

COMMONWEALTH OF VIRGINIA
STATE BOARD OF EDUCATION
Richmond 16

SUPTS. MEMO. NO. 2987

March 19, 1954

TO: The Division Superintendent

FROM: R. Claude Graham, Director of Instruction

SUBJECT: Submission of Applications For Supervisory and Visiting
Teacher Positions for 1954-55 With State Aid.

Three forms are attached for your convenience in applying for supervisory and visiting teacher positions with State aid for 1954-55. One of these forms, when completed, should be retained by your office, and the other two returned to Davis Y. Paschall, Associate Director of Instruction, before April 20. When approved, one of the copies will be returned to you together with contract forms to be executed.

A copy of the revised regulations dated January 22, 1953, governing the employment of supervisory and visiting teacher personnel with State aid is enclosed herewith. Your co-operation in having the application for these positions conform to the requirements set forth in the regulations will facilitate the processing of the forms for approval.

DYP:GB

Enclosures

file

1/22/53

REGULATIONS GOVERNING EMPLOYMENT OF SUPERVISORY AND VISITING TEACHER
PERSONNEL IN LOCAL DIVISIONS WITH STATE AID

Supervision is a service to principals, teachers, and others, for the improvement of the instructional program.

These regulations are not retroactive to persons approved on or before July 1, 1950, for the specific positions described.

REIMBURSEMENT

1. Reimbursement from State funds will be made only on salaries of individuals employed for and doing general supervision of instruction, whether in the elementary schools, high schools, or both.
2. Reimbursement from State funds to counties and cities on account of salaries paid for general supervision of instruction and visiting teacher services will be made on the following bases:
 - A. Elementary School Supervisor - Two-thirds of the annual salary paid each elementary school supervisor not to exceed two-thirds of \$2500.00 and not to exceed four such supervisors for the white and Negro elementary schools of any school division. The distribution of supervisory personnel as between the white and Negro schools in the division will be based upon the recommendation of the division superintendent of schools, subject to the approval of the State Superintendent of Public Instruction. (Maximum State reimbursement per supervisor, \$1666.66.)
 - B. High School Supervisor - Two-thirds of the annual salary paid each high school supervisor not to exceed two-thirds of \$2500.00, and not to exceed one high school supervisor for any county or city. (Maximum State reimbursement per supervisor, \$1666.66.)
 - C. General Supervisor - Two-thirds of the annual salary paid a general supervisor not to exceed two-thirds of \$2500.00, and not to exceed one general supervisor for any county or city. (Maximum State reimbursement per supervisor, \$1666.66.)
 - D. Director of Instruction - Two-thirds of the annual salary paid a director of instruction not to exceed two-thirds of \$3000.00, and not to exceed one director for any county or city. (Maximum State reimbursement per director, \$2000.00.) This position is designed to meet the needs of large school divisions where the superintendent finds it necessary to delegate the major responsibility for instruction.
 - E. Visiting Teacher - Two-thirds of the annual salary paid each visiting teacher, not to exceed two-thirds of \$2500.00 for individuals whose qualifications are fully approved, (maximum State reimbursement, \$1666.66); or two-thirds of \$2100.00 for individuals whose qualifications are temporarily approved, (maximum State reimbursement, \$1400.00).

3. When it becomes necessary because of sickness, or positions filled late, or resignations that result in vacancies, and the like, to reduce the amount of State reimbursement in the case of a supervisor or visiting teacher who does not serve for the normal contract period, the amount of the reduction will be computed by subtracting the appropriate monthly reimbursement from that allowed for the normal contract period (9, 10, 11, or 12 months) in the specific county or city involved.
4. Reimbursement from State funds will be made only on the salary paid the supervisor or visiting teacher. In addition to the salary, an allowance for travel expense proportionate to the amount of travel required should be made. This allowance must be paid in full from local school funds.
5. Reimbursement from State funds on the salaries of supervisory and visiting teacher personnel is based on the assumption that the full time of such individuals will be given to the general supervision of instruction or visiting teacher work in the respective fields assigned.

