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● Commonwealth of Kentucky ●  
**EDUCATIONAL BULLETIN**

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**ORGANIZATION OF THE  
DEPARTMENT OF EDUCATION**



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**DEPARTMENT OF EDUCATION**

**ROBERT R. MARTIN**  
Superintendent of Public Instruction

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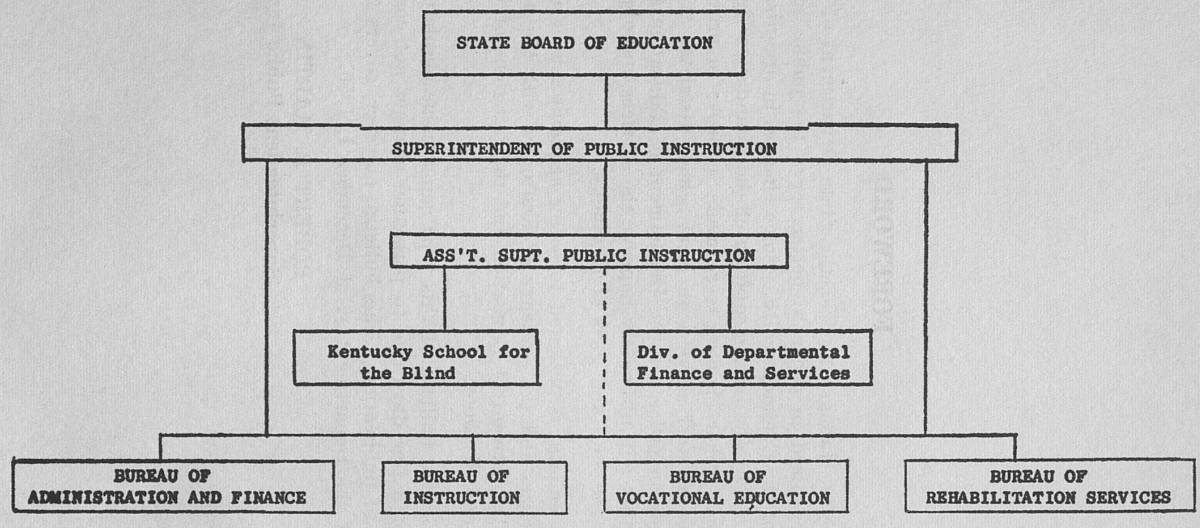
## **FOREWORD**

Effective January 2, 1956, the State Department of Education was reorganized in order to better serve the public schools and citizens of the Commonwealth. Some changes in organization were necessitated by the implementation of the Foundation Program for Education. Other changes were made in order to provide better departmental staff services to local school districts. All changes were made in order for the Department of Education to provide services that will ultimately improve the services and opportunities afforded the boys and girls of Kentucky.

This bulletin is designed to better acquaint school administrators, teachers and the citizenry of Kentucky with the newly reorganized Department of Education and the functions of its various bureaus and divisions.

Parts of a bulletin of this type can become obsolete in just a matter of a few days due to personnel changes not completed at the time of publication. This bulletin, however, covers the organization of the Department as of December 1, 1956.

**ROBERT R. MARTIN**  
Superintendent Public Instruction



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## **THE STATE DEPARTMENT OF EDUCATION**

The State Department of Education consists of the State Board of Education and the Superintendent of Public Instruction, who is Head of the Department, and his staff.

The Department exercises all the administrative functions of the State in relation to the management and control of the public common schools, of vocational education, rehabilitation, the West Kentucky Vocational School and the Kentucky School for the Blind.

The Board of Commissioners of the Kentucky School for the Deaf and the State Textbook Commission constitute Divisions of the Department of Education, but each of these exercises all the functions conferred upon it by law.

### **STATE BOARD OF EDUCATION**

The State Board of Education consists of seven lay members who are appointed by the Governor for four-year terms and the Superintendent of Public Instruction as chairman. They are to be appointed without reference to occupation, place of residence or political affiliation. They must be at least 30 years of age and graduates of at least the eighth grade of school. The appointed members cannot be professional educators.

They must meet at least quarterly. Special meetings may be called by the chairman or three members may request that a special meeting be called by the chairman. The chairman shall give notice through the secretary by registered mail to each member at least ten days prior to any meeting unless all members of the board waive notice in writing. The offices of this board shall be in the Department of Education. The members may receive a per diem of ten dollars for each regular or special meeting and actual expenses incurred in the performance of their duties. No member may receive more than \$100.00 per annum for per diem. A majority of the board shall be a quorum.

The secretary shall be a member of the State Department of Education. He shall have charge of the records and do the correspondence for the Board.

This Board shall have the control and management of the common schools, public vocational education, vocational rehabilitation, the West Kentucky Vocational School and the Kentucky School for the Blind.

On the recommendation and with the advice of the Superintendent of Public Instruction, the Board shall prescribe, print, publish and distribute at public expense, rules and regulations, courses of study, curricula, bulletins, programs, outlines, reports and placards as it deems necessary for the efficient management, control and operation of the schools under its jurisdiction. All rules and regulations shall be published before they will be deemed to be in full force and effect.

It may receive federal aid for the use and benefits of the public schools.

It may remove members of boards of education for cause as prescribed by law and after proper hearing and upon recommendation of its executive officer.

This Board functions through its executive officer, the Superintendent of Public Instruction. It is usually required to have his recommendations on problems requiring its action. It is the duty of this executive to carry out the policies of the Board and to see that the rules and regulations are obeyed.

## **SUPERINTENDENT OF PUBLIC INSTRUCTION**

The Superintendent of Public Instruction administers the work of the State Department of Education which is composed of the bureaus and divisions as outlined herein. In doing this, he may clothe his assistants with power of attorney to act for him in the supervision, inspection and administration of the school systems over which he is legally authorized to have control as outlined in this bulletin.

The regular functions and services to be performed by the Superintendent of Public Instruction may be classified principally into three categories as; regulatory, leadership, and operational.

The regulatory functions are direct consequences of State authority and responsibility. While the State has delegated broad authority to local school districts for the management and operation of educational programs, it has also established responsibility safeguards to guarantee minimum performance.

The safeguards serve as standards and apply throughout the State. They consist of law or the grant of authority to the State Board of Education to make rules and regulations which have the force of law on the recommendation of the Superintendent of Public

Instruction. This Board of Education may adopt such rules and regulations as are necessary to carry out the intent of the law.

The major purposes of such rules and regulations are: (1) to provide for the protection of life and health in the school environment; (2) insure minimum instruction and service programs; (3) promote efficiency of organization and administration; (4) require proper accounting and efficiency in the use of school funds; and, (5) insure the availability of educational opportunities.

