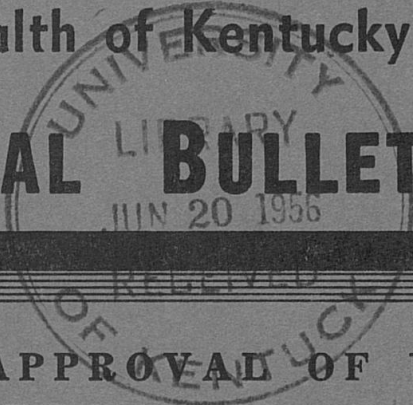


200

Commonwealth of Kentucky

EDUCATIONAL BULLETIN



CRITERIA FOR APPROVAL OF UNITS
FOR
ADMINISTRATIVE AND SPECIAL INSTRUCTIONAL
SERVICE PERSONNEL
AND
SUPERVISOR OF INSTRUCTION
AND
DIRECTOR OF PUPIL PERSONNEL



Published by
DEPARTMENT OF EDUCATION
ROBERT R. MARTIN
Superintendent of Public Instruction
Frankfort, Kentucky

ISSUED MONTHLY

Entered as second-class matter March 21, 1933, at the post office at
Frankfort, Kentucky, under the Act of August 24, 1912.

VOL. XXIV APRIL, 1956 NO. 4

gra
Pro
Th
195
pla
the
pro

to t
for
the
tion
of
are
tion
thr
der
typ
dir
son

by
of

wh
bul
of
cor
for

Ma

FOREWORD

The challenge of an enriched and improved instructional program of education for Kentucky youth presented by the Foundation Program Law will be accepted by the schools of our Commonwealth. The Foundation Program will be fully financed in the school year 1956-57. The time has arrived, therefore, for sound and effective planning for full implementation of every provision of the law for the operation of the schools and for improvement of instructional programs in the classrooms.

Significant provisions of the Foundation Program Law relate to the units for administrative and special instructional services, and for supervisors and directors of pupil personnel. In keeping with these provisions, the State Board of Education has adopted regulation (SBE-IS-FP-1) and criteria for approval of each of these types of units. This regulation (SBE-IS-FP-1) together with the criteria are presented in this publication. The State Department of Education, with the cooperation and assistance of many school people throughout the State, developed criteria to be used by superintendents and boards of education in planning for full utilization of all types of ASIS units, and units for supervisors of instruction and directors of pupil personnel. These criteria relate to qualified personnel, programs, facilities, and plans for further improvement.

I am pleased to present in this Bulletin the *criteria* as approved by the State Board of Education for the information and guidance of school officials and board members of local school systems.

I express deep appreciation to all persons listed in the Appendix who assisted in the development of the criteria contained in this bulletin. Also, appreciation is expressed to the members of the staff of the State Department of Education who served as the editing committee: Mr. James L. Sublett, Mr. Don Bale, Miss Gwen Retherford, Miss Louise Combs, and Dr. Ellis F. Hartford.

Robert R. Martin
Superintendent of Public Instruction

March 21, 1956

Committee Members From the Staff
of
State Department of Education

James L. Sublett, Assistant Superintendent of Public Instruction

Dr. Ellis F. Hartford, Head, Bureau of Instruction

James L. Patton, Head, Bureau of Vocational Education

Ted C. Gilbert, Head, Bureau of Administration and Finance

Walter W. Roschi, Director, Division of Finance

Miss Louise Combs, Director, Division of Teacher Training and Certification

Don Bale, Director, Division of Instructional Services

Miss Gwen Retherford, Director, Division of Education for Exceptional Children

Kearney Campbell, Director, Division of School Lunch

Miss Annie Mary Botts, Supervisor, Division of School Lunch

Miss Stella A. Edwards, Supervisor, Division of Education for Exceptional Children

Mrs. Mary Marshall, Supervisor, In-Service Teacher Education

Fred A. Martin, Assistant Director, Division of Trades and Industrial and Distributive Education

Leonard C. McDowell, Supervisor, Industrial Arts

Claude Taylor, Supervisor, Elementary Education

Sam Taylor, Supervisor, Secondary Education

Frank Vittetow, Supervisor, In-Service Teacher Education

Roy Ellis, Supervisor, Division of Property Utilization

TABLE OF CONTENTS

Foreword	
Greetings	
Introduction	
State Board of Education Regulation	

PART I

Criteria for Approval of Units

Administrative and Special Instructional Service Personnel....

- I. Criteria for the Unit of Superintendent or Assistant Superintendent
- II. Criteria for the Unit of Principal or Assistant Principal
- III. Criteria for the Unit of Guidance Counselor
- IV. Criteria for the Unit of School Attendance Worker (Visiting Teacher)
- V. Criteria for the Unit of Physical Education Teacher
- VI. Criteria for the Unit of Music Education Teacher
- VII. Criteria for the Unit of Art Education Teacher
- VIII. Criteria for the Unit of Industrial Arts Teacher
- IX. Criteria for the Unit of Librarian or Materials Specialist
- X. Criteria for the Unit of School Psychologist
- XI. Criteria for the Unit of Driver Education Teacher
- XII. Criteria for the Unit of Finance Officer
- XIII. Criteria for the Unit of School Lunch Director

PART II

Criteria for Approval of Units

- I. Criteria for the Unit of Supervisor of Instruction
- II. Criteria for the Unit of Director of Pupil Personnel

APPENDIX

Committee Members

GREETINGS

We, the members of the State Board of Education, join with the Department of Education in an expression of greetings and hearty good wishes to the boards of education and superintendents for the full utilization of the criteria for units of ASIS personnel, supervisor, and director of pupil personnel as approved on March 15, 1956, and presented in this Bulletin.

We view the opportunity thus presented as one of the most promising developments for the instructional programs of our schools and one of the most significantly helpful provisions of the Foundation Program Law. The State Board of Education confidently looks forward to a period of great accomplishment and enrichment in our school programs as the local boards of education undertake to make policies and plans for the comprehensive and economical administration of the Foundation Program funds with the same prudence and wisdom they exercise in levying and expending local tax monies.

We shall be serving you in full knowledge that the educational services embodied in the Foundation Program Law will be provided in our schools to the degree that local responsibility is accepted and local initiative is present. We hold the belief that local responsibility and local initiative will determine in a large measure the success of the Foundation Program of Education. The State Board of Education and the State Department of Education deem it a great privilege to be joined with local boards of education and administrators in this great enterprise designed for the improvement of the quality of education of Kentucky's boys and girls.