AREAS OF RESPONSIBILITY

In general, under the direction and supervision of the school board and division superintendent of schools, the duties of supervisors and visiting teachers should be as follows:

1. The elementary school supervisor should give full time to the general supervision of instruction and to working with elementary teachers and principals for the improvement of instruction in the elementary schools.
2. The high school supervisor should give full time to the general supervision of instruction and to working with high school teachers and principals for the improvement of instruction in the high schools.
3. The general supervisor, as the title indicates, should give full time to supervision of the whole program of instruction, both elementary and high school, and to working with teachers and principals for the improvement of instruction on both levels.
4. The director of instruction should give his full time to and be responsible for the supervision and direction of the whole program of instruction, both elementary and high school. As director of the entire program of instruction he must necessarily be in close touch with and informed concerning the work being done on the elementary and secondary levels in order to direct, guide, and coordinate the supervisory and instructional program in all the public schools of the county or city.
5. The visiting teacher will work with the child, the parent, the teacher, and various agencies affecting the life of the child in helping to solve the problems which relate to the child's school experience. More specifically, the visiting teacher will be concerned with problems and conditions which influence a child's success in school, such as irregular or non-attendance, poor health, emotional disturbances, social relationships, economic conditions, and home and family situations.

QUALIFICATIONS

A. Supervisory Personnel

Professional Training and Personal Qualifications for All Positions.

1. The candidate must hold the Postgraduate Professional Certificate.
2. The candidate must have had a course in supervision on the graduate level.
3. The candidate must show evidence of having made continuous professional growth in the fields of education.
4. The candidate must have demonstrated some ability to work well with adults.
5. The candidate must be in good physical and mental health, be adaptable to varying situations, and possess the personal qualities necessary to command respect and to exercise leadership.

Experience for Specific Positions.

Director of Instruction

Must have had seven years of professional experience. This experience must have included both the elementary and secondary fields and should also include experience as a classroom teacher, and as principal or supervisor.

High School Supervisor

Must have had five years of professional experience, some of which must have been as a classroom teacher in the secondary schools.

Elementary Supervisor

Must have had five years of professional experience, some of which must have been as a classroom teacher in the elementary schools.

General Supervisor

Must have had five years of professional experience some of which must have been as a classroom teacher.

B. VISITING TEACHER PERSONNEL (Qualifications Effective Until 1954-55)

Qualifications required of all visiting teachers:

1. The candidate must be in good health and must possess personal qualities needed in order to command respect and exercise leadership.
2. The candidate must present evidence of appropriate professional study in the fields of both education and social work to be determined by the Division of ~~Elementary Education~~ *Instruction*.
3. The candidate shall hold the highest form of Virginia teacher's certificate. (Now Collegiate Professional.)

Qualifications required for full approval:

1. The candidate shall have had at least twelve semester hours of appropriate training in social work at a recognized school of social work or one year of successful experience in social work. (See revised qualifications.)
2. The candidate shall have had at least three years of successful teaching experience or two years of successful teaching experience and one year of successful experience in social work.

Qualifications required for temporary approval:

1. The candidate shall have had at least three years of successful teaching experience.
2. The candidate shall secure at least twelve semester hours of appropriate training in social work from a recognized school of social work within four years after first employment as visiting teacher. (See revised qualifications.)

Revised Qualifications For Visiting Teacher Personnel

Effective 1954-55

"The following qualifications will become effective for all new visiting teachers beginning with the school session 1954-55. They shall not be retroactive to those visiting teachers who are fully approved under regulations existing prior to that date. Visiting teachers serving on temporary approval and those entering visiting teacher work before the session 1954-55 may qualify for full approval under these qualifications or those existing prior to that date.

