

CHAPTER I

INTRODUCTION

1.1. PLACE AND TIME

This observation and interview was located in Administration office of Christian Junior school EBEN HAEZER 2 SALATIGA at Jl. JENDRAL SUDIRMAN NO.111b Salatiga. The Time of the observation and interview was on Wednesday 24th, Thursday 25th and Friday 26th September 2014. It was started from 07.00 am – 12.00 am.

1.2 SCHOOL PROFILE

SMP Kristen 2 Ebenhaezer Salatiga is one of the schools under the Foundation of Ebenhaezer education Salatiga. SMP Kristen 2 Ebenhaezer Salatiga was established since 1954 and has produced generations of intellectuals who are now scattered throughout the region of Indonesia. It shows that SMP Kristen 2 Ebenhaezer Salatiga strongly held commitment to maintain a high quality, proven quality as it is currently organizing its National Examination successfully passed 100% and also ranked to be excellent in the National Examination.

1.2.1 DATA OF SCHOOL PROFILE

School Name	: SMP KRISTEN 2 SALATIGA
School Statistic number	: 202036202014
School Type	: A/A1/A2/B/B1/B2/C/C1/C2

School Address : Jln. Jendral Sudirman No. 111 b.
Salatiga, Tingkir Subdistric, Salatiga
City, Central Java Province

Telephone : (0298)314183

School status : Private school

Grades of School accreditation : A (Very Good) Score= 88,52
(2013 data)

Wide of area : 11.185 m² have 2 floor

Number of class : 12 rooms

Number of students in 2013/2014 : 268 students

1.2.2 VISION, MISSION, AND MOTTO OF THE SCHOOL

VISION : Excellent in achievement and authority knowledge of technology that based on Christian faith and action.

- MISSION:**
1. To apply process of learning and the effectiveness of leadership.
 2. To optimized various competences between student potential by research and scientific activity.
 3. To implement skill guidance's activity.
 4. To apply coaching, art, and nation culture.
 5. To apply coaching and sport event.
 6. To grow the relationship between religious value and moral.
 7. To implement communication and social relationship.

MOTTO : To serve and give the best for upgrading quality and create moral character.

1.3 INTERVIEWEE PROFILE

The Name of interviewee is Tri Siwi Pungkasi. She is usually called Mrs. Siwi, she has got married. She is 36 years old and she has worked at SMP Kristen 2 Ebenhaezer Salatiga for twelve years. She gets staff number 20.20.106, she is an alumnus of SWCU Salatiga. She took study of D2 secretary program, so she has a secretary background. At first, she worked in both the Administration office section and Library, but in the last five years she focuses in Administration office with one official partner. However, since August 2014, she works alone for administration and her partner focuses in library and also help in finances. Now, Mrs. Siwi handles about administration but because she has a background in secretary she also helps students when students need some letters, etc. In addition, she arranges reports and handles all of correspondences of the school.