William C. Embry, Louisville
Mrs. J. E. Hernandez, Lexington
H. D. Fitzpatrick, Jr., Prestonsburg
Henry E. Pogue, Jr., Fort Thomas
Alfred G. Powell, Lexington
Mrs. John H. Walls, Louisville
Glenn Doran, Murray
Robert R. Martin, Chairman
James L. Sublett, Secretary

INTRODUCTION

Criteria contained in this publication for approval of certain administrative, supervisory, and instructional units were approved by the State Board of Education on March 15, 1956, for guidance to local superintendents and boards of education in requesting approval of these units by the State Department of Education. Both in applying for approval of units and in granting approval on basis of these criteria the following principles provide helpful guide lines:

1. *Continuing improvement in instruction requires continuing growth on part of school personnel.* Therefore, all personnel referred to in these criteria should participate in professional activities and in any in-service programs sponsored by the State Department of Education for school personnel.
2. *Planning for utilization of special personnel in light of the overall needs in the education program in the total school system is of prime importance.* An overall plan for a balanced instructional program should be submitted by the superintendent as a part of the application for tentative approval of ASIS units, supervisors of instruction and directors of **pupil personnel**. The detailed program plan required under the criteria for each unit requested should be submitted with the annual organization and high school reports for each school.
3. *Temporary approval takes into account existing limiting factors and provides time for improvement.* Existing programs for which ASIS units are requested which do not meet minimum requirements as set forth in the criteria or in other regulations of the State Board of Education may be given temporary approval. As a condition of such temporary approval, plans for development and improvement shall be submitted by the superintendent and approved by the appropriate Divisions and Bureaus of the State Department of Education and submitted to the Superintendent of Public Instruction for final action.
4. *Approval for a unit (full-time) requires devotion to special unit duties for the full day.* Time allotment for a special unit shall be based upon the amount of actual time (fraction or part of a school day) spent in carrying out the duties of the unit. Full-time shall mean the use of all periods in duties specifically related to the special unit.

Legal guide lines are found in KRS, Section 157.320 (14) and KRS, Section 157.410. The first defines "teacher" as follows:

"... any full-time regular or special teacher, principal, supervisor, superintendent, assistant superintendent, librarian, director of pupil personnel, or other full-time member of the teaching or professional staff engaged in the service of the public elementary and secondary school for whom certification is required as a condition of employment."

The second provides for payment of funds to officials of school districts:

“ . . . when the districts have fully complied with the school laws, rules, and regulations of the State Department of Education.”

The staff of the State Department of Education will be available at all times to work with local school personnel in realizing the opportunities implicit in the criteria designed to implement certain provisions of the Foundation Program Law.

Each criterion in this publication represents the very minimum standard which is required. These criteria, therefore, represent the beginning, only, of a good school program. May each school system be challenged to develop a continuing program of improvement and may some system develop a program of education within a few years, not yet dreamed of for Kentucky's children and youth.

ADM

(Ado
Kent

A. 7

u

t

c

B.

C.

STATE BOARD REGULATION

(Adopted March 15, 1956)

ADMINISTRATIVE AND SPECIAL INSTRUCTIONAL SERVICES

(Adopted in accordance with the provisions of Section 157.360 (6) *Kentucky Revised Statutes*. This supersedes SBE-F-FP-2-1.)

A. The following types of positions may be approved for classroom units. This list is not prepared to indicate by its listing order that preference should be given to any of these units by virtue of its numerical identification:

1. Superintendent
2. Assistant Superintendent
3. Principal
4. Assistant Principal
5. Guidance Counselor
6. School Attendance Worker (visiting teacher)
7. Physical Education Teacher
8. Music Education Teacher
9. Art Education Teacher
10. Industrial Arts Teacher
11. Librarian or Materials Specialist (audio-visual)
12. School Psychologist
13. Driver Education Teacher
14. Finance Officer
15. School Lunch Director

B. Credit for classroom units for the following type positions will not be approved under 157.360 (6), but are approved under other sections:

1. Vocational Education Teacher (KRS 157.360 (4))
2. Exceptional Children Teacher (KRS 157.360 (5))
3. Supervisor of Instruction (KRS 157.360 (7))
4. Director of Pupil Personnel (KRS 157.360 (8))

C. In addition, classroom unit credit for the following positions will not be approved under any section.

1. School Clerk
2. Supervisor of Transportation
3. Supervisor of Buildings and Maintenance
4. Textbook Custodian
5. Custodial Personnel
6. Local School Lunch Manager
7. Business Manager, Purchasing Agent, and others whose jobs are definitely business management in character.

8. Registrar
 9. Personnel Director
 10. Teacher in Regular Summer Schools
-

D. All persons employed for administrative and instructional service classroom units shall have the following qualifications (KRS 161.020)

1. Hold a valid Kentucky certificate covering the type of work in which engaged.
 2. Be qualified by training and experience.
-

E. Classroom units for the positions of physical education teacher, music education teacher, art education teacher, industrial arts teacher, driver education teacher may be approved for special instructional service units or basic classroom units upon the approval of the Superintendent of Public Instruction.

F. All administrative and special instructional service units and basic classroom units in which a person with an emergency certificate is approved will be classified no higher than Rank V under Section 157.390 of the *Kentucky Revised Statutes*.

G. Classroom units shall be allotted for administrative and special instructional personnel approved under this regulation on the basis of the application of the local superintendent filed with the Department of Education by June 10. Fractional classroom units may be allotted for personnel who give less than full time to administrative and special instructional service.

KR

PART I

CRITERIA FOR APPROVAL OF UNITS

FOR

**ADMINISTRATIVE AND SPECIAL INSTRUCTIONAL
SERVICE PERSONNEL**

KRS 157.360 and SBE-IS-FP-1 provide for approval ASIS units.

pro
the
The
eig

boa
cial
crit

tive

Spe

*

*

*

CRITERIA FOR ADMINISTRATIVE AND SPECIAL INSTRUCTIONAL SERVICE UNITS

The Foundation Program (KRS 157.360 (6) and SBE-IS-FP-1) provides for the allocation of classroom units for administrators, their certificated assistants and for certain special service personnel. These units will be allotted on the basis of one special unit for each eight classroom units allocated under section 2-5 of KRS 157.360.

The purpose of these criteria is to furnish superintendents and boards of education with the basic requirements for approval of special units. All plans for the ensuing year should be based on these criteria.

Three factors will be considered in the approval of Administrative and Special Instructional Service Units:

1. Personnel qualified as set forth in the criteria, teacher certification standards and State Board regulations.
2. A planned program approved by the State Department of Education.
3. Satisfactory physical facilities, equipment, materials, and financial support as provided in the criteria and approved by the Department of Education.