The leadership functions of the Superintendent of Public Instruction constitute his major responsibility. By leadership function, we mean such cooperative and interplay activities among interested persons of responsibility as will give common direction to such efforts as will accomplish the needs and requirements at hand. Improvement of community and State educational programs should be the outcome of effective leadership services to local school units, educational institutions, the Legislature, the Governor, other state agencies and the people concerned with the educational program.

Some important leadership functions in this connection are: (1) planning—the development of plans for each of the major areas of service and a comprehensive plan for the total State program of education is a continuous activity; (2) advisory—this activity consists of consultative service and advice in all areas of the State educational program; (3) coordination—this consists of promoting unity and encouraging the proper balance in the educational program; and, (4) in-service education—this service consists of providing opportunities, facilities and personnel insofar as possible for continuing growth of all persons in the State engaged in educational work.

The operational function is more or less a minor service or responsibility. This consists of operating the Kentucky School for the Blind at Louisville, the State operated Vocational Schools at Paintsville, Covington and Paducah. The Vocational Schools are supervised by the Bureau of Vocational Education.

### **ASSISTANT SUPERINTENDENT OF PUBLIC INSTRUCTION**

The office of Assistant Superintendent of Public Instruction is provided under authority of Section 156.020 of the Kentucky

Revised Statutes. The Assistant Superintendent is authorized by this section to act in the absence of the Superintendent of Public Instruction.

The Assistant Superintendent is responsible for over-all supervision of the internal operations of the Department of Education. He is responsible for the employment, placement and transfer of members of the clerical staff of the Department.

The primary duty of the Assistant Superintendent of Public Instruction is in assisting the Superintendent in developing policies and in the control and management of the public school system. He acts as the representative of the Superintendent as assigned.

The Assistant Superintendent coordinates the activities of the various bureaus and divisions and consults with staff members regarding interpretation of policy.

### **THE KENTUCKY SCHOOL FOR THE BLIND**

The Kentucky School for the Blind furnishes an accredited program of special education for blind children of the state. All children legally classified as "blind" (20/100) are eligible for admission. Students are accepted at kindergarten age and may remain through the four years of academic high school work.

Vocational subjects which are especially useful to visually handicapped persons are stressed in the school's program.

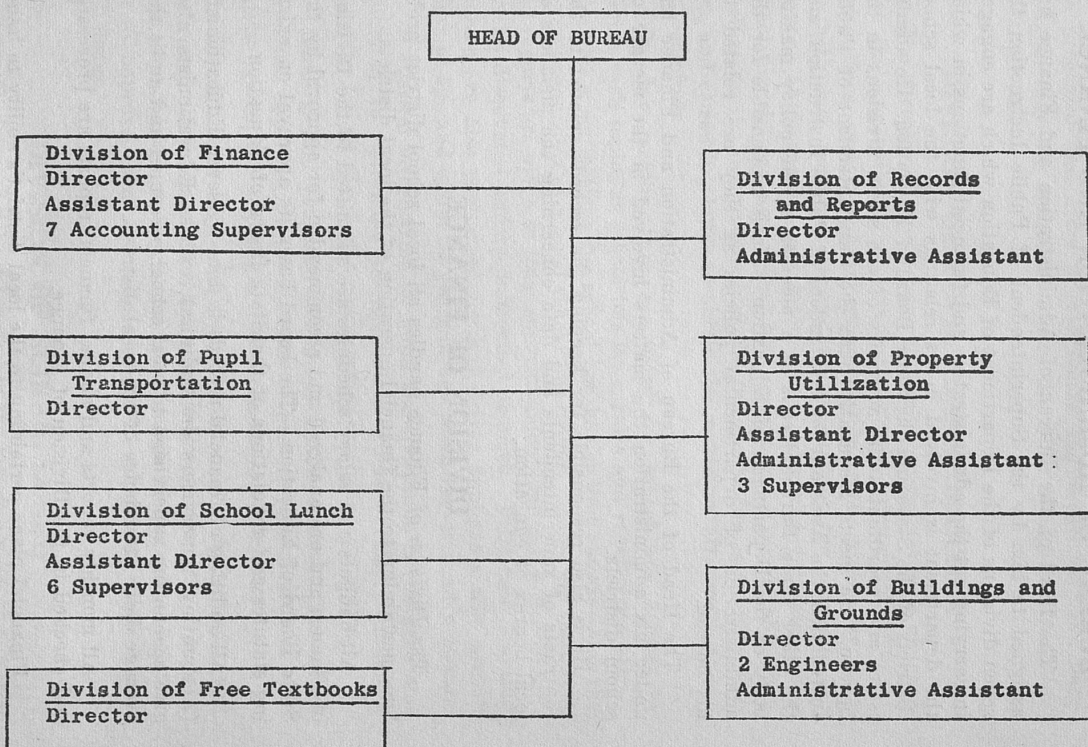
Maintenance is provided for all children living outside of Louisville.

### **DIVISION OF DEPARTMENTAL FINANCE AND SERVICES**

The Director supervises and assists in the preparation of budgets for the various divisions and institutions under the control of the State Department of Education. He receives all funds and controls all expenditures of the Department and maintains the necessary bookkeeping records. Individual records for all personnel under the State Board of Education are kept by the division. Services for the Department of Education, such as purchase and issuance of supplies and equipment, janitorial, duplicating, repair of equipment, handling of mail, etc. are provided by the division.



BUREAU OF ADMINISTRATION AND FINANCE



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## BUREAU OF ADMINISTRATION AND FINANCE

The Head of the Bureau of Administration and Finance has assigned to him by the Superintendent of Public Instruction the seven divisions of the Department of Education which are engaged in carrying out the administrative and financial functions in which the department is involved in its relations with the local school districts of the State and the State Board of Education. He administers and coordinates the activities of the seven divisions in the bureau. He meets frequently with the Superintendent of Public Instruction, the Assistant Superintendent of Public Instruction, and the other three Bureau Heads as a member of the policy making body of the Department of Education. He is responsible for the administration of departmental policies as they are related to his bureau.

The Head of the Bureau of Administration and Finance has under his administration the matters involved in the merger of school districts.

He is also responsible for keeping the records related to the contracts of superintendents and data concerning the members of local boards of education.

### DIVISION OF FINANCE

The Division of Finance handles all local school district problems pertaining to the financial operation of the local districts.

All budgets and salary schedules are submitted to the Division of Finance and are analyzed and recommended for approval by the State Board of Education. The board bases its approval on existing statutes and regulations of the State Board of Education.

All auditing of financial records is done by seven Educationists (Accounting Supervisors or Auditors). These Educationists also give accounting supervision to local school personnel and audit the average daily attendance of the local districts.

All monthly reports and annual financial reports are processed and checked in the Division of Finance.

Financial plans pertaining to the local district's ability to issue voted and revenue bonds are studied in the Division of Finance and recommendations for approval are made to the Superintendent of Public Instruction.

Depository and treasurers' bonds of the local school districts are processed and after proper bonds and securities have been pledged, they are recommended to the State Board of Education for approval.

