**INSTRUMEN SUPERVISI ADMINISTRASI PEMBELAJARAN**

Nama Sekolah/Madrasah : ..................................................................................................................

Nama Guru : ..................................................................................................................

Pangkat/Golongan : ..................................................................................................................

Mata Pelajaran : ..................................................................................................................

Jumlah Jam Tatap Muka : ..................................................................................................................

Semester/Kelas : ..................................................................................................................

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NO | KOMPONEN ADMINISTRASI PEMBELAJARAN | Skor | | | | | Keterangan Ketercapaian |
| 4 | 3 | 2 | 1 | 0 |
| 1 | Kalender Pendidikan |  |  |  |  |  | 4= Sangat baik  3= baik  2= cukup  1= kurang  0 = Tidak ada |
| 2 | Program Tahunan |  |  |  |  |  |
| 3 | Program Semester |  |  |  |  |  |
| 4 | Silabus |  |  |  |  |  |
| 5 | RPP |  |  |  |  |  |
| 6 | Bahan Ajar/Buku Guru dan Buku Siswa |  |  |  |  |  |
| 7 | Jadwal Pelajaran |  |  |  |  |  |
| 8 | Program Penilaian |  |  |  |  |  |
| 9 | KKM |  |  |  |  |  |
| 10 | Daftar Nilai |  |  |  |  |  |
| 11 | Agenda Harian |  |  |  |  |  |
| 12 | Absensi Peserta Didik |  |  |  |  |  |
| 13 | Buku Pedoman Guru |  |  |  |  |  |
|  | Jumlah |  |  |  |  |  |  |
|  | Perolehan Skor Total | | | | | |  |

Skor Perolehan

Keterangan : Nilai Akhir = …………………….. x 100%

Skor Maksimal (52)

Ketercapaian : 91% - 100% = Sangat Baik

81% - 90% = Baik

71% - 80% = Cukup

Dibawah 71% = Kurang

Rencana Tindak Lanjut:

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Kepala Sekolah Guru yang disupervisi,

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NIP. ............................. NIP. ....................................

Mengetahui

Supervisor/Pengawas Sekolah

**............................................**

NIP. ....................................