The following units will be approved for Administrative and Special Instructional Service Units:

1. Superintendent
2. Assistant Superintendent
3. Principal
4. Assistant Principal
5. Guidance Counselor
6. School Attendance Assistant (visiting teacher)
- *7. Physical Education Teacher
- *8. Music Education Teacher
- *9. Art Education Teacher
- *10. Industrial Arts Teacher
11. Librarian or Materials Specialist (audio-visual)
12. School Psychologist
- *13. Driver Education Teacher
14. Finance Officer
15. School Lunch Director

* May be approved for special instructional or basic units upon approval of the Superintendent of Public Instruction.

I. Criteria for the Unit of Superintendent or Assistant Superintendent

A. Qualified Personnel

1. Personnel qualified to serve in approved units of superintendent and assistant superintendent must meet one of the certification standards as follows:
 - a. A Provisional or Standard Certificate in Administration and Supervision.**
 - b. Provisional Certificate for Superintendency issued since September, 1952, on basis of four years of teaching experience, a teaching certificate based on the four year curriculum, and a Master's Degree including thirty semester hours of graduate work in courses as indicated in the adopted program of preparation certification.**
 - c. Standard Certificate for Superintendency issued since September, 1952, on basis of four years of experience as superintendent, completion of a Master's Degree, and twenty-four semester hours of graduate work beyond that required for the provisional certificate for superintendency.**
 - d. Emergency Certificate for Acting Superintendent. In the absence of a fully qualified person for the position of superintendent or assistant superintendent an emergency certificate may be issued to an acting superintendent or assistant superintendent for an *interim period*. To be eligible for such a certificate the person must have a valid teaching certificate issued on a Baccalaureate Degree.

B. Planned Program

1. In the performance of his duties the Superintendent shall at all times be governed by the provisions of the *Kentucky Revised Statutes*, the rulings of the State Board of Education and the policies of the local board of education.
2. The Superintendent shall have the responsibility of cooperating with the State Department of Education in all in-service training programs and other programs designed to improve instruction.

** All references are fully described in the Educational Bulletins of the Department of Education entitled "Preparation and Certification."

3. Application for the unit for assistant superintendent shall indicate the specific duties to be performed by the assistant. These duties shall be designed to relieve the superintendent and shall not be primarily the duties of a supervisor of instruction, business manager, or director of pupil personnel.

C. Physical Facilities

1. Adequate space for the superintendent and for the assistant superintendent shall be provided.
2. Adequate clerical assistance shall be provided.
3. Sufficient equipment and supplies must be furnished to enable the superintendent to efficiently perform his duties. Adequate financial support to allow constant supervision of the entire system and permit visitation outside the system for purposes of professional growth must be provided.

II. Criteria for the Unit of Principal or Assistant Principal

A. General Provisions

1. A principal shall be defined as a person who devotes at least 50 per cent of his time to the supervision of instruction. The remaining portion of his time may be divided between administrative duties and classroom teaching depending upon the size and needs of the school.
2. A principal shall be designated for a school with eight or more teachers.
3. An assistant principal shall have such duties as may be assigned, including administrative duties and supervision of instruction. The assistant principal must devote at least 50 per cent of his time to the duties of the assistant principalship. The balance of his time may be devoted to classroom teaching.
4. An assistant principal may be assigned to a school with 20 teachers.
5. A school may consist of one or more buildings. The program in two or more buildings may be under the supervision of one principal. An assistant principal may perform services in one or more buildings. In approving such units the number of buildings, teachers, and pupils involved and the geographical location of the buildings shall be considered. In instances where both elementary

and secondary grades are housed in one building, a single principal should be designated with one or more assistant principals where size warrants additional personnel.

B. Qualified Personnel

1. Personnel qualified to serve in approved units of principalship or assistant principalship shall hold one of the following certificates:
 - a. Advanced, College, Standard, Administrative, Provisional High, Standard High, Standard, or Standard Elementary issued prior to September 1, 1935.
 - b. Provisional or Standard Administrative Certificate issued since September 1, 1935.
 - c. Provisional or Standard Certificate for Principalship issued since September, 1952. The Provisional Certificate for elementary, secondary, or 12-grade principalship requires 3 years of teaching experience, completion of the 4-year program for elementary or secondary teaching certificates and completion of 15 semester hours of graduate work as described in certification bulletins. The Standard Certificate for Principalship requires three years' experience, a certificate based on a 4-year program of preparation, and a Master's Degree including a program of preparation as set forth in the certification bulletins.
 - d. An emergency certificate for the position of principal or assistant principal may be issued when an extreme emergency exists. Each case will be considered upon its own merit.

C. Planned Program

1. The principal of an elementary, secondary, or 12-grade school shall devote a significant portion of his time to supervision. He should devote adequate time to observing classroom instruction. He should also be a cooperating participant in the various activities which are designed to improve instruction. The principal's program of improving instruction shall be submitted as a part of the school's annual report. This plan should

reflect the thinking of all those concerned with the instructional program. The program should include:

- a. Ways of establishing and maintaining professional relationships.
- b. Plan for teacher and community participation in development of curriculum.
- c. In-service program for professional staff.
- d. Plans for helping with teaching-learning materials.
- e. Plans for evaluation of the whole school.

D. Physical Facilities

1. Adequate office and storage space shall be provided.
2. Clerical assistance commensurate with the size of the school shall be provided.
3. Provision shall be made for furnishing the necessary equipment such as typewriter, adding machine, duplicating equipment, et cetera, to permit the principal to perform his duties in a satisfactory and efficient manner.
4. Sufficient financial support to permit the adequate operation of the principal's office shall be furnished.

III Criteria for the Unit of Guidance Counselor

A. General Provisions

1. The term "guidance counselor" shall be used to describe current and future positions having the responsibilities, functions, and duties of the guidance and counseling position.

B. Qualified Personnel

1. A person qualified to serve in an approved unit of guidance counselor shall have a teaching certificate which has been endorsed as a Standard Certificate for a guidance counselor upon completion of a Master's Degree including 30 semester hours selected from the approved program of preparation or as a Provisional Certificate for a guidance counselor upon completion of 15 semester hours of graduate work from the approved program of preparation. As a prerequisite to the validation of a teaching certificate for the position of a guidance counselor, the experience requirements shall be as follows:
 - a. Three years' teaching experience.

