

UNIVERSITI TEKNOLOGI MARA

**THE ROLE OF THE SCHOOL
ADMINISTRATOR IN PLANNING AND
IMPLEMENTING IN-SERVICE TRAINING
(LADAP) IN A SECONDARY SCHOOL : A
CASE STUDY**

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CANDIDATE'S DECLARATION

I declare that the work in this dissertation was carried out in accordance with the regulations of Universiti Teknologi MARA. It is original and is the result of my own work, unless otherwise indicated or acknowledged as referenced work. This dissertation has been submitted to any other academic institution for any other degree or qualification.

In the event that my dissertation is found to violate the conditions mentioned above, I voluntarily waive the right of conferment of my degree and agree to be subjected to the disciplinary rules and regulations of Universiti Teknologi MARA.

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ABSTRACT

The research is on the implementation of Latihan Dalam Perkhidmatan (LADAP) in a secondary school in Petaling Jaya District. The study is focusing on the role of the school administrator in planning, selection of contents and also the challenges faced in implementing the program. Providing LADAP program for teachers in school is a one of the ways to upgrading teachers' professionalism. Therefore it is vital to study how proper planning and selection of contents are carried out by the school administrator to enhance teachers' skill and knowledge, thus to elevate their professionalism standard. Data for the study is gathered from teachers and school administrator using a mix-method analysis. 113 teachers and 6 school administrators' were involved in this study as respondents. Qualitative data gathered from the interview session with school administrator was used as the main data analysed. Quantitative data gathered through questionnaire were processed using SPSS 16.0 software. Later on, the convergence process of both data from both sources, qualitative and quantitative methods has been done. The findings of the study shows that school administrator has done their job quite well but there is still room for improvement especially in planning more effective training program and also to improve on the process of contents selection of the program. School administrators also must take the initiatives to solve problems that are considered as challenges, whenever is possible. Even though most of the challenges are actually beyond the school administrator's authority, suggestions can be given to those responsible parties to further improvement of the program, thus achieving the objectives of the implementation of school based LADAP.

ABSTRAK

Kajian yang dijalankan adalah tentang pelaksanaan Latihan Dalam Perkhidmatan (LADAP). Fokus di dalam kajian yang dijalankan ini adalah tentang peranan Pentadbir Sekolah dalam merancang, memilih kandungan yang sesuai dan juga cabaran-cabaran yang dihadapi di dalam melaksanakan program ini. Pelaksanaan LADAP untuk guru-guru di sekolah, dapat menaikkan lagi tahap professionalism para guru. Oleh itu, adalah penting kajian ini dijalankan untuk melihat sejauh mana perancangan dan pemilihan kandungan yang dilakukan oleh Pentadbir Sekolah dapat membantu menambahkan pengetahuan serta kemahiran para guru dan seterusnya menaikkan taraf profesionalisme mereka. Data yang diperolehi dari kedua-dua belah parti, guru dan pentadbir sekolah adalah melalui method campuran (mixed-method) iaitu dengan menggunakan method kuantitatif dan kualitatif. Seramai 113 orang guru dan 6 pentadbir sekolah telah terlibat sebagai responden di dalam kajian ini. Data dari sesi temubual telah dijadikan sebagai data utama untuk kajian ini. Data dari soalan kajiselidik diproses dengan menggunakan program SPSS 16.0. Kemudiannya, data dari kedua-dua sumber di gabungkan untuk mendapatkan satu tema yang sama. Dari hasil kajian, didapati pihak pentadbiran sekolah telah melakukan tugas yang agak baik, namun, peningkatan masih boleh dilakukan lagi terutama dari segi perancangan program yang lebih efektif dan memperbaiki proses pemilihan kandungan bagi program tersebut. Pentadbiran sekolah juga harus mengambil langkah yang sesuai untuk menangani cabaran yang wujud. Walaupun sebahagian besar dari cabaran itu adalah di luar bidang kuasa pihak pentadbiran sekolah, contohnya dari segi kewangan, namun cadangan boleh diajukan kepada pihak yang bertanggungjawab untuk penambahbaikan program ini dan seterusnya mencapai objektif LADAP.

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