Personal Characteristics

The candidate must be in good health and must possess personal qualities needed in order to command respect and exercise leadership.

Training

1. The candidate shall hold the Collegiate Professional Certificate.
2. The candidate shall have had on the graduate level a minimum of twelve semester hours in at least three of the following areas:
 - a. Psychiatric Principles - This should include consideration of the principles of mental hygiene and the motivation of human behavior.
 - b. Community Organizations - This should deal with a knowledge of and ability to work with community agencies in promoting the adjustment of children.

- c. Child Welfare in Virginia - This should give a thorough knowledge and understanding of the social and legal provisions for children in Virginia.
- d. Guidance - This should deal with the techniques of counseling, interviewing, and case work. It should also help in the use of clinical services including the interpretation of reports and tests.
- e. Family Life - This should help in an understanding of the social, economic and cultural changes in American family life and the role of the family in the development of personality.
- f. Medical Information - This should consider the field of medicine as related to social adaptation, especially with relation to children's diseases and the more usual forms of adult illnesses.

Experience

The candidate shall have had at least three years of successful teaching experience or two years of successful teaching experience and one year of successful experience in social work."

NOTE: IN ALL CASES WHERE STATE REIMBURSEMENT SHALL APPLY THE CANDIDATES FOR SUPERVISORY AND VISITING TEACHER POSITIONS MUST BE APPROVED BY THE STATE BOARD OF EDUCATION BEFORE APPOINTMENTS CAN BE MADE BY THE LOCAL AUTHORITIES.

Mr. Emerick's Copy

Due July 1, 1954

JUNE SUPERVISORY REPORT

Division Loudoun County

Supervisor Caleb J. Gibson
Director of Instruction

Problem on which major emphasis has been placed during the year. Guidance

in the high schools, test results of the students to every teachers that have the students, faculty meetings that studied test results etc, and home room guidance.

1. What progress has been achieved in solving this problem? To teachers, principals have grown to have a better understanding for the students, the curriculum to fit the child instead of making the child fir the curriculum.

2. Describe briefly some things that you have done which have proved most helpful in bringing about this progress?

- a. Studied our problems in workshops and principals' meeting during the session.
- b. Made mimeograph copies of test results for teachers to use in understanding better their students.
- c. Faculty meetings have been held to study and have a better understanding of child growth and development.
- d. In-service course has been carried on during the session from George Washington University and at least 25 to 30 teachers have participated each semester.
- e. Many conferences have been held with individual teachers to help each one to understand what the County is trying to do for the child.

(OVER)

3. What resources have you found most valuable in working toward the solution of this problem?

a. State bulletins:

- (1). Music--Vol. XXXVI--March, 1954--No. 6
- (2). Language Arts--Vol. XXXV--December, 1952--No. 7
- (3). Physical Ed.--Vol. XXXV--Feb. 1953--No. 9
- (4). Manual of Adm.--Vol. XXV--August, 1942--No. 2
- (5). Certification Regulations--Vol. XXXIII--July, 1950--No. 1
- (6). Standards for Secondary School--Vol. XXXIII--Oct. 1950--No. 6
- (7). Health & Phy. Ed.--Vol. No. XXX--June, 1948--No. 6
- (8). Planning Together for Health--Vol. No. XXXII--June, 1950--No. 4
- (9). Mathematics--Vol. XXXV--Feb. 1953--No. 8

b. Consultants from the State Department and other sources.

4. In what way or to what extent will the progress made give direction to your supervisory plans for next year?

- a. The County is consolidating 4 high schools into one school for 1954-55 and the progress that has been made this past session is helping in the planning for 1954-55. My plans will be a continuation of 1953-54 plans and we hope to concentrate more on guidance and planning the work to fit the individual student so that there will be more of a feeling of success on the part of the individual student. More courses are being offered in the new school than was offered in the past 4 high schools.