- b. One year of employment in fields other than teaching, but related to counseling, may be used to satisfy one year of the three-year requirement.
2. A person may be approved for 1956-57 for the position of guidance counselor who holds a Provisional Elementary or Secondary Certificate and who has earned at least six semester hours of the approved program of preparation for guidance counselors. Approval for the following year will require that the person complete an additional six semester hours of the approved program of preparation.
3. The above requirements shall not be retroactive for persons currently employed as guidance counselors on the basis of teaching certificates based on the Baccalaureate Degree and who are re-employed for 1956-57.

C. Planned Program

1. The program should be developed cooperatively by those concerned in the instructional program and should reflect the specific objectives of a guidance program. The program plan shall include:
 - a. Areas and kinds of service to be rendered by the guidance counselors.
 - b. Relationship of the counseling program to the administrative and instructional staff, the pupils, and the community.
 - c. Plan for evaluating the activities of the guidance program in your school.

D. Physical Facilities

1. Provision of adequate office space including the necessary files, storage space, typewriters, and other equipment.
2. Appropriate test forms, reference materials, and index of occupational and educational information, reference materials, record forms, and necessary office supplies.
3. Sufficient financial support to cover salary, materials, equipment, and adequate clerical assistance.

IV Criteria for the Unit of School Attendance Worker (Visiting Teacher)

A. General Provisions

1. The position of school attendance worker (visiting

teacher) shall not be considered as an assistant director* of pupil personnel. This individual shall not spend a major portion of time investigating non-attendance at school except as it is incidental to the solution of the problems of children and shall coordinate the findings with the respective teachers. The school attendance worker (visiting teacher) shall work in cooperation with the Director of Pupil Personnel in carrying out such functions as serving individual pupils who need special understanding, helping with problems of social adjustment, promoting positive adjustment to school experiences, and helping pupils find opportunities to continue their educational progress toward realization of their potentialities.

B. Qualified Personnel

1. The school attendance worker (visiting teacher) shall be a person with a Bachelor's Degree and a certificate valid for elementary or secondary teaching.
2. The school attendance worker (visiting teacher) shall have had a minimum of two years' successful teaching experience.

C. Planned Program

1. The program should be based on the following points:
 - a. Working with parents and other citizens to promote desirable home-school relationships.
 - b. Acting as liaison with community and state agencies in seeking solutions to the problems of children.
 - c. Guiding and counseling individual children in making adjustment to the school situation.
 - d. Investigating and correcting home situations which are resulting in non-adjustment and non-attendance.
 - e. Working with principals and teachers in identifying problems of children and assisting in the solution.

D. Physical Facilities

1. Adequate clerical assistance shall be provided.
2. The school attendance worker (visiting teacher) should

* See KRS 157.360, Section 8, for provisions for directors of pupil personnel and/or assistant directors of pupil personnel.

be provided with office space and the necessary equipment and supplies to carry on her activities.

V Criteria for the Unit of Physical Education Teacher

A. General Provisions

1. No elementary or secondary school shall be considered as having met standards of approval in physical education until programs have been put into operation which meet the minimum standards prescribed by the State Board of Education as approved and published in its specified bulletins, syllabi, and courses of study.

B. Qualified Personnel

1. Personnel qualified to serve in an approved unit of physical education shall meet the standards of one of the following certificates:
 - a. A Provisional or Standard High School Certificate with a major or minor in physical education or an area of concentration of 48 hours in health, physical education, and safety. The certificate is valid in grades 7-12.
 - b. A Special Certificate in Health and Physical Education valid in grades 1-12.
 - c. Any certificate valid for secondary school teaching if the holder has a major or minor in physical education.
2. In the absence of a fully qualified physical education teacher in grades 7-12, a special unit may be granted in 1956-57 for a person holding a valid secondary teaching certificate who has completed at least 12 semester hours of the approved program of preparation in physical education. Approval for the following year shall require that the teacher complete 6 additional semester hours of the approved program of preparation in physical education.

C. Planned Program

1. Physical education, to be an integral part of education, must contribute to and enrich general education by the specific values inherent in a properly organized program of physical activities. Properly organized programs of physical education in the elementary and

secondary schools should provide for boys and girls a well-rounded and progressive program of activities of a physical nature and should help them to acquire skill in the performance of these activities.

2. The program of physical education should be developed cooperatively by the administrator, physical education teacher, and other personnel concerned with the total curriculum. The program should include:
 - a. A minimum of twenty activities sufficiently diversified to meet the needs of pupils, selected from the program of Standards for Health and Physical Education, or others similar.
 - b. Adequate time devoted to co-recreational activities.
 - c. Stunts, tumbling, rhythm games, and relays.
 - d. Participation for elementary pupils in activities selected from the following list: rhythmical activities, story plays, mimetics, games, relays, skills, stunts, and self-testing activities.

Coaching athletic teams may be approved as a part of the special unit provided the total time devoted daily to this activity is not more than ninety minutes and when other program plans and requirements stipulated in the Program of Standards have been met.

D. Physical Facilities

1. The functional design of the school plant for physical education should be predicated upon its use as a community center for recreation as well as an educational unit for the school system. The facilities should be planned to equitably meet the needs of a modern program of physical education and recreation. Intelligent planning requires consultation with and the cooperation of those who are to use the facilities, the coach, the physical and health educator and others who will conduct the activities. The proper number of teaching stations should be provided in the construction of gymnasiums and playfields as specified by the "Guide for Planning Facilities for Athletics, Physical Education and Health Education."

VI Criteria for the Unit of Music Education Teacher

A. General Provisions

1. A special unit for music education will be granted for a person who:
 - a. Is teaching music as a full-time position in a high school.
 - b. Is teaching music on a full-time basis in an elementary and/or secondary school.
 - c. A person who teaches music in more than one elementary or high school but devotes full time to this activity.

B. Qualified Personnel

1. Personnel qualified to serve in an approved unit of music shall meet the certification standards in one of the following certificates:
 - a. Provisional or Standard High School Certificate with a major or minor or area of concentration in music. The certificate is valid in grades 7-12.
 - b. A Special Music Certificate issued upon a special program of preparation. The certificate is valid in grades 1-12.
 - c. Any certificate valid for secondary school teaching if the holder has a major or minor in music.
2. In the absence of a fully qualified teacher of music in grades 7-12, a special unit may be granted in 1956-57 for a person holding a valid secondary teaching certificate who has completed at least 12 semester hours of the approved program of preparation in music. Approval for the following year shall require that the teacher complete six additional semester hours of the approved program of preparation in music.

C. Planned Program

1. The program shall include:
 - a. Music opportunities for all children at every grade level.
 - b. Special music opportunities for all children desiring to further their knowledge of music and those children who display special aptitudes in this area.
 - c. Application for units of specialized types of instruction for such as band and orchestra shall indicate the need for such units and shall provide evidence that personnel and facilities are available for this type program.

