

REPORT OF ACTIVITIES TO SCHOOL BOARD

Caleb J. Gibson - Director of Instruction

February 13, 1951

I. Duties

- A. In charge of all instruction of both white and colored elementary and high school.
 - 1. Direct supervision of white and colored high schools.
- B. Deal with school administration at the request of Superintendent, when a matter of poor administration might interfere with instruction.

II. Personnel

A. Direct Helpers

- 1. School Board - Determine Policies
- 2. Superintendent - Advisor
- 3. Miss Adelaide Dale - White elementary supervisor.
- 4. Mrs. Marion Sands - Colored " "
- 5. Mrs. Alice Cady - Visiting Teacher
- 6. Principals of the schools
- 7. Teachers of the schools
- 8. Students of the schools

B. Indirect Helpers

- 1. Parents
- 2. P.T.A.
- 3. Patrons

III. Philosophy of Supervision

- A. Matter of service and counseling not merely sitting in a classroom watching a teacher.
 - 1. Should have reason or reasons for observation.
- B. Some of the Services offered.
 - 1. Supplementary materials.
 - 2. Keeping abreast of new methods and materials.
 - 3. Serving as a resource person.
 - 4. Administer and help interpret tests.
 - 5. Help in planning - individual, faculty, or school.
 - 6. Demonstrations
 - (a) Actual classroom teaching. ✓
 - 7. Arrange for intervisitations.
 - 8. Work with P.T.A.'s.
 - 9. Curriculum study.
 - 10. Help to adjust curriculum for exceptional children.

11. Secure special consultants.
 - (a) Speech
 - (b) Reading
 - (c) Health and Physical Education
12. Refer children to special clinics.
13. Bulletin service.
14. In service classes.
15. Promote professional growth of teachers.
16. Supplementary information secured for teachers concerning children.
17. Planning workshops.
18. Work with superintendent, supervisors, and teachers in textbook selections.
19. Counseling with teachers concerning personal problems.
20. Working with pre-school mothers.

IV. My most significant problem.

- A. Help teachers understand stages of child growth and development to prevent possible social, mental, physical and emotional maladjustment (by helping to adjust procedures and curriculum to meet the child's needs.)

V. Difficulties faced in meeting the problem.

- A. Securing qualified teachers.
- B. Inadequate use of physical facilities.
- C. Lack of teacher ethics.
- D. Lack of teacher-pupil and over all school planning.
- E. Lack of physical facilities and equipment of the school plants.

VI. Summary

A. Activities

1. P.T.A. - 7
2. School visits - 95
3. Faculty meetings - 19
4. Elementary teachers conferences - 147
5. Principal conferences - 94
6. Organizations -
 - a. National Educational Association - 1
 - b. District H. meeting - 1
 - c. Virginia Educational Association - 3 days
 - d. Northern Va. Supervisors - 4
 - e. Student Cooperative Association - 2
 - f. County Education Associations - 1
 - g. Colored group meetings - 3
7. Conferences with all high school teachers - 185
8. Visited all schools and teachers of white & colored elementary except Ashburn and Nokes colored elementary.
9. Meetings with State personnel.
 - a. Mr. Quirk, Physical Education & Health in Superintendent Office with Miss Dale, and 4 High School Principals.
10. Conferences with personnel and superintendent.
 - a. Curriculum study.
 - b. Planning instructional program.