## **DIVISION OF PUPIL TRANSPORTATION**

The Director of the Division of Pupil Transportation is charged with the responsibility of developing a safe, economical, efficient and uniform system of pupil transportation in the State. Meetings are held with local superintendents throughout the year for the purpose of discussing and interpreting rules and regulations for school bus drivers and school bus equipment. Considerable time is given to the improvement of the transportation accounting system, and re-routing buses to obtain the maximum efficiency, safety and comfort.

One-day meetings are conducted for school bus drivers to discuss such topics as school bus laws, rules and regulations, standards and specifications for school bus bodies and chassis; and the general requisites of a good school bus driver. Buses are inspected and reports are given to local superintendents outlining any irregularities discovered and recommended changes. Fifty-hour training courses are also conducted for bus driver applicants who are 18 years of age and under 21 years of age when the demand warrants.

Statistical information on pupil transportation is collected and tabulated to determine transportation needs of the Foundation Program for all districts operating transportation programs.

Liability and property damage insurance contracts for school buses are approved by the Director to protect local boards of education against the negligence and carelessness of drivers.

The Director keeps in close touch with manufacturers and dealers of school bus bodies and chassis for the purpose of making recommendations in design and construction of the school buses so as to improve them from the standpoint of safety, comfort and efficiency.

## **DIVISION OF SCHOOL LUNCH**

The Division of School Lunch has the responsibility of administering and supervising the School Lunch and Special Milk Programs for Children in accordance with the provisions of the Federal

Acts authorizing each program and the policies and regulations of the Kentucky Department of Education.

School Lunch and Special Milk Program applications are submitted by the local school superintendent and approved by the Division of School Lunch. Monthly reports and claims for reimbursement are received from local schools and processed for payment. Reimbursement due schools is authorized by the division.

Supervision of local School Lunch and Special Milk Programs is provided through a staff of six Regional School Lunch Educationists (Supervisors) assisting local school officials in improving the quality of the School Lunch Program.

Regional School Lunch Educationists visit local schools to observe, assist in evaluating and work on problems related to all phases of the School Lunch and Special Milk Programs. In-service training programs for school lunch personnel are conducted through summer training programs, work shops, and county level conferences.

### **DIVISION OF FREE TEXTBOOKS**

The Division of Free Textbooks is a division of the Bureau of Administration and Finance of the Department of Education. Administration of the free textbook services and assistance with the work in connection with the textbook adoptions constitute the major functions of the Division of Free Textbooks.

The administration of the free textbook services is under the general supervision of the Bureau of Administration and Finance. Representative activities of the Division of Free Textbooks are the preparation of textbook forms, district allocation of textbook funds, preparation of textbook orders, approval of textbook invoices for payment, record work, and local textbook depository visitation.

Under the direction of the Superintendent of Public Instruction, the Division of Free Textbooks performs related services to textbook adoptions. These services include the preparation of the required forms, care of official textbook samples, tabulation of the textbook bids for the State Textbook Commission, preparation of multiple textbook lists for the local school districts, and other services pertaining to local adoptions.

## DIVISION OF RECORDS AND REPORTS

The Division of Records and Reports has the responsibility of developing, revising and distributing forms to local school districts for the purpose of gathering data concerning pupil census, enrollment and attendance. This statistical data is then checked and compiled for calculation purposes and publication in various department publications.

This division also participates in the development of instruments utilized by other divisions in the Department of Education in collecting data from local school districts.

Another major function of the Division of Records and Reports is the responsibility for the calculation of the Foundation Program Law. In this the division must work cooperatively with other divisions in the department in the coordination and evaluation of information submitted by the local school districts.

## DIVISION OF PROPERTY UTILIZATION

The primary function of the division is to acquire, transport, warehouse and distribute excess federal property to eligible schools, colleges, hospitals and health units in the State in accordance with Public Law 152, as amended. Property is physically inspected at federal and military installations within and outside the state and is screened from property lists submitted to the division directly by installations or through the Department of Health, Education and Welfare. Myriad rules and regulations must be adhered to in the processing of applications and paperwork. When all papers have been approved by various federal authorities, arrangements must be made to transport the property by agency trucks or commercial carriers. Adequate warehousing facilities must be provided and stock control records must be kept. Cost accounting records must be kept in order to determine the handling charges to be assessed on all property. Money derived from the handling charges is used to pay all administrative, warehousing and transportation costs. Accounts receivable records must be maintained for all property transferred to institutions. Lists of property needed by each institution are maintained and an attempt is made to equitably distribute short supply items such as typewriters, desks and trucks.

The division also coordinates the transfer of excess federal land

and buildings within and outside the state to eligible institutions. The division must also give assistance to the Department of Health, Education and Welfare in screening real and personal property in other states and for other state agencies who, in turn, perform the same service for Kentucky. The division is responsible for the re-transfer to other state institutions, or other state agencies, of property that is no longer usable or suitable. When such property is reduced to scrap, or scrap has accumulated by the process of cannibalization, breakage or wear and tear, the division must conduct public sales. Such sales must be documented and proceeds returned to the federal government.

On August 1, 1956, P.L. 655 amends P.L. 152 to include Civil Defense, C.A.P., Boy and Girl Scouts and institutions of special interest to the Department of Defense as eligible claimants.

## **DIVISION OF BUILDINGS AND GROUNDS**

This division has the responsibility for inspecting and approving all school sites, all plans and specifications for new school buildings and the remodeling or alteration of existing school buildings.

In the development of school plans conferences are held with superintendents, architects, school board members and members of the staff of the Department of Education. The division must work closely with various divisions of the Bureau of Instruction, Bureau of Vocational Education, Division of School Lunch, Division of Finance and Division of Transportation.

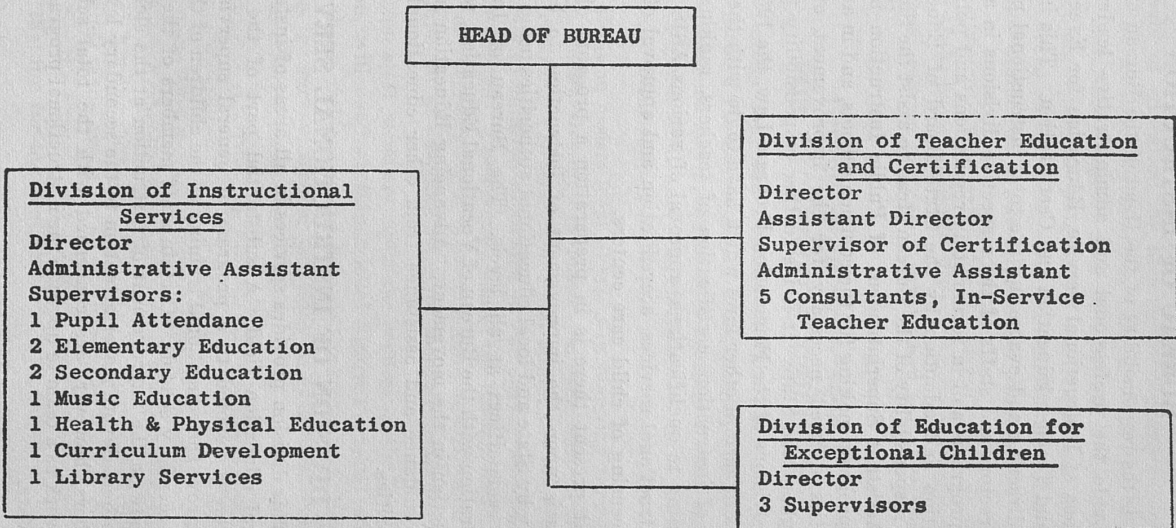
The division must check and approve all rented, reoccupied, purchased, and remodeled facilities, both temporary and permanent, before being occupied for school purposes.