D. Physical Facilities and Equipment

1. Physical facilities for music education will, by necessity, vary because of the grade level at which the program is being conducted, the number of pupils enrolled in the program, and the type of program being carried on. Generally the following will be the minimum facilities required for approval of a unit:
 - a. Adequate physical space based on the number of pupils to be accommodated and the type of program in use.
 - b. Physical facilities provided shall generally conform to the accepted standards for elementary and secondary classrooms.
2. Elementary
 - a. A song series for grades 1-8 in the elementary schools.
 - b. Adequate supply of rhythm instruments in the elementary schools.
 - c. A well-tuned piano available to the pupils being instructed.
 - d. A record player must be available for use by the teacher.
3. High School
 - a. A well-tuned piano available to the pupils being instructed.
 - b. An adequate supply of vocal or instrumental music whichever is applicable to the program.
 - c. Such other instruments as may be required for an adequate instrumental program.
 - d. A set of portable risers.

The application for a music unit must contain both a short and long range program for providing adequate supplies of instruments, music, and other equipment required in the conducting of a satisfactory music program.

VII Criteria for the Unit of Art Education Teacher

A. General Provisions

1. A unit in art education may be approved for a qualified person who teaches art in grades 1-6, 1-12, 7-12, or any combination of grades according to the plan of school organization.

B. Qualified Personnel

1. Personnel qualified to serve in an approved unit of art shall meet the certification standards in one of the following certificates.
 - a. Provisional or Standard High School Certificate with a major or minor or area of concentration in art. The certificate is valid in grades 7-12.
 - b. A Special Art Certificate issued upon a special program preparation. The certificate is valid in grades 1-12.
 - c. Any certificate valid for secondary school teaching if the holder has a major or minor in art.
2. In the absence of a fully qualified teacher of art in grades 7-12, a special unit may be granted in 1956-57 for a person holding a valid secondary teaching certificate who has completed at least 12 semester hours of the approved program of preparation in art. Approval for the following year shall require that the teacher complete six additional semester hours of the approved program of preparation in art.

C. Planned Program

1. The objectives of the unit are:
 - a. To provide art experience for the boys and girls of Kentucky—art experiences that will develop the uniqueness of every person by developing their creative potential through their involvement with ideas having personal significance.
 - b. To develop independent thinking, awareness, power of observation and imagination.
 - c. To develop receptiveness to art of high quality by association with works of art—original works—painting, sculpture, crafts, et cetera, color reproductions, and good art books.

D. Physical Facilities and Equipment

1. Adequate classrooms with sufficient work space for each child should be provided.
2. Sufficient equipment and materials should be furnished to provide a thorough, on-going art program.
3. Financial support should be comparable to expenditures for other special units.

VIII Criteria for the Unit of Industrial Arts Teacher

A. Qualified Personnel

1. Personnel qualified to serve in an approved unit of industrial arts shall meet the certification standards in one of the following certificates:
 - a. Provisional or Standard High School Certificate with a major or minor or area of concentration in industrial arts. The certificate is valid in grades 7-12.
 - b. Any certificate valid for secondary school teaching if the holder has a major or minor in industrial arts.
2. In the absence of a fully qualified teacher of industrial arts in grades 7-12, a special unit may be granted in 1956-57 for a person holding a valid secondary teaching certificate who has completed at least 12 semester hours of the approved program of preparation in industrial arts. Annual approval shall require that the teacher complete six additional semester hours of the approved program of preparation in industrial arts.
3. No emergency certificate will be approved for this special unit.

B. Planned Program

1. The program of industrial arts should be developed cooperatively by the administrator, industrial arts teacher, and the State Department of Education personnel.
 - a. In scheduling industrial arts classes, consideration should be given to homogeneous classification.
 - b. The Educational Bulletin "Industrial Arts for Kentucky Schools" should be used as a manual for guidance of administrators and industrial arts personnel.
 - c. The maximum number of pupils per class should be 24 and in certain types of shop classes the number should be limited to 20 pupils.
 - d. The length of the class period should be at least equal to other courses requiring laboratory work.
 - e. A school with only one industrial arts teacher should offer a comprehensive general shop program including not less than three broad unrelated areas.
 - f. Evaluative procedures should be included in the plans for the program.

C. Physical Facilities and Equipment

1. The minimum physical plant facilities shall be 40 square feet per pupil in mechanical drawing classes and 60 square feet in shop classes exclusive of adequate auxiliary facilities (storage rooms, planning rooms, wash rooms, et cetera).
2. The shop should be provided with *equipment* as specified in the State Department of Education equipment list. Emphasis shall be placed upon the effective use of this equipment.
3. An adequate budget must be supplied for use in the shop to carry out the objectives of the program.

IX Criteria for the Unit of Librarian or Materials Specialist

A. Qualified Personnel

1. Personnel qualified to serve in an approved unit of school librarianship will require that the school librarian qualify by meeting certification standards by one of the following plans:
 - a. Provisional or Standard High School Certificates will qualify a person to serve as a librarian in grades 7-12, provided the holder of the certificate has 18 semester hours in library science. Until September, 1957, 12 semester hours in library science will be acceptable.
 - b. Under regulations which are effective until September 1, 1957, a special librarian certificate can be issued on the four-year college program with a major in library science. This certificate qualifies the holder to serve as librarian in any type of school—elementary, secondary, or 12-grade.
 - c. Under a new program of preparation certification for librarianship, an elementary certificate based on the four-year program may be validated for elementary librarianship on basis of 18 hours in specified courses in library science. Under this new program, a high school certificate may be validated for high school librarianship upon basis of 18 hours in specified courses in library science. Also a special Standard Certificate for Librarianship valid in grades 1-12 can be issued upon a cur-

riculum requiring the master's degree or a Master's Degree in library science.

- d. Until 1957, in the absence of a special certification plan for elementary school librarians, a teacher serving as an elementary school librarian may be considered qualified upon presentation of an elementary certificate based on four years of college preparation plus six hours of the required 18 hours in library science, provided six additional hours in library science are submitted each year until the required 18 have been completed.

2. Emergency Certificates

- a. Emergency certificates valid in 1955-56, or issued prior to that date, may be reissued annually on basis of six additional hours in library science selected from the 18 semester hours in specified courses in library science.
- b. New emergency certificates for school librarians may be issued to holders of high school certificates who have six semester hours in library science selected from the specified 18 hours.

3. In addition to a special instructional unit approved for a librarian in one school, a unit may be approved for a school librarian who coordinates or provides library services in more than one school.

