

Organizing in Administration and Management of Early Childhood Education (PAUD)

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ABSTRACT

Management in Early Childhood Education (PAUD) is an important aspect in creating a structured, effective, and efficient educational system. One of the main functions in management is organizing, which is the process of arranging, directing, coordinating, and controlling resources such as human resources, funds, facilities, and infrastructure in order to achieve organizational goals. In PAUD institutions, organizing is highly necessary so that the distribution of duties and responsibilities among divisions can run clearly and optimally. A well-designed organizational structure involves several elements, including the Foundation, Principal, Administration, Student Affairs, Curriculum, Public Relations, Facilities and Infrastructure, and students. Each section has roles and duties that support one another, such as the Foundation being responsible for funding and supervision, the principal acting as the operational leader, and other staff carrying out tasks according to their respective fields. This organizing process is

also based on important principles, such as division of work, departmentalization, and delegation of authority. With these principles, the organization can operate harmoniously and avoid conflicts of duties or responsibilities. A clear organizational structure enables better coordination, increased work efficiency, and more directed achievement of educational goals. Therefore, organizing in PAUD management not only functions in the distribution of work but also creates a conducive learning environment for the comprehensive and sustainable development of early childhood.

Introduction

Early Childhood Education (PAUD) is an important foundation in shaping children's character and potential from an early age. To create a quality educational process, a well-structured administrative and management system is required, one of which is through the organizing function (Bastian et al., 2022). Organizing is a crucial part of management because it is directly related to the arrangement of human resources, the division of tasks, and coordination among units within PAUD institutions.

A clear organizational structure will assist every component within a PAUD institution, ranging from the foundation, the principal, to educators and educational staff, in carrying out their roles and responsibilities optimally (Mardiyati et al., 2025). With proper organizing, the learning process, administrative management, and program implementation can be conducted more effectively and

efficiently.

The purpose of writing this journal is to examine more deeply the role of organizing in the administration and management of Early Childhood Education (PAUD), including the underlying principles, the benefits generated, and the ideal organizational structure in PAUD institutions. This paper employs a literature study method by referring to various relevant literature and theories in the field of early childhood education management.

Methods

This study employs a qualitative approach using the library research method (Togia & Malliari, 2017). This method was chosen because it is in accordance with the objective of the study, which focuses on a theoretical and conceptual review of organizational governance in Early Childhood Education (PAUD).

The data collection procedure was carried out by conducting an in-depth review of various literature sources, such as scientific books, national and international journals, relevant scholarly articles, as well as previous research findings related to the topic of study.

Data analysis in this research was conducted descriptively-qualitatively, with steps including identification, categorization, synthesis, and interpretation of findings from the reviewed sources. The validity of the data was maintained through the use of source triangulation techniques, namely by comparing and examining various references to ensure the consistency and reliability of the information

obtained.

Result and Discussions

Management in early childhood is necessary because Early Childhood Education (PAUD) plays a very important role in developing and implementing the personality of learners in a holistic and comprehensive manner. Management is a process that includes regulating, directing, coordinating, and controlling resources such as humans, materials, money, and machines in order to achieve organizational goals. This process involves several stages, including identifying the tasks that must be carried out, grouping these tasks, assigning groups of tasks to individuals, delegating authority and determining responsibilities, as well as coordinating the relationship between authority and responsibility from various activities. Therefore, an organizational structure is needed to regulate and distribute each task (Atikah, 2025).

Organizing is an activity that includes regulating, directing, coordinating, and controlling resources such as humans, materials, money, and machines in order to achieve organizational goals. This process involves several stages, namely identifying the tasks that must be carried out, grouping the tasks, assigning the groups of tasks to individuals, delegating authority and establishing responsibilities, and coordinating the relationship between authority and responsibility of various activities (Handayani, 2023).

According to our perspective, organizing is the process of

managing resources such as humans, money, goods, and machines so that all can work together efficiently to achieve organizational goals. This process includes determining the tasks that must be carried out, grouping those tasks, assigning them to the appropriate individuals, granting authority and responsibility, and coordinating among divisions so that every activity runs in harmony and does not overlap. According to one expert, the purpose of organization is to group individual or group work according to expertise so that tasks can be carried out efficiently, orderly, positively, and in a coordinated manner, so that all available efforts can be utilized optimally. Based on this principle, every organization must have clear and rational objectives.

Organizational objectives also help us understand the position or role of each worker, including who their superiors are, and facilitate cooperation among divisions. In addition, these objectives also function in regulating the distribution of tasks and authority through a simple and clear organizational structure. Organizing is the process of dividing work into smaller tasks, assigning these tasks to individuals according to their abilities, allocating resources, and coordinating them in order to achieve organizational goals effectively (Ganis et al., 2022).