The division must keep abreast of new developments and trends in school building practices in order to keep the standards of Kentucky up to date.

Members of the staff must assist in school district surveys and aid in the formulation of organizational plans as they are related to buildings.

All completed school buildings must be inspected and approved before final payment for construction is made by the school district.

BUREAU OF INSTRUCTION



## **BUREAU OF INSTRUCTION**

It is the responsibility of the Head of the Bureau of Instruction to provide the professional and administrative leadership to the Divisions of Instructional Service, Education for Exceptional Children and Teacher Education and Certification. This involves planning, directing and evaluating the total instructional program with the directors and staffs of the respective divisions in all aspects of their programs and in formulating regulations and policies for consideration and adoption by the State Board of Education. It is also a responsibility of the Bureau Head to assist the Superintendent and Assistant Superintendent of Public Instruction in staff planning, program making for the common schools, and in any additional activities deemed necessary for the improvement of instruction throughout the State. It is his further responsibility to administer the provisions of the Foundation Program Law, the 1956 Budgetary Law, and certain other laws which have to do with the general program of instruction, certification of teachers, ranking of teachers according to qualifications, approval of various ASIS units related to instructional services, accreditation and approval of schools and the licensing of child care centers.

At present there is in preparation a program of cooperative emphasis upon the improvement of instruction to be carried on jointly by State and local educational authorities using advisory and study committees at all levels. The Bureau of Instruction, in cooperation with the Bureau of Vocational Education, will emphasize instruction in the movement, "Advancing Education in Kentucky," with guidance and assistance from other educational groups and authorities.

### **DIVISION OF INSTRUCTIONAL SERVICES**

This division provides services in all areas of instruction in the general education field. A substantial part of the work of the division is devoted to a program of general supervision designed to improve the educational training of the children of the elementary and secondary schools. Certain staff members of the division concentrate on the improvement of instruction at the elementary level and others devote major attention to the secondary level. All staff members, however, are concerned with the total school program and work as a team to upgrade the instructional program throughout the state.



The division provides professional leadership to those who work in the field of education, by helping to improve the professional staff of the local school districts, helping with the teaching and learning materials, helping with curriculum study and development, helping with the program of understanding how children grow and learn and helping with the development of a continuous program of evaluation of the total school program.

The division is responsible for the classification of schools, the approval of the program and facilities for administrative and special instructional service personnel, supervisors and directors of pupil personnel.

### **DIVISION OF EDUCATION FOR EXCEPTIONAL CHILDREN**

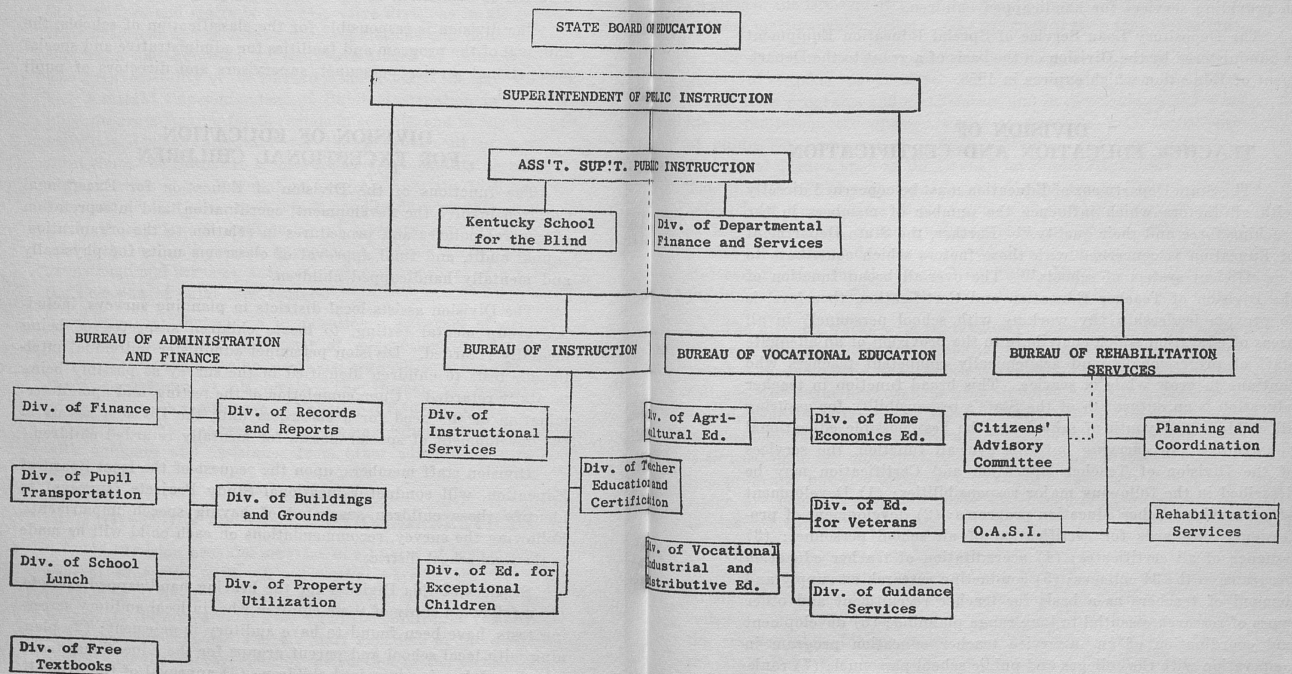
The functions of the Division of Education for Exceptional Children involve the development, coordination, and interpretation of general policies and procedures in relation to the organization, annual audit, and final approval of classroom units for physically and mentally handicapped children.

The Division assists local districts in planning surveys, including group mental testing, to locate children suspected of being mentally retarded. Division personnel administer individual intelligence tests to children identified in the survey as possibly being mentally retarded. Upon completion of the testing, and upon determination of the need for a classroom unit, the Division assists in the development of special classes for mentally retarded children.