October 10

for
5/2/54

COMMONWEALTH OF VIRGINIA



Part I is a compilation of reports from the divisions. Only one Report for the division should be submitted. The director of instruction will compile this report for the State Board of Education in those divisions where there is no director of instruction, it should be prepared jointly by all supervisors (Negro and white) and one

STATE BOARD OF EDUCATION

RICHMOND, VA
December 15, 1954

full
supervisors
School Division

CALEB J. GIBSON
DIRECTOR OF INSTRUCTION

Names of persons preparing this report.

Mr. Caleb J. Gibson
Director of Instruction
Loudoun County Public Schools
Leesburg, Virginia

Number of schools	White	Negro	Total
High Schools	1	1	2
Combined high and elementary schools	0	0	0
Elementary schools with more than one teacher	15	5	20
One-teacher schools	0	3	3

Dear Mr. Gibson:

You will receive, within a few days, 115 copies of the Mathematics bulletin and 12 copies of the Physical Education bulletin. These shipments, according to our records, complete your requests for curriculum bulletins.

Number of classrooms	White	Negro	Total
High School	10	11	21
Elementary	97	87	184

Sincerely yours,

Number of classroom teachers with no previous teaching experiences:	White	Negro	Total
High School	4	8	12
Elementary	1	6	7

R. Claude Graham
Director of Instruction

Number of resource people employed in division:	White	Negro	Total
Visiting Teachers	1	0	1

*Supervisors of:	White	Negro	Total
Music			
Art			
Physical Education			
Speech			
Industrial Arts			
Library			
Teaching Materials			
and any others:			

Copy to: Mr. O. L. Emerick

*INCLUDE ONLY those who are serving in an over-all supervisory (not teaching) capacity.

Mr. E. Erick's copy

Due October 10

*file
Supervisors*

SUPERVISORY REPORT FOR 1954-55

PART I - Statistical Data

Part I is a compilation of information and, therefore, only one Report for the division should be submitted. It is assumed that the director of instruction will compile this report for the division, but in those divisions where there is no director of instruction, it should be prepared jointly by all supervisors (Negro and white) and only one report submitted.

LOUDOUN COUNTY
School Division

CALEB J. GIBSON
DIRECTOR OF INSTRUCTION

Names of persons preparing this report.

	White	Negro	Total
Number of schools in the division:			
High Schools	<u>1</u>	<u>1</u>	<u>2</u>
Combined high and elementary schools	<u>0</u>	<u>0</u>	<u>0</u>
Elementary schools with more than one teacher	<u>15</u>	<u>5</u>	<u>20</u>
One-teacher schools	<u>0</u>	<u>3</u>	<u>3</u>
Total Schools	<u>16</u>	<u>9</u>	<u>25</u>
Number of classroom teachers in the division:			
High School	<u>47</u>	<u>11</u>	<u>58</u>
Elementary	<u>91</u>	<u>27</u>	<u>118</u>
Number of classroom teachers with <u>no</u> previous teaching experience:			
High School	<u>6</u>	<u>2</u>	<u>8</u>
Elementary	<u>7</u>	<u>0</u>	<u>7</u>
Number of resource people employed in division:			
Visiting Teachers	<u>1</u>	<u>0</u>	<u>1</u>
*Supervisors of:			
Music	_____	_____	_____
Art	_____	_____	_____
Physical Education	_____	_____	_____
Speech	_____	_____	_____
Industrial Arts	_____	_____	_____
Library	_____	_____	_____
Teaching Materials	_____	_____	_____
Add any others:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Include only those who are serving in an over-all supervisory (not teaching) capacity.

Preschool Conferences and Materials

1. Did you have a preschool workshop or conference in your division prior to the opening of the 1954-55 session? Yes If so, for how long?

Check:

2 days x 1 week _____ Other _____
3 days _____ 2 weeks _____
4 days _____

Indicate briefly the theme or problems with which such conference was concerned.