Organizing in management provides various important benefits for the operation of an organization. Some of its main benefits include helping to clearly distribute tasks so that each individual knows their respective roles and can work without overlap. In addition, organizing increases work efficiency because tasks are adjusted to employees'

expertise, facilitates coordination among divisions, and clarifies the boundaries of responsibility and authority in each position.

With an orderly organizational structure, all parts of the organization can move in harmony to achieve common goals effectively. In management literature, organizing is an important process that enables an organization to arrange resources systematically, resulting in effective and efficient coordination in achieving goals (Robbins, S. P., 2016).

Organizational principles have clear objectives, which are the targets to be achieved. Since the objectives to be achieved are organizational goals, they must be accomplished through group cooperation. The principle of balance within an organization can be categorized into several forms, such as the balance between centralization and decentralization of authority, the balance between authority and responsibility, the balance between expenditures and income, and losses suffered by one unit should be balanced by gains obtained from other units. The principle of work distribution is also referred to as the principle of division of tasks. The principle of homogeneous work distribution (distribution of work) is grouping similar or closely related tasks into one particular unit (Syukran, M., 2022).

There are several principles of organizing:

1. Division of Work. The division of work principle is one of the fundamental principles in organizing promoted by various

management theories, including classical management theories.

2. Departmentalization. Departmentalization is an important organizing principle in management to group activities based on certain criteria, thereby facilitating coordination and specialization within the organization.
3. Delegation of Authority. Delegation of authority is the process in which a superior transfers responsibility and authority to subordinates to carry out specific tasks (Wardhana, A., 2024).

Principles are the foundation or basis that is often used as the main reference in initiating the implementation of activities. Principles are also often interpreted as rules and starting points of activities that cannot be changed. In organizing, principles are necessary so that the implementation of activities can achieve the desired objectives.

The organizational structure of PAUD is the arrangement or order of positions that shows the status, functions, and relationships among positions within the PAUD organization. A clear and effective organizational structure is very important for the smooth implementation of PAUD programs and activities, which are designed to provide the best learning environment for early childhood. This begins with a good organizational structure and clear positions for teachers and principals. The curriculum must be adjusted to children's development and use interactive and thematic methods to ensure that children are engaged and interested (Hermawan, 2024).

The following is an explanation of each component in the organizational

structure of a PAUD foundation:

1. Foundation
2. Principal
3. Treasurer/Administration (TU)
4. Student Affairs
5. Curriculum
6. Public Relations
7. Facilities and Infrastructure
8. Students

In order to each division or section appointed within the school organization to know and understand their respective duties and responsibilities, the organizational structure needs to be complemented with clear and detailed job descriptions. Examples of job descriptions of the roles of school organizational components are as follows:

1. Foundation

The duties and responsibilities of the foundation include: acting as the Education Organizing Body, providing facilities and infrastructure, managing funds and budgets, appointing and assigning the principal, as well as conducting supervision and evaluation.

2. Principal

The duties of the principal include: implementing the teaching and learning program effectively and efficiently, serving as an administrator by carrying out all school administrative tasks,

and acting as a supervisor by participating in supervising every school activity.

3. Treasurer/Administration (TU)

The main duties of the administration section include: preparing the school administration work program, managing school finances, and handling personnel and student administration.

4. Student Affairs

The duties of the vice principal in the field of student affairs include: planning and implementing extracurricular activities, providing guidance and fostering student organization activities (OSIS), and inventorying attendance and violations.

5. Curriculum

The main duties of the curriculum section include: preparing the distribution of teachers' duties, managing all teaching and learning activities, and preparing evaluation schedules.

6. Public Relations

The main duties include: fostering cooperation with the school community and assisting in the implementation of BP3 tasks.

7. Facilities and Infrastructure

The main duties of the vice principal in the field of facilities and infrastructure include: recording all incoming equipment/items, recording laboratory equipment that has been received, and recording sports teaching aids.

8. Students

The main duties of students include: pursuing knowledge as best as possible, being responsible for their learning outcomes, and complying with the rules established by the school.

Conclusion

Organizing is one of the main functions in the administration and management of Early Childhood Education (PAUD) that plays an important role in building a structured, directed, and efficient work system. With proper organizing, the distribution of tasks and authority among the components of PAUD institutions can run clearly and harmoniously, thereby supporting the optimal achievement of early childhood education goals. A systematically designed organizational structure enables the establishment of good coordination among work units, increases the effectiveness of institutional management, and creates a conducive learning environment. The implementation of principles such as division of work, departmentalization, and delegation of authority becomes an important foundation in developing an organizational system that is efficient and responsive to the needs of children and the institution.

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