Division staff members, upon the request of the local Board of Education, will conduct Educational Study Projects (surveys) to identify those children suspected of having speech impairments. Following the survey, recommendations on each child will be made to the local school district.

Services of this Division for the hearing handicapped include, (1) a follow-up study of those children who, in local auditory screening tests, have been found to have auditory impairment; (2) planning with local school and parent groups for the educational training of such hearing impaired children; (3) approval of the expenditure of funds made available by the Kentucky Society for Crippled Children for the purpose of purchasing hearing aids and providing intensive therapy for indigent children with impaired hearing.

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In addition, the staff works with local school districts on in-service training programs with regular classroom teachers when physically and mentally handicapped children must remain in regular classes.

The Division staff plans with related legal agencies and organizations, as well as with volunteer groups and agencies, interested in providing services for handicapped children.

The Depository Loan Service of Special Education Equipment is administered by the Division on the basis of a grant to the Department of Education which expires in 1958.

## DIVISION OF TEACHER EDUCATION AND CERTIFICATION

"The State Department of Education must be concerned directly with all factors which influence the number of members in the teaching force and their quality."<sup>1</sup> Further, the State Department of Education is concerned with those factors which contribute to "an efficient system of schools."<sup>2</sup> The over-all broad function of the Division of Teacher Education and Certification, therefore, is to provide leadership (by working with school personnel) in all areas of education which contribute to the provision of an adequate staff of professionally and academically competent teachers who continue to grow while in service. This broad function in teacher education is an outgrowth of the State's responsibility for assuring all children and youth of school age the best possible educational opportunity. In carrying out this over-all function, the services of the Division of Teacher Education and Certification may be described in the following major responsibilities: (1) Development of pre-service teacher education programs; (2) development of professional standards for certification of all school personnel; (3) issuance of all certificates; (4) accreditation of teacher education programs in the 34 colleges; (5) conducting research on supply and demand of teachers as a basis for teacher recruitment and other types of research essential to long range planning; (6) development and coordination of an in-service teacher education program in cooperation with the colleges and public school personnel; (7) rank-

<sup>1</sup> *Responsibilities of State Department of Education for Teacher Education*, Council of Chief State School Officers, 1954.

<sup>2</sup> The Constitution of the Commonwealth of Kentucky.

ing of all school personnel in keeping with the Foundation Program Law; (8) creation of proposed legislation relative to school personnel; (9) working with professional organizations and the organized teaching profession in all areas of professional standards; and (10) administering all rules and regulations covering teacher preparation, certification, accreditation, and placement of teachers. The services of the Division of Teacher Education and Certification relate to those matters which help to make **teaching truly a real profession.**

In carrying out its responsibility in the development of programs of teacher preparation and in developing standards for preparation programs and certification and in developing standards for accreditation, the division works continuously with committees of public school personnel, college personnel, and representatives from legal groups, such as the Council on Public Higher Education. The division works with the Advisory Committee on Teacher Education from time to time on the revision of standards in such areas as English, science, music, guidance, core curriculum, and in preparing all recommendations in the whole area of teacher education and certification for the Council on Public Higher Education and the State Board of Education.

The division works with professional organizations of the KEA in developing standards for accreditation of teacher education programs. In evaluating the teacher education programs in the 34 colleges, the team approach is used, involving public school personnel, representatives from other colleges within the state, and members of the State Department of Education. The evaluation is focused upon not only the strengths of the current teacher education programs but also upon the organization and ways of working which are conducive to continuing improvement in all phases of the teacher education program.

The in-service program has a two-fold purpose: (1) To improve the quality of learning in the schools and (2) to enrich and to strengthen the teacher education programs being offered in the colleges. Since the State and local school districts share jointly the responsibility for maintaining an efficient system of schools, the State Department, through the Division of Teacher Education and Certification, provides services of consultants who work with teachers and administrators of the local districts and staffs of the colleges in a variety of activities which make it possible for all school personnel to grow and to keep abreast of the latest develop-

ments in education. The consultants work with total school staffs in the 221 local school systems on understanding children as they move from grade one through grade twelve, on ways to use research findings in improving the quality of learning experiences provided for boys and girls, and on ways to provide learning experiences in keeping with the individual differences of children to the end that the quality of learning for all will be lifted.

## **BUREAU OF VOCATIONAL EDUCATION**

The over-all purpose of the Bureau of Vocational Education, is to develop an administrative atmosphere through the making of constructive policies and sound procedures of operation so that the different divisions can operate effectively. The divisions of this bureau are: Agriculture, Home Economics, Guidance Services, Education for Veterans, and Vocational Industrial and Distributive Education.

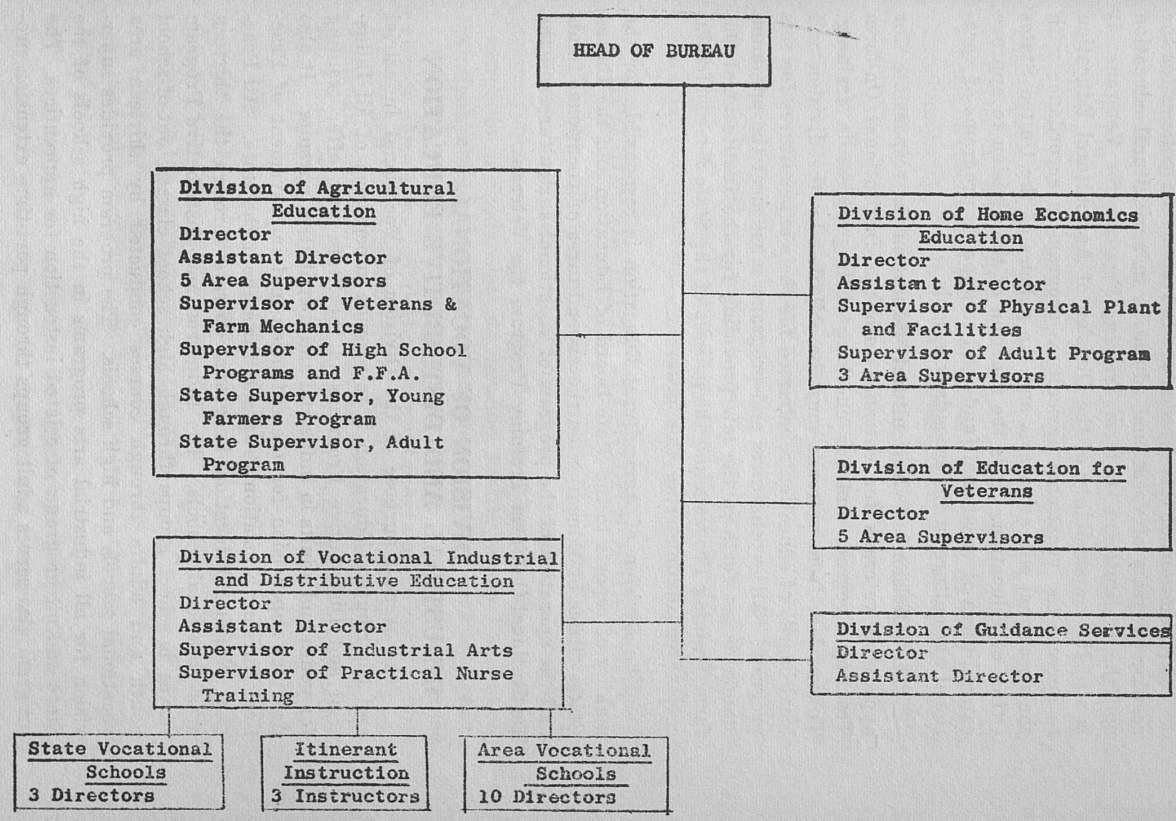
The specific functions of the bureau are to develop over-all objectives so that each division might formulate a consistent program of operation and to give general directions on program planning that are in keeping with these objectives. The bureau must work with the Superintendent of Public Instruction in the development of policies and rules and regulations for operating the total program of vocational education. The functions of the bureau must be coordinated with the total program of the Department of Education. It is also necessary to review programs from time to time and see that they are operating in keeping with the provisions of state and federal laws and rules and regulations of the State Board of Education and the U. S. Office of Education as well as the State Plan for Vocational Education.

