

ABSTRACT

Ratna Danial Umar. NIM. 211 408 080. 2012. *The Administrative Management of Difable School of Boalemo District.* Supervisor: Supardi Nani, SE, M.Si; Co-Supervisor: Robiyati Podungge, S.Pd, M.AP.

Problems in research are how about the administration management of the *difable school of Boalemo District*? The study aims to describe the administrative management of *difable school of Boalemo District*. This study was designed as a qualitative research. Data collection techniques used the interviews and documentation. Data analysis techniques conducted by the qualitative analysis.

The results showed that administrative management of *difable school of Boalemo District* school implemented through the stages of the management functions, namely: planning, organizing, coordinating and supervision. Factors that support the administration, namely: the existence of facilities and infrastructure were adequate, have a good commitment from administration staff to work with the corresponding target set optimally, the support of conducive work environment that helps in the completion of tasks and simplifying administration. Factors that hamper the administration: administrative absenteeism, problems of poor coordination, and limited time to work.

Related to research findings then recommended some of the following: 1) It should be an improvement on the function of coordination in the administration management of *difable school*, thereby supporting the optimization of administrative management of *difable school of Boalemo District*; 2) It attempts to make improvements to the administration management system, with a focus on distribution of coordinated tasks to overcome the problem of employee absenteeism.

Keywords: *Administrative Management*