4. School systems which during the 1955-56 school year employed a materials specialist (audio-visual) who did not perform all the services normally performed by librarians may be allowed an ASIS unit under this broad heading provided approval is granted by the Department of Education. These units should be based on the same time proportions as other units.

C. Planned Program

The American Library Association asserts that the responsibility of the school library is:

SCHOOL LIBRARY BILL OF RIGHTS*

"To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.

* Endorsed by the Council of the American Library Association, July, 1955.

“To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

“To provide a background of information which will enable pupils to make intelligent judgments in their daily life.

“To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.

“To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.

“To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.”

1. The library is the materials center for the instructional program of the school. In the organization and administration of a functional program there shall be provided as a minimum for all schools: a systematic plan for the selection and acquisition of books and other materials; books classified, marked and shelved according to the Dewey Decimal System; an adequate loan system; an accession record and shelf list; card catalog; and an organized and up-to-date vertical file.
2. The library is a teaching agency which complements and supplements all other teaching activities of the school. Its program of activities involves all pupils and teachers cooperatively in the selection and use of library materials for the enrichment of the total curriculum; shares with teachers in guiding the reading interests of individuals and groups of pupils; routes to teachers materials which are understood to be of particular interest to them; helps all members of the school in the effective use of the resources of the library; assists in curriculum planning and development; and interprets the library program to administrators, faculty, students, and parents.
3. Provision should be made for scheduling a library period at least once a week for every child in elementary school, and free use of the library at other times should be encouraged. In secondary schools, library facilities should be available throughout the day.

4. Time allotment for a unit shall be based upon the amount of actual time (fraction or part of a day) spent administering a school library program.

(The librarian shall devote not less than one-half of her time to the library.)

D. Physical Facilities

1. Quarters and Equipment:

- a. Library rooms in high schools shall conform to accreditation standards of the State Department of Education. Other libraries shall provide space for seating the largest class plus twenty. Adequate storage space shall be provided.

- b. The library shall be equipped with suitable tables, chairs, shelving, card catalog and other equipment to permit its efficient operation. The library should be separate from the study hall, but if they are combined adequate teacher supervision shall be provided in order that the librarian may carry on her proper functions.

2. Appropriation:

- a. Appropriation for high school libraries shall conform to accrediting standards of the State Department of Education. Appropriations for other libraries shall be consistent with the financial support allotted to other phases of the school program. Available approved lists should be utilized in selection of books in accordance with regulations of the State Board of Education.

X Criteria for the Unit of School Psychologist

A school psychologist holding a valid teaching certificate and currently employed may be approved for a special service unit in 1956-57, and until such time as criteria including certification standards are adopted by the State Board of Education.

XI Criteria for the Unit of Driver Education Teacher

A. General Provisions

1. *Driver Education* is the complete program of learning experiences provided by schools for the purpose of teaching students to use motor vehicles responsibly,

safely, and efficiently, and involves classroom instruction and practice driving.

2. *Classroom Instruction* is that phase of the program dealing with actual classroom instruction in which emphasis is placed upon knowledge of traffic rules and regulations, safe procedures in car operation, attitudes, and an appreciation of what constitutes safe driving practices. Due to the importance of classroom instruction in developing attitudes, it should be offered prior to installation of the actual practice driving instruction.
3. *Practice Driving* is that phase of the program which provides an experience in actual "behind-the-wheel" instruction in an automobile.

B. Qualified Personnel

1. The teacher of driver education shall have the general qualifications necessary to do effective teaching and shall hold a certificate based on a degree.
2. The teacher of driver education shall have special qualifications such as an even temperament, a sympathetic attitude, a high degree of patience needed for practice driving instruction, and sufficient maturity to command respect of students; should adhere to high moral principles; and shall have (a) a valid driver license (b) a satisfactory driving record as verified by official state and local driver records (c) a broad background of driving experience in cities and on open highways under various traffic, weather, and road conditions, (d) a desire to set a good example in his own driving.
3. The teacher shall complete the course prescribed for driving instructors before assuming the responsibility of instructing a class.

C. Planned Program

1. The general purposes of the program should be to:
 - a. Develop in students attitudes, habits, and skills necessary to be safe and courteous drivers and pedestrians.
 - b. Develop in young drivers a sense of personal and civic responsibility in regard to driving motor vehicles and to improve traffic conditions through programs of legislation, engineering, enforcement, education, and research.

- c. Develop a respect for and an understanding of the necessity and purpose of state and local traffic laws, rules, and regulations.
2. The driver education course shall be one semester in duration. High school students shall receive a minimum of six weeks of classroom instruction. The remainder of the semester shall be used for practice driving, whereby each pupil enrolled shall receive a minimum of six clock hours of practice driving.
3. **The scheduling, teacher load, extra service, and in-service training** of the driver education teacher shall be included in the school curriculum in accord with the standards and policies of any other part of the total school program.
4. There shall be a course of study available for the guidance of personnel connected with the driver education program.
5. Every appropriate means shall be utilized to accomplish the general objectives of the course.
6. Continuous evaluation of the course by those affected is necessary.

D. Physical Facilities

1. The minimum physical plant facilities shall include an appropriate classroom, a storage place for the car, and an adequate practice driving area.
2. The minimum requirements for equipment shall include a five-passenger vehicle equipped with dual control clutch and brake pedals for the instructor's use (or with dual control brake pedal if vehicle has no clutch pedal), outside rear view mirrors on the left and right hand sides, and appropriate safety equipment for all weather conditions.
3. The minimum requirements for supplies and materials should include textbooks, charts, posters, diagrams, models, automobile parts, films, and filmstrips.
4. Financial support should be provided for maintenance of a car (gasoline, oil, lubrication, repair, and adequate insurance).

XII Criteria for the Unit of Finance Officer

A. General Provisions

1. The finance officer shall be responsible under the direction of the local superintendent for the financial affairs of the school district. He shall be responsible to the superintendent for budget and accounts control and shall generally supervise those personnel concerned with accounting procedures. He may serve as treasurer of the board of education.

B. Qualified Personnel

1. Personnel qualified to serve in an approved unit of finance officer shall hold a valid teacher's certificate until such time as additional special certification criteria are adopted by the State Board of Education. A person currently employed as a finance officer and who is re-employed for 1956-57 and who does not hold a valid certificate may be issued an emergency certificate upon recommendation by the local superintendent and local board of education.

C. Planned Program

1. The application for the unit must state that the finance officer will be employed full-time in his duties. He may devote time to census or attendance, free textbooks, school lunch supervision, or other programs only to the degree that he supervises the finance aspects of such activities.
2. The application shall clearly set forth the officer's functions and duties and the procedures to be followed in carrying them out.
3. All procedures shall conform to the provisions of the *Kentucky Revised Statutes* and the regulations of the State Board of Education.