## **DIVISION OF AGRICULTURAL EDUCATION**

The purpose of the Division of Agricultural Education is to administer and supervise the vocational agriculture program through the public schools in the state. The purpose of the vocational agriculture program is to train present and future farmers for the vocation of farming. This program serves high school farm boys, young farmers, adult farmers, and veterans who have entered the vocation of farming.

BUREAU OF VOCATIONAL EDUCATION

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The functions of this division are to recommend policies for the regular program of vocational education in agricultural education and the Institutional On-farm Training Program for Veterans. It is also the responsibility of the Division of Agricultural Education to operate the vocational agriculture program in accordance with the vocational education acts and the policies of the United States Office of Education. It is the function of the division to approve expenditures of vocational funds and to approve programs of vocational agriculture in the secondary schools.

The Division of Agricultural Education is responsible for approving veterans for entrance into the Institutional On-farm Training Program and for checking their progress in training. Tuition fees from veterans must be collected by the division and local boards of education reimbursed for their expenditures for this program. All expenditures and programs must meet the minimum standards set forth in the law providing for the Institutional On-farm Training Program and the policies of the State Board of Education for administering this program.

The Division of Agricultural Education is responsible for the making of reports to the State Board of Education and the United States Office of Education on the expenditures of vocational funds and the operation of the program of vocational agriculture and the Institutional-On-Farm Training Program for Veterans.

### **DIVISION OF VOCATIONAL INDUSTRIAL AND DISTRIBUTIVE EDUCATION**

The over-all purpose of the Division of Vocational Industrial and Distributive Education is to provide supervision of all Industrial and Distributive Programs in the State that offer training for youth and adults in industrial and distributive pursuits. It also provides supervision for the extension and improvement of Practical Nursing Education Programs throughout the state. All Practical Nursing Education Programs operate through the thirteen area vocational schools. The Industrial and Distributive Program serves in-school groups through high school classes, out-of-school youth and adults through courses conducted by thirteen area vocational schools and high schools. The program provides supervision for all industrial arts programs in the high schools of the State and all programs of related instruction for apprentices. The program also serves adult groups through part-time extension pro-

grams in both industrial and distributive education as well as practical nursing education.

The function of the division is to establish and interpret policies governing the operation of programs and to determine that programs are operated in accordance with Vocational Education Acts and Policies. It also provides for the promotion and development of industrial, distributive and practical nursing education through the use of vocational funds and provides in-service training for vocational industrial, distributive and practical nursing education teachers by means of conferences, work shops, written materials and visitation. The division approves industrial, distributive and practical nursing education programs and institutions training vocational and distributive teachers and assists in the planning and evaluation of industrial, distributive and practical nursing education programs. It also approves, supervises and assists in the planning and organization of industrial arts programs in the high schools. The division must make all required annual reports to the U. S. Office of Education relative to programs operated and expenditures of federal funds.

### **DIVISION OF HOME ECONOMICS EDUCATION**

The over-all purpose of the Division of Home Economics is to give supervision to the vocational home economics program which trains youth and adults in the vocation of homemaking, including instruction in foods, clothing, housing, health, personal and family relations, child guidance and management. The vocational home economics program serves in-school groups through high school classes, home visitation, the home project program, the Future Homemakers and New Homemakers of America, and through school and community activities. The program serves out-of-school groups through individual help and organized group instruction for young women and adult homemakers.

This division has the responsibility of promoting and developing the vocational home economics education program in the state. By working with others, policies are established and interpreted relative to the operation of the program. This division is responsible for seeing that vocational funds allotted to home economics are used in accordance with the Vocational Acts and with established policies.

The division is responsible for approving vocational home economics units in the Foundation Program and seeing that the units



approved meet the criteria for vocational units in home economics. In-service training is provided for vocational home economics teachers through conferences, visits to schools and written materials. This division helps in securing facilities and conditions which are conducive to effective programs.

The division also has the responsibility of approving institutions training vocational home economics teachers, working with these institutions on the development of the home economics teacher-training programs and coordinating pre-service and in-service training programs.

Another function is to make reports to the U. S. Office of Education and to the State Board of Education giving a picture of the program and the use of vocational funds.

## **DIVISION OF EDUCATION FOR VETERANS**

The Division of Education for Veterans was organized to perform the functions of the Kentucky State Approval Agency for Veterans Education and Training. The personnel in this division do all inspection, approval and supervision of all training facilities except the Area Trade Schools and the Institutional On-The-Farm facilities.

The inspection of training facilities is accomplished by the supervisory staff which operates from five field offices that are geographically located for maximum efficiency. These field offices are in the following cities: Hazard, Covington, Somerset, Louisville and Bowling Green.

The central office in Frankfort administers the total program and takes all official action for the division.

Supervision of this program is carried out by personal inspection and observation by the supervisory staff of the division. The supervisory program is conducted with a view toward upgrading the total program of education and training and checking compliance with state policies and federal legislation.

The program of education and training for veterans is conducted by a large number of business establishments (apprenticeship and job-training) as well as by public and private schools.

