

## Abstract

The main purpose of this study was to determine the perceptions of teachers towards the role of principal in the conduct of in-house training in secondary school. This study focussed on four areas: planning, implementing, evaluating, and teachers' need.

Questionnaires were administered by hand to 30 teachers in Catholic Secondary School, Petaling Jaya. Frequencies, percentages and means were used as statistical tools for analysis.

From the findings of this study, it can be concluded that in the conduct of in-house training programs, the principal should involved teachers in planning, implementing, and evaluating. Besides, before organizing the in-house training programs, a survey of teachers' need should be conducted. The study also showed that there were no difference perceptions between teachers in terms of gender, years of teaching experience, and options of the role of principal in the conduct of in-house training.

Based on the study findings, it is recommended that the principal should organized in-house training more frequent in school without being instructed by the Education Departments. The principal should take the initiative and feel the need to organize the in-house training which suit the teachers most in school. Other recommendations and possible further study are also made, such as the school can play its role in conducting the pre-service, and in-service, or in-house training, further study should be conducted to include all 14 states in Malaysia, and add in the perception from the principals.

## **Peranan Pengetua Dalam Menjalankan Kursus Latihan Dalaman Pada Persepsi Guru Sekolah Menengah Katholik, Petaling Jaya.**

### **Abstrak**

Tujuan utama menjalankan kajian ini ialah untuk mengenal pasti persepsi guru terhadap peranan pengetua dalam menjalankan kursus latihan dalaman di sekolah. Kajian ini tertumpu kepada 4 aspek iaitu merancang, melaksanakan, membuat penilaian, dan mengkaji keperluan guru.

Soal selidik dikemukakan dengan tangan kepada 30 orang guru di Sekolah Menengah Katholik, Petaling Jaya, Data-data dikumpul dan dianalisis dengan kaedah statistik untuk mendapatkan taburan kekerapan, peratusan, dan min.

Berdasarkan kepada hasil kajian, pengetua seharusnya melibatkan guru dalam menjalankan kursus dalaman terutamanya bagi aspek merancang, melaksanakan, dan membuat penilaian. Selain daripada itu, satu kajian tentang keperluan guru harus dijalankan sebelum kursus dalaman dijalankan. Kajian ini juga menunjukkan bahawa jantina, pengalaman tahun mengajar, dan obsyen tidak mempengaruhi persepsi guru terhadap peranan pengetua dalam menjalankan kursus dalaman di sekolah.

Berdasarkan kepada dapatan kajian ini, dicadangkan bahawa pengetua seharusnya mengadakan kursus dalaman sekerap mungkin di sekolah tanpa diarah oleh Jabatan Pendidikan. Pengetua adalah orang yang menggerakkan kursus dalaman di sekolah dan mesti peka kepada keperluan guru supaya kursus dalaman yang sesuai dapat dijalankan, dan memenuhi keperluan guru. Cadangan untuk kajian selanjutnya juga dinyatakan dalam kajian ini.