D. Physical Facilities

1. The application shall indicate the provision of the following:
 - a. Adequate office and storage space.
 - b. Sufficient clerical personnel to permit the adequate function of the office.
 - c. Necessary business machines and other equipment to permit the adequate control of accounts and accumulation of financial data.
 - d. Sufficient financial support to furnish necessary forms, supplies, and other operating costs.

XIII Criteria for the Unit of School Lunch Director

A. General Provisions

1. The school lunch supervisor shall be defined as a person who works with others to plan, develop, administer, and supervise the school lunch program on a school district-wide basis, as a part of the school curriculum.

B. Qualified Personnel

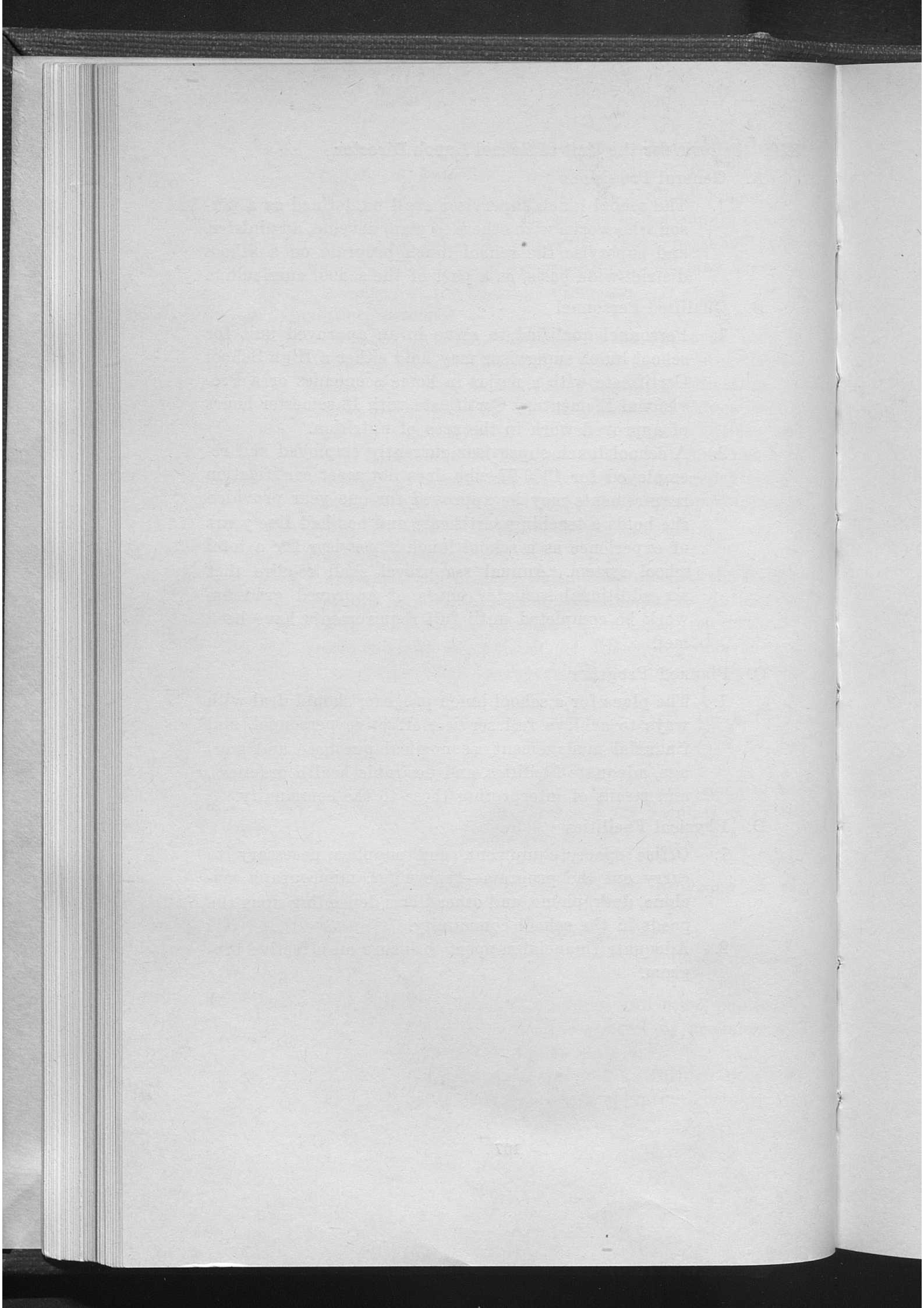
1. Personnel qualified to serve in an approved unit for school lunch supervisor may hold either a High School Certificate with a major in home economics or a Provisional Elementary Certificate with 18 semester hours of approved work in the area of nutrition.
2. A school lunch supervisor currently employed and re-employed for 1956-57 who does not meet certification requirements may be approved for one year provided she holds a teaching certificate and has had five years of experience as a school lunch supervisor for a total school system. Annual reapproval shall require that six additional semester hours of approved graduate work be completed until full requirements have been met.

C. Planned Program

1. The plans for a school lunch program should deal with ways to achieve full service, effective personnel, and financial management, economical purchase and storage, adequate facilities, and desirable health practices, and means of interpreting these to the community.

D. Physical Facilities

1. Office space, equipment, and supplies necessary to carry out the program—typewriter, mimeograph machine, desk, phone, and other items depending upon the needs in the school community.
2. Adequate financial support to insure an effective program.



PART II

CRITERIA FOR APPROVAL OF UNITS

1. Supervisor of Instruction
2. Director of Pupil Personnel

The Foundation Program Law KRS 157.360 provides for these two types of units in addition to ASIS units.

auth
Dir
Ken
they
foll
teri
Reg
I C

CRITERIA FOR APPROVAL OF UNITS

of

1. Supervisor of Instruction
2. Director of Pupil Personnel

The criteria for two types of units, Supervisor of Instruction, authorized by Section 157.360 (7) of *Kentucky Revised Statutes*, and Director of Pupil Personnel authorized by Section 157.360 (8) of *Kentucky Revised Statutes*, are included in this bulletin although they are not designated as ASIS units. This procedure is being followed in order that superintendents may be aware of these criteria as they plan the instructional program. (See State Board Regulation on page 83.)

I Criteria for the Unit of Supervisor of Instruction

A. General Provisions

1. A Supervisor of Instruction will be allotted to school districts under the provisions of Section 157.360 (7) of the *Kentucky Revised Statutes*.
2. A Supervisor of Instruction is a person who devotes the allotted time for supervision to providing leadership in the improvement of instruction in the school program by working with administrators, teachers, other supervisors and the lay public.
3. In districts entitled to a fractional unit or one unit for a supervisor, this unit or fraction shall be for a *general* supervisor. Districts entitled to more than one unit for a supervisor shall employ a general supervisor for the first unit. Additional units may be used for general or *special* supervisors in such areas as art, music, physical education, et cetera.

B. Qualified Personnel

1. A unit will be allotted to districts meeting the requirements of Section 157.360 of *Kentucky Revised Statutes* and which employs as a supervisor a person holding one of the following certificates:
 - a. Standard Administration and Supervision (issued prior to 1935 upon the basis of four years of college.)

- b. Provisional or Standard Certificates in Administration and Supervision (issued since September, 1935.)
- c. Provisional or Standard Certificates for Supervisors (issued since September 1, 1952.)
- 2. Emergency certificates will not be issued for the position of supervisor.
- 3. While a person may serve as supervisor on any of the above certificates, certification should be only one aspect in developing a supervisory program. The personal qualifications of the person for a position of leadership in the improvement of instruction should weigh heavily in the establishment of a program of supervision.

C. Planned Program

- 1. The program of supervision should make provision for:
 - a. Cooperative curriculum revision and development involving the total staff.
 - b. Assistance in the selection and use of good instructional materials.
 - c. Preparation of study guides, courses of study, hand books, and other materials adapted to local use.
 - d. Cooperative efforts with principals and classroom teachers to improve the learning situation in schools.
 - e. Adequate evaluation of the supervisory program in terms of improved instruction.

D. Facilities

- 1. Adequate office space and necessary office equipment should be provided.
- 2. Sufficient clerical help should be provided to enable the supervisor to use her time effectively.
- 3. Financial support should be provided to the degree necessary to permit proper classroom supervision and to furnish those supplies, instructional materials and other items of expense of the supervisor's office.

II Criteria for the Unit of Director of Pupil Personnel

A. General Provisions

- 1. Each board of education shall employ a Director of Pupil Personnel as provided in Sections 159.080, 159.090, 157.360 (8) of *Kentucky Revised Statutes*.

B. Qualified Personnel

1. A Director of Pupil Personnel shall be qualified as provided in Section 159.080 (2) of the *Kentucky Revised Statutes* and shall hold a certificate in accordance with the teacher education and certification regulations. All certificates valid at present for the position of attendance officer shall continue to be valid for the position of director of pupil personnel. The present program of preparation-certification for attendance officers shall continue in effect as certification standards for Directors of Pupil Personnel.
2. Emergency certificates now in effect for the position of attendance officer may be reinstated for the position of Director of Pupil Personnel, but each case shall be considered on its merits.
3. New emergency certificates issued for the position of director of pupil personnel shall be issued upon a minimum of a Baccalaureate Degree. Each such case shall be considered on its merits.

C. Planned Program

1. The Director of Pupil Personnel shall be responsible for working with pupils, teachers and parents in developing and understanding the functions of the school. He shall devote his time and effort to discovering problems of social adjustment that result in non-attendance and lack of adjustment to the school situation and seek means to correct these conditions.
2. The Director of Pupil Personnel shall be responsible for the enforcement of the compulsory attendance and census laws and shall secure the enrollment of all children who should be enrolled and keep such children in reasonably regular attendance.

D. Physical Facilities

1. The Director of Pupil Personnel shall be furnished with the necessary office space to properly carry out the functions of his office, together with the filing cabinets and other equipment needed for efficient operation.
2. Sufficient clerical assistance shall be provided to permit accurate accounting for all pupils in the local system.

APPENDIX

Committee Members from Public Schools, Colleges,
Universities and the K.E.A.

Dr. Clinton Adams	Claude Farley
Earl Adams	James E. Farmer
Dr. Harold Adams	Dr. I. W. Ferrill
Samuel Alexander	Alton Flener
Charles Ambrose	James B. Graham
Joe F. Ballinger	Miss Eloise Gregory
Miss Mary Walker Barnard	J. W. Gregory
Ira Bell	Oscar Gunkler
William Bell	C. R. Hager
Taylor Booth	C. D. Harmon
Roy Burberry	Charles Hart
Gilbert C. Burkhead	Carl Hatcher
Fred Taylor Burns	Miss Elsie Hayes
Dr. James S. Calvin	Ben Herr
Owen F. Cammack	Douglas House
Dr. Martha Carr	Richard G. Jackson
James A. Cawood	Mrs. Lillian Johnston
James A. Caywood	Mrs. Margaret Kammerer
William D. Chilton	Ray Lawrence
Miss Martha Christensen	Jesse Lay
Maurice Clay	Herbert Lewis
Miss Margaret Clayton	Mrs. Edna Lindle
Dr. Mary I. Cole	Garnis Martin
William G. Conkwright	Dr. Henry Martin
Mrs. Ruth Conover	Jesse Mays
W. F. Coslow	Roy McDonald
Mrs. Virginia Covington	Miss Alma McLain
Miss Rebecca Cunningham	Dr. N. B. McMillian
Leslie Danse	O'Leary Meece
Mitchell Davis	Dr. Robert L. Mills
Miss Elizabeth Dennis	Mrs. Alton Moore
Joe Dennis	Dr. Vernon Musselman
Dr. Frank G. Dickey	Bradford D. Mutchler
Dr. Betsy Estes	Sam Noe
Kenneth Estes	E. M. Norsworthy

H. L. Oakley
Miss Claudia Payne
Sam Pollock
J. C. Powell
Miss Anna Lou Ragland
Wayne Ratliff
John Ridgway
John E. Robinson
Louis H. Rogge
Holland Rose
Miss Margaret Roser
Alton Ross
Mrs. Nora Lee Rowland
Frank Shauntee
Miss Thelma Sloan
Denver Sloane
L. T. Smith
C. V. Snapp
Miss Leona Stewart
Mrs. Louise Switzer

Miss Dorothy Taylor
Leonard Taylor
Wendell Taylor
John Trapp
Miss Mary Lee Travelstead
E. G. Traylor
Mrs. Marie R. Turner
Virgil O. Turner
Dr. N. C. Turpen
Richard Van Hoose
Mrs. Helen Wallingford
Miss Grace Weller
Mrs. Sara B. Wellington
Ralph W. Whalin
V. E. Whittaker
F. D. Wilkinson
Mrs. Dorcas Willis
Todd Yates
Miss Arline Young
Zaner Zerkle