2. (a) Have any curriculum guides or local courses of study been developed in the division during 1953-54? Yes _____ No x

If so, in what subject area or areas?

- (b) Are there plans for developing curriculum materials in the division during 1954-55? Yes x No _____

If so, in what subject area or areas?

Driver Ed. Phy. Ed. & Health Grades 4-12 like the State program.

3. Is there any type of in-service education available to teachers in your division?

If so, please indicate the kind:

*Check:

Orientation meetings for new teachers x
Refresher meetings for those returning to teaching after having been out of teaching for some years x
Planned and regularly scheduled study groups dealing with problems recognized by teachers as related to their work in the classroom x
a. Study groups planned and organized on long-range schedule x
b. Study groups organized on yearly basis as needed x
Extension courses by some college or university for credit toward degrees Yes

*(If you think there is something unique about your in-service educational program, please describe on separate sheet and attach.)

4. If, in your division, bulletins have been completed in different curriculum areas, on materials for parents of preschool children, or on other similar topics during 1953-54, please list titles below. Send a copy of the materials to this office if you have not previously sent one.
- _____

Due October 10

SUPERVISORY REPORT FOR 1954-55

PART II

(An individual report from each supervisor)

Division LOUDOUN COUNTY

Supervisor CALEB J. GIBSON

DIRECTOR OF INSTRUCTION

The function of supervision is the improvement of instruction. Teachers, principals, superintendents, and others each have this concern but the responsibility of the supervisor is one of helping teachers and others discharge more effectively their responsibility for the best possible development of children and youth. Better means of achieving improvement are evolving in terms of a different interpretation of the guiding principles of supervision.*

As a supervisor, you will give attention to many phases of the instructional program throughout the school year. At the same time you may find it desirable or necessary to identify one problem on which you will place major emphasis for the year.

- I. What is the problem on which you plan to place major emphasis this year?
- A. **Guidance in the new Loudoun County Consolidated High School and the expanded Douglass High School.**

II. Describe briefly the way in which you plan to attack this problem.

- A. **Suggest time and places for home room guidance group and individual for teachers.**
- B. **Help the guidance teachers plan ways and means of getting teachers to have a greater part in the guidance program of the school.**
- C. **Have workshops to study the guidance program and set up in the high schools.**
- D. **Help the principals plan faculty meetings concerning guidance program.**
- E. **Help the guidance teachers plan a program that will aid the teachers in understanding the tests and test results.**

*Supervision in Virginia's Program of Public Education. (Statement prepared by supervisory group, 1952)

II. (Continued)

* I took extension work during the 1953-54 session from George Washington University and made 6 semester hours of credit.

Individual Data

	White	Negro	Total
Number of schools in which you supervise:			
High Schools	<u>1</u>	<u>1</u>	<u>2</u>
Combined high and elementary schools	<u>0</u>	<u>0</u>	<u>0</u>
Elementary schools with more than one teacher	<u> </u>	<u> </u>	<u> </u>
Number of these elementary schools with full-time supervising principal	<u> </u>	<u> </u>	<u> </u>
One-teacher schools	<u> </u>	<u> </u>	<u> </u>

Professional growth activities:

Did you attend summer school? No* If so, where? _____

Did you teach at any institution? No If so, where? _____

Did you participate in any local, state, or out-of-state workshop? Yes X
(Do not include any organized workshop on college campus) No _____

If so, please give the specific information in the appropriate space below:

	Type (check)	Where Held	What Topic
Local	_____	_____	_____
State	<u>X</u>	<u>U of Virginia</u>	<u>Division Directors of Teaching Materials</u>
Out-of-State	_____	_____	_____