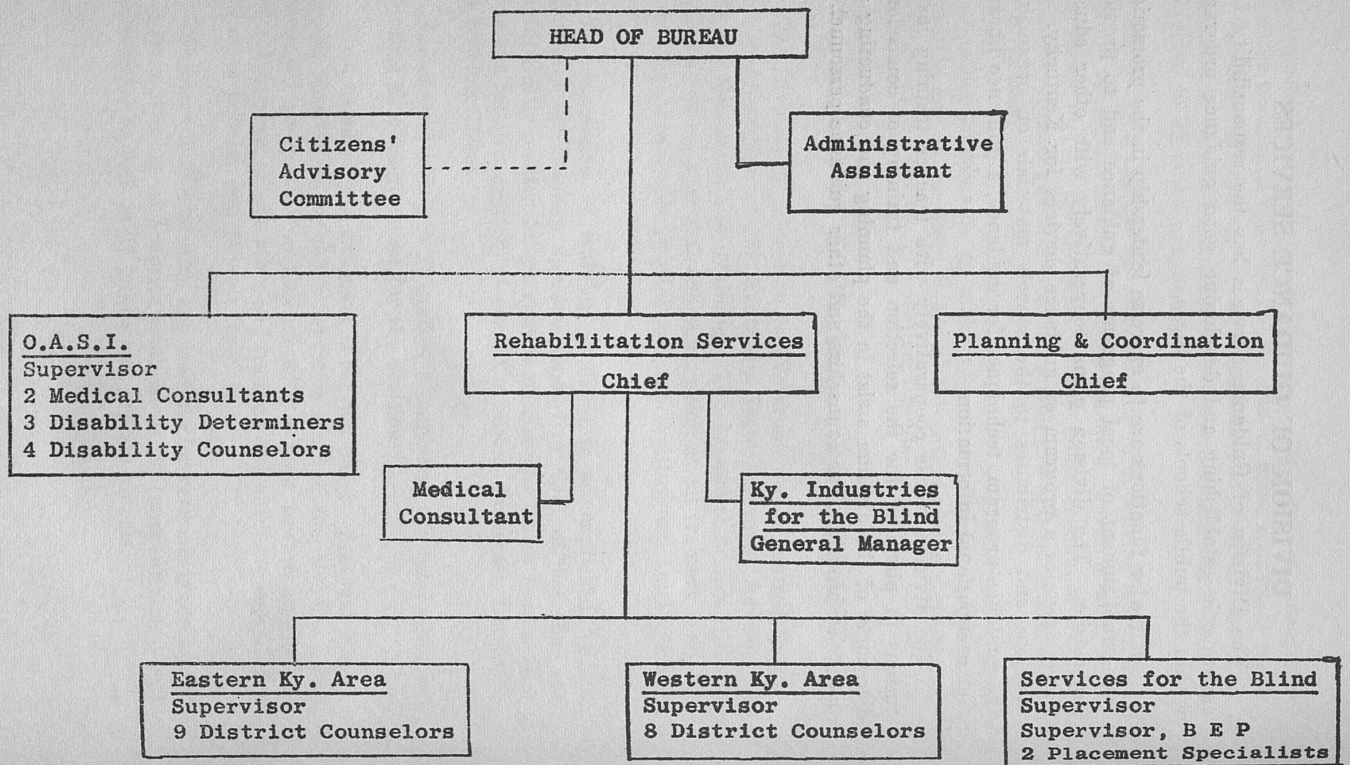
## DIVISION OF GUIDANCE SERVICES

The Division of Guidance Services has the responsibility for assisting in establishing and developing good guidance programs within the public schools of the State.

Its major functions are to exercise leadership in the promotion and establishment of local programs of guidance and to provide supervision. The division plans cooperatively with other educational agencies a program of guidance services for Kentucky. It develops and distributes to the schools materials on organizing the guidance program, techniques for guidance, a guidance library and occupational information.

The division works cooperatively with teacher training institutions in planning for the selection and training of counselors. Personnel of the division assist in the planning and conducting of in-service programs for counselors and other guidance personnel.

BUREAU OF REHABILITATION SERVICES



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## HEAD OF THE BUREAU OF REHABILITATION SERVICES

The Head of the Bureau of Rehabilitation Services is responsible to the Superintendent of Public Instruction and the State Board of Education for the administration, supervision, direction, and over-all promotion of the State-Federal program for the vocational rehabilitation of the disabled in Kentucky.

He maintains liaison with the Federal Department of Health, Education and Welfare as State Director of the Kentucky agency. He is responsible to the Superintendent of Public Instruction and the Federal Office of Vocational Rehabilitation for the Kentucky State Plan for Vocational Rehabilitation, and administers Kentucky's Rehabilitation Program.

He administers, on a contract basis, the Disability Determinations for the Federal Bureau of Old Age and Survivors Insurance.

### ADMINISTRATIVE ASSISTANT

The Administrative Assistant assists the Head of the Bureau in the administration of the Rehabilitation Program. He is responsible to the Head of the Bureau for budgetary allotments and budgetary controls.

He evaluates the routine administrative procedures and practices for the Head of the Bureau. He assists the bureau staff members in maintaining an efficient administrative organization.

He directs and gives constant supervision to the central office clerical staff.

### CHIEF OF REHABILITATION SERVICES

This position is responsible to the Head of the Bureau of Rehabilitation Services for the development, direction, and supervision of services required for the rehabilitation of disabled persons through the State Rehabilitation Program.

He directs the operation of ten district offices containing from one to four Counselors.

He is responsible to the Head of the Bureau for the over-all supervision of the Kentucky Industries for the Blind, and he is

responsible for the general operation of rehabilitation services to the blind.

### **CHIEF OF PLANNING AND COORDINATION**

This position is responsible to the Head of the Bureau for the over-all planning and coordination of rehabilitation services throughout the State. He negotiates cooperative agreements between the bureau and various public and private agencies interested in rehabilitation, and assists in coordinating such activities.

He advises with the Head of the Bureau with regard to long range program planning for the State agency. He assists in formulating the policy of public relations and publicity for the bureau regarding various phases of rehabilitation services.

### **SUPERVISOR OF SERVICES FOR THE BLIND**

This position is responsible to the Chief of Rehabilitation Services for the direction, development, coordination and supervision of services required for the rehabilitation of blind persons.

He supervises the Kentucky Business Enterprises Program for the Blind.

### **GENERAL MANAGER OF THE KENTUCKY INDUSTRIES FOR THE BLIND**

This position is responsible to the Chief of Rehabilitation Services for the direct supervision and management of the Kentucky Industries for the Blind, which provides vocational and pre-vocational training for the adult blind, and sheltered employment for a limited number of adult blind persons.

### **AREA SUPERVISOR**

This position gives both technical and administrative supervision to the several district Counselors within his area.

He approves all case plans before services are initiated. He provides periodically for personal consultation with the Counselor and clerical help, in order to ascertain the quality and progress of the Counselor's work in the district offices.

