

6/1/51

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

Supervision is a service to principals, teachers, and others for the improvement of the instructional program. This service aids teachers as they analyze their classroom problems and make the necessary adaptations in their programs, as they seek a broader understanding of human growth and development, as they carry on curriculum studies, as they attempt to provide better learning opportunities for their pupils, and as they plan and evaluate their total programs.

In the local division the responsibility for the direction and supervision of the total instructional program rests primarily with the superintendent of schools. Because of the demands on the superintendent in carrying out this responsibility together with those related to his administrative functions, it often becomes necessary for him to share the responsibility for the direct supervision of the instructional program with one or more persons employed for this specific purpose.

These regulations will become effective with the beginning of the fiscal year, July 1, 1950. They shall not be retroactive in their applicability to

- a. persons currently approved and/or employed for the specific positions described, so long as they do not change type of position, nor will these persons be required to remain in the county or city where they are currently employed in order to continue their eligibility under this provision,
- b. positions approved for the school session 1949-50. They will be applicable, however, to any positions sought for 1950-51 which were not approved for 1949-50. They will also be applicable to all positions that become vacant through change of personnel after July 1, 1950.

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. No reimbursement will be made on salaries of individuals doing special supervision in the schools, such as supervisors of Art, Music, etc.
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.) This position was established to meet the needs of a supervisory situation that cannot justify the employment of both elementary and high school supervisors.
- 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, and will be approved only for those counties or cities that have three or more supervisors, exclusive of this position, for whom State aid is allowed, and one or more visiting teachers.
- 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 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 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

4. Supervisory Personnel

Professional Training and Personal Qualifications for All Positions.

1. The candidate must hold a Master's Degree.
2. The candidate must hold the highest type of Virginia teacher's certificate.
3. The candidate must have had a course in supervision on the graduate level.
4. The candidate must show evidence of having made continuous professional growth in the fields of education.
5. The candidate must have demonstrated some ability to work well with adults.
6. 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 in both the elementary and secondary schools.

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.
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.