. Identification of problems/successes and solutions/follow-up (30 minutes)**

The participants are divided into groups (maximum 6 persons) to hold discussions. They are to identify the problems/successes in the efforts to improve the effectiveness of the KKKS/MKKS and KKPS/MKPS as institutions that can improve the quality of education. The problems/successes identified should be related to efforts to improve the quality of education/teaching in schools and classrooms, such as a lack of resource persons in KKKS/MKKS and KKPS/MKPS activities, the difficulties in assisting the teachers in applying the standards based curriculum, the mastery of the subject content, etc.

The participants present the results of their group work in a plenary session. Issues that have been presented by the previous groups should not be repeated by other groups in order to save time.

**3. Presentation by Resource Persons (30 minutes)**

Resource persons who are experienced and successful in running KKKS/MKKS and/or KKPS/MKPS activities give brief presentations about the management and activities and building effective relationships with KKG / MGMP groups. Allow time for questions at the end of the presentations.

**4. Preparing KKG/KKKS Programs (45 minutes)**

After reviewing the problems/successes and identifying possible solutions, it is expected that the participants will have a better idea of how to prepare the KKKS/MKKS and KKPS/MKPS programs. The programs should pay more attention to increasing the roles of principals and school supervisors in providing professional assistance for teachers. The programs should use the attached form.

**E. Supporting Materials**

1. KKKS/MKKS and KKPS/MKPS Programs
2. Basic Form for KKKS/MKKS and KKPS/MKPS programs

**Materials for Participants**

**Principal (KKKS)/Supervisor (KKPS) Work Program  
Academic Year 2006/2007**

Semester :  
Cluster :  
Sub-District :  
Regency/City :

No	Materials and equipment	Activity	Time	Venue	Person in charge/ source person	Product
1	<ul style="list-style-type: none"> <li>♦ Improve the quality of the students' works.</li> <li>♦ Students' work</li> </ul>	Analyzing the works to identify the skills developed by the students .....	2 hours May 12, 2006	SDN 1 Sukamaju	Riani (Principal of SD ..)	Result of analysis
2	Assistance	simulation				

**Materials for Participants**  
**Identification of Problems/Successes and Solutions/Follow up**

No	Problems /Successes	Solution/Follow up
1.	Some of the teachers have yet to prepare Lesson Plans	<ul style="list-style-type: none"> <li>- Mutual assistance among the teachers in the preparation of Lesson Plans</li> <li>- KS/PS provides assistance to teachers who have yet to prepare Lesson Plans</li> <li>- .....</li> </ul>
2.	Target schools have prepared RPS	<ul style="list-style-type: none"> <li>- Reviewing the RPS</li> <li>- Revising the RPS</li> <li>- Discussing ways to realize the RPS</li> <li>- .....</li> </ul>
3.	Additional problems / successes.	

## UNIT 5

### Principal (KKKS/MKKS) and Supervisor(KKPS) Working Group Meetings

UNIT 5 1

### Objectives

- Identifying problems found/successes achieved in KKKS/MKKS and KKPS
- Formulating /seeking possible solutions/follow-up
- Preparing KKKS/MKKS and KKPS programs to providing technical support for teachers

UNIT 5 2

### ACTIVITY STEPS

**1**

Introduction

15 minutes

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**2**

Identification of  
problems/successes and  
solution/follow up.  
Discussion report

30 minutes

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**3**

Presentation by  
resource person on  
KKKS/MKKS and  
KKPS. Question-  
answer session

30 minutes

**4**

Preparing  
KKKS/MKKS and  
KKPS programs

45 minutes

UNIT 5 3

### Group Work (30 minutes)

Instructions:

- Form groups of school supervisors and principals. Each group consists of 6 members maximum.
- Each group identifies the problems and successes as well as the follow-up according to the position.

UNIT 5 4

### Identification of Problems/Successes and Solutions/Follow-Up

No	Problems/Successes	Solutions/Follow-Up
1.	The quality of the student work is low	<ul style="list-style-type: none"> <li>• Assigning teachers to attend training</li> <li>• Organizing competition of students' work</li> <li>• Comparative study to other schools</li> </ul>
2.	Some of the teachers have yet to prepare Lesson Plans	<ul style="list-style-type: none"> <li>• Mutual assistance between teachers in the preparation of Lesson Plans</li> <li>• School Supervisor/Principal provides assistance to teachers who have yet to prepare Lesson Plans</li> </ul>

UNIT 5 5

### Experience of the Resource Persons

- Listen to the experience of School Supervisors & Principals in performing their duties & functions
- Take note of important matters
- Ask question about unclear matters

UNIT 5 6

### Instructions for the Preparation of KKKS/MKKS & KKPS/MKPS Programs

- Discuss the work programs of KKKS/MKKS & KKPS/MKPS based on the problems & successes identified and information from resource persons
- Fill in the table of KKPS/MKKS & KKKS/MKPS work plan based on the results of discussion above.

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KKKS/KKPS Work Program Academic Year 2006/2007						
Semester : _____						
Cluster : _____						
Sub-District : _____						
Regency/City : _____						
No	Program/Activity	Equipment & materials	Time	venue	Person in charge/resource person	Products
1	Improving the quality of student work by identifying skills developed.	Student Work	3 hours May 12, 2006	SDN Sukamaju	Kamil/Principal of SD...	Recommendations based on the results of the analysis
2	Assistance in the preparation of Lesson Plans; Preparation of Lesson Plans	Syllabus Samples of Lesson Plan				Samples of Lesson Plans prepared by teachers

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### Group exchange of ideas

- Share the conclusions of the group work (Principal to Principal and Supervisor to Supervisor)
- 2 members of a group present the results of their group's work to other groups
- Other groups give feedback on the activity plan described in the work plan
- Return to the original groups to revise the programs

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