

- Proposed Summer Work Schedule -
Loudoun County High School
Leesburg, Virginia
George D. Grov, Principal

1. Carry on office routine
 - (a) Correspondence
 - (b) Execution of transcripts
 - (c) Evaluation of work done through Armed Forces Institute plan
2. Help plan painting of interior of building
3. Plan landscaping of grounds
4. Plan in detail the program of studies
 - (a) Master schedules
 - (b) Student schedules
 - (c) Teacher schedules
 - (d) Confer with patrons and students
 - (e) Confer with individual teachers relative to duties
5. Work out a student hand book
6. Work out procedure for checking student absences
7. Work out administrative forms needed in the school
8. Visit homes as much as is convenient
9. Confer frequently with the Division Superintendent of Schools
10. Prepare a set of regulations for the conduct of the school

March 31, 1954.