Did you do any traveling out of state this summer? No

If so, where? _____

LOUDOUN COUNTY SCHOOLS
CALENDAR 1954-55

Thursday & Friday	Sept. 9 & 10	Teachers' Meetings
Monday	Sept. 13	Teachers Meet at Schools
Tuesday	Sept. 14	Schools Open
Monday	Sept. 20	Principals' Conference 7:30 P.M. School Board Office
Thursday	Oct. 14	Education Association - Purcellville School 6:30 P.M.
Monday	Oct. 25	End First Period of Instruction
Monday	Nov. 8	Principals' Conference 7:30 P.M. School Board Office
Thursday & Friday	Nov. 25 & 26	Thanksgiving Holiday
Wednesday	Dec. 8	End Second Period of Instruction
Thursday	Dec. 23	First Day of Christmas Holiday
Monday	Jan. 3	Schools Reopen
Monday	Jan. 10	Principals' Conference 7:30 P.M. School Board Office
Thursday	Jan. 20	Education Association - Lincoln School 6:30 P.M.
Friday	Jan. 28	End Third Period and First Semester of Instruction
Friday	March 11	End Fourth Period of Instruction
Monday	March 14	Principals' Conference 7:30 P.M. School Board Office
Friday & Monday	April 8 & 11	Easter Holiday
Thursday	April 14	Education Association - Loudoun County High School 6:30 P.M.
Tuesday	April 26	End Fifth Period of Instruction
Monday	May 9	Principals' Conference 7:30 P.M. School Board Office
Tuesday	June 7	All Schools Close
Wednesday	June 8	Teachers Continue On Duty A Full Day

180 Days of School
2 Days - Meetings at School
6 Days - Other Meetings.

Calendar 1954-55
Loudoun County Negro Schools

Thursday and Friday	September 9 and 10	Teachers' Meeting
Monday	September 13	Teachers meet at schools
Tuesday	September 14	Schools Open
Thursday	September 23	Principals' Conference 7:30 p.m.
Monday	October 25	End of First Period of Instruc- tion
Monday	November 15	Principals' Conference
Thursday and Friday	November 25 and 26	Thanksgiving Holiday
Wednesday	December 8	End Second Period of Instruction
Thursday	December 23	First Day of Christmas Holiday
Monday	January 3	School Reopens
Monday	January 17	Principals' Conference
Friday	January 28	End Third Period and First Semester of Instruction
Monday	March 11	End Fourth Period of Instruction
Monday	March 21	Principals' Conference
Friday and Monday	April 8 and 11	Easter Holiday
Tuesday	April 26	End Fifth Period of Instruction
Monday	May 16	Principals' Conference
Tuesday	June 7	All Schools Close
Wednesday	June 8	Teachers Continue On Duty All Day

180 Days of School

2 Days - Meetings at School

6 Days - Other Meetings

Loudoun County Schools
 Calendar of Special Teachers' Meetings
 1954 - 1955
 Negro Schools

Wednesday	September 8, 1954	1-4 P.M. New Teachers
Thursday	September 9, 1954	9-12 A.M. First Grade Teachers 1-2:30 P.M. Teachers' Association
Friday	September 10, 1954	9-12 A.M. 4-7th Grade Teachers 1-4 P.M. (2nd. & 3rd. Grade Teachers (All High School Teachers
Saturday	November 6, 1954	8:30-12:30 A.M. First Grade Teachers
Saturday	November 13, 1954	8:30-12:30 A.M. 2nd. & 3rd. Grade Teachers
Saturday	November 20, 1954	8:30-12:30 A.M. 4th - 7th Grade Teachers All High School Teachers
Saturday	February 12, 1955	8:30-12:30 A.M. 1st, 2nd, 3rd. Grade Teachers All High School Teachers
Saturday	February 19, 1955	8:30-12:30 A.M. 4th - 7th Grade Teachers
Saturday	April 23, 1955	8:30-12:30 A.M. 1st - 3rd Grade Teachers
Saturday	April 30, 1955	8:30-12:30 A.M. 4th - 7th Grade Teachers All High School Teachers

November 6, November 13, February 19 and April 23 meetings will be held at Douglass Elementary School, all other meetings at Douglass High School.