### **DISTRICT COUNSELOR**

Under the supervision of the Area Supervisor, this position is responsible in the assigned territory for locating and investigating

disabled persons in need of vocational rehabilitation; for determining their eligibility; arranging medical services and physical restoration, training and placement, and for counseling them in selecting and preparing them for attaining their vocational adjustment which will afford them the greatest social and economic satisfaction.

### **PLACEMENT COUNSELOR FOR THE BLIND**

This position is responsible to the Supervisor of Services for the Blind for cooperating with other Rehabilitation Counselors in establishing a sound, individual rehabilitation plan, locating specific industrial and other job opportunities for placing blind persons in suitable employment, and aiding persons placed in employment in making satisfactory vocational, social and personal adjustments.

### **MEDICAL CONSULTANT**

This position is responsible to the Chief of Rehabilitation Services for giving technical advice and consultation with respect to the medical phases of the program. He provides professional liaison with the medical profession.

### **CITIZENS' ADVISORY COMMITTEE ON REHABILITATION SERVICES**

The Advisory Committee on Rehabilitation Services is composed of prominent Kentuckians who are appointed by the Governor to study and advise the Superintendent of Public Instruction, the State Board of Education, and the Head of the Bureau of Rehabilitation Services, on the program of rehabilitation and services to the disabled.

### **OLD AGE AND SURVIVORS INSURANCE DISABILITY DETERMINATION SUPERVISOR**

The Supervisor of Old Age and Survivors Insurance Disability Determination coordinates the work of the State Disability Determination Section with the Federal Bureau of Old Age and Survivors Insurance.

He is responsible to the Head of the Bureau of Rehabilitation Services for supervising the over-all operation of the OASI Disability Determination Section. This section determines disability

for the Social Security Administration for those persons in Kentucky who apply for a disability "wage freeze" and cash benefit program under the Social Security Law.

### **MEDICAL CONSULTANT**

The Medical Consultant for Old Age and Survivors Insurance, acting as a team member with the Disability Determiner, reviews, interprets, and evaluates medical proof of disability which has been submitted by applicants applying for the disability "wage freeze" under the Social Security Law. He certifies all disability determinations prior to their forwarding to the Bureau of Old Age and Survivors Insurance. He interprets medical terminology to the staff, and provides a professional liaison with the medical profession.

### **DISABILITY DETERMINER**

The **Disability Determiner** for Old Age and Survivors Insurance acts as a team member with the OASI Medical Consultant; reviews, interprets and evaluates medical evidence and non-medical factors in arriving at the determination of disability "wage freeze" applications under the Social Security Law. He submits a written determination of the findings and decisions in each case, which, when certified, is forwarded to the Bureau of Old Age and Survivors Insurance.

### **DISABILITY COUNSELOR**

The **Disability Counselor** for Old Age and Survivors Insurance secures medical and other evidence on applicants for "wage freeze" and cash benefit programs, as deemed necessary by the Supervisor of the Disability Determination Section. He will make a personal contact with applicants in order to secure evidence as needed. He assists the Disability Determiner teams on all matters which relate to the securing of information from clients located throughout the state.

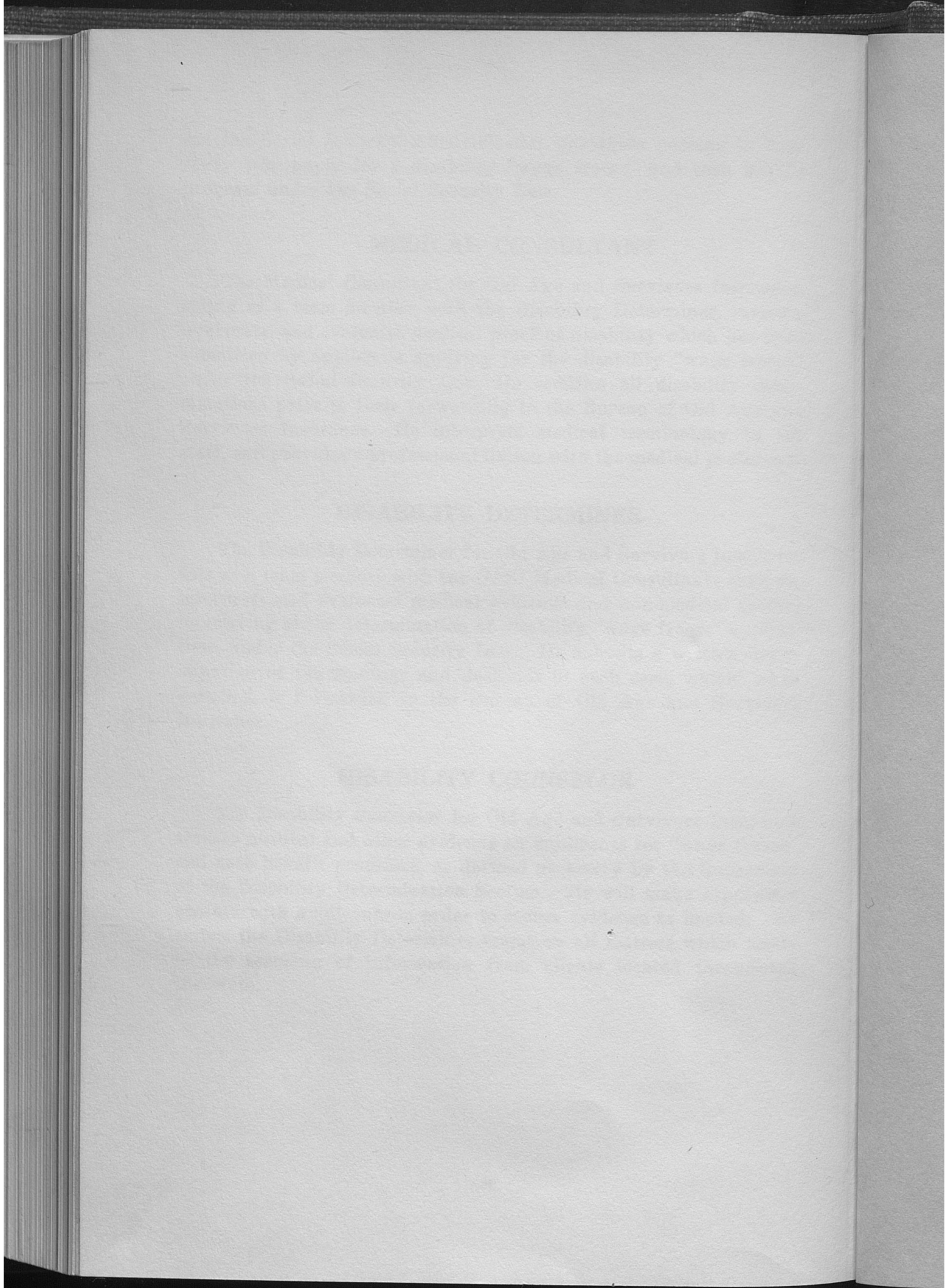
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