

# Profile of Teachers Capabilities on SMK KKAP in Leveraging and Developing of Learning Media

by Muslikhah Dwi Hartanti, Sutriman, Yuliansah

## ABSTRACT

The particular research aimed to find out the profile of teachers' capabilities on office administration competency in leveraging and developing of learning media in Vocational High School Office Administration Expertise Competence (SMK KKAP) in Special Region of Yogyakarta Province.

The research belonged to survey research. The population was teachers of Vocational High School Office Administration Expertise Competence (SMK KKAP) in Special Region of Yogyakarta Province. There were 87 teachers selected as the samples of the study. Data collection technique used questionnaire and documentation. Questionnaire used to collect the profile of teachers' capabilities on leveraging and developing of learning media, and documentation used to complete and support the data of questionnaire. Data analysis technique used descriptive quantitative through *Microsoft excel*.

The research findings described the profile of teachers' capabilities on office administration competency in leveraging and developing of learning media in Vocational High School in Special Region of Yogyakarta Province, found that: 1) the level of learning media leveraging is very high, i.e. 69.88%, and the level of learning media selection appropriateness with the determined criteria is very high, i.e. 78.31%, 2) The types of learning media that mostly used are 28% using LCD Projector and 15% using Power Point, 3) Both of technical and non-technical constraints in learning media leveraging is very high; 34.52% for technical constraints and 39.29% for non-technical constraints, 4) the level of learning media development planning is very high (38.55%), in contrast, the implementation of learning media development is very low (33.72%), 5) Both of technical and non-technical constraints in learning media development is low; 38.55% for technical constraints and 33.73% for non-technical constraints.

Kata Kunci: *Teachers Profile, SMK KKAP, media leveraging, media developing*