**PENDIDIKAN ANAK USIA DINI ( PAUD)**

**KELOMPOK BERMAIN ( KOBER) ARRIDLO**

Kp. Sukagalih Citeureup RT.02 RW.10 Desa Sirnabakti Kec.Pameungpeuk

**SUPERVISI**

**ADMINISTRASI PEMBELAJARAN DAN TATA LAKSANA KELAS**

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| **No** | **Aspek Yang Dinilai** | **Kondisi**  | **Skor**  | **Ket**  |
| **Ada**  | **Tidak**  | **1** | **2** | **3** | **4** |
|  | **ADMINISTRASI PEMBELAJARAN** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 1.1 | Program Tahunan | √ |  |  | √ |  |  |  |
|  | Program Semester | √ |  |  | √ |  |  |  |
| 1.2 | Analisis KKM | √ |  |  | √ |  |  |  |
| 1.3 | Silabus dan Sistem Penilaian | √ |  |  | √ |  |  |  |
| 1.4 | Rencana Pelaksanaan PembelajaranProgram Penilaian Hasil Belajar :1. Kisi-kisi
2. Naskah Evaluasi
3. Daftar NIlai
 | √√√ |  |  | √√√ |  |  |  |
| 1.5 | Analisi Hasil Belajar | √ |  |  | √ |  |  |  |
| 1.6 | Program Tindak Lanjut1. Perbaikan
2. pengayaan
 | √ |  |  | √ |  |  |  |
| 1.7 | Program Bimbingan Konseling |  | √ |  |  |  | √ |  |
| 1.8 | Media Pembelajaran1. Buku Sumber
2. Alat Peraga
 | √√ |  |  | √√ |  |  |  |
|  | **ADMINISTRASI KELAS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 2.1 | Jadwal Pelajaran  | √ |  |  | √ |  |  |  |
| 2.2 | Papan Absen Siswa | √ |  |  | √ |  |  |  |
| 2.3 | Grafik Absen Siswa  | √ |  |  | √ |  |  |  |
| 2.4 | Grafik Taraf Serap Kurikulum |  | √ |  |  |  | √ |  |
| 2.5 | Daftar Regu Kerja | √ |  |  | √ |  |  |  |
| 2.6 | Daftar Kelas | √ |  |  | √ |  |  |  |
| 2.7 | Buku Mutasi | √ |  |  | √ |  |  |  |
| 2.8 | Buku Catatn Perkembangan siswa | √ |  |  | √ |  |  |  |
| 2.9 |  Inventaris buku Pelajaran | √ |  |  | √ |  |  |  |
| 2.10 | Buku Inventaris Alat Peraga dan Meubelair | √ |  |  | √ |  |  |  |
| 2.11 | Buku Kegiatan Belajar Siswa | √ |  |  | √ |  |  |  |
| 2.12 | Buku Kunjungan / Home Visit |  | √ |  |  |  | √ |  |
| 2.13 | Buku Program Ekstrakulikuler |  | √ |  |  |  | √ |  |

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|  |  | **Ada**  | **Tidak**  | **1** | **2** | **3** | **4** |  |
| 2.14 | Buku Penyerahan Rapor | √ |  |  | √ |  |  |  |
| 2.15 | Notula Rapat | √ |  |  | √ |  |  |  |
| 2.16 | Dokumen Portofolio Siswa | √ |  |  | √ |  |  |  |
| 2.17 | Buku Tamu | √ |  |  | √ |  |  |  |
| 2.18 | Buku Supervisi | √ |  |  | √ |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **KELENGKAPAN KELAS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 3.1 | Gambar Burung Garuda/ Lambang Negara | √ |  |  |  | √ |  |  |
| 3.2 | Gambar Presiden dan Wakilnya | √ |  |  |  | √ |  |  |
| 3.3 | Teks Resmi1. Pancasila
2. UUD 1945
3. Sumpah Pemuda
 | √√√ |  |  |  | √√√ |  |  |
| 3.4 | Slogan Resmi :1. Do’a Sebelum Belajar
2. Do’a Sesudah Belajar
3. Visi Sekolah
 | √√√ |  |  | √√√ |  |  |  |
| 3.5 | Gambar Dinding :1. Gambar Pahlawan
2. Peta
3. Gambar lain Sesuai Kelas
 | √√ | √ |  |  | √ | √ |  |
| 3.6 | Alat Kebersihan :1. Penghapus
2. Sapu
3. Ember
4. Kemoceng
5. Lap
6. Pengepel lantai
7. Dan lainnya
 | √√√√√√√ |  |  |  | √√√√√√√ |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **KESIMPULAN UMUM :****SUPERVISI ADMINISTRASI/ TATA LAKSANA KELAS** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 4.1 | Kelengkapan administrasi Pembelajaran  | √ |  |  | √ |  |  |  |
| 4.2 | Kelengkapan administrasi lainnya  | √ |  |  | √ |  |  |  |
| 4.3 | Penataan Kelas/ Ruangan Belajar | √ |  |  | √ |  |  |  |
| 4.4 | Kelengkapan Pajangan/ Termasuk Karya-karya Siswa | √ |  |  | √ |  |  |  |

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| 4.5 | 1. Kebersihan
2. Kerapihan
3. Keindahan Kelas
 | √√√ |  |  | √√√ |  |  |  |  |
| **SKOR TOTAL** |  |  |  | **2480** | **350** | **275** |  |  |

Keterangan :

* Nilai Kwalitatif 1 = 85 – 100 (Amat Baik)
* Nilai Kwalitatif 2 = 71 – 85 (Baik)
* Nilai Kwalitatif 3 = 56 – 70 (Cukup)
* Nilai Kwalitatif 4 = 55 – Kebawah (Kurang)

 Garut,14 Mei 2017

Sekretaris Kepala KOBER ARRIDLO

REYNA SANDI YULIANI, S.Pd. AAM SALAMAH, S.Ag

Mengetahui

Penilik PNF

ADE CANDRA HAYAT, S.Pd.

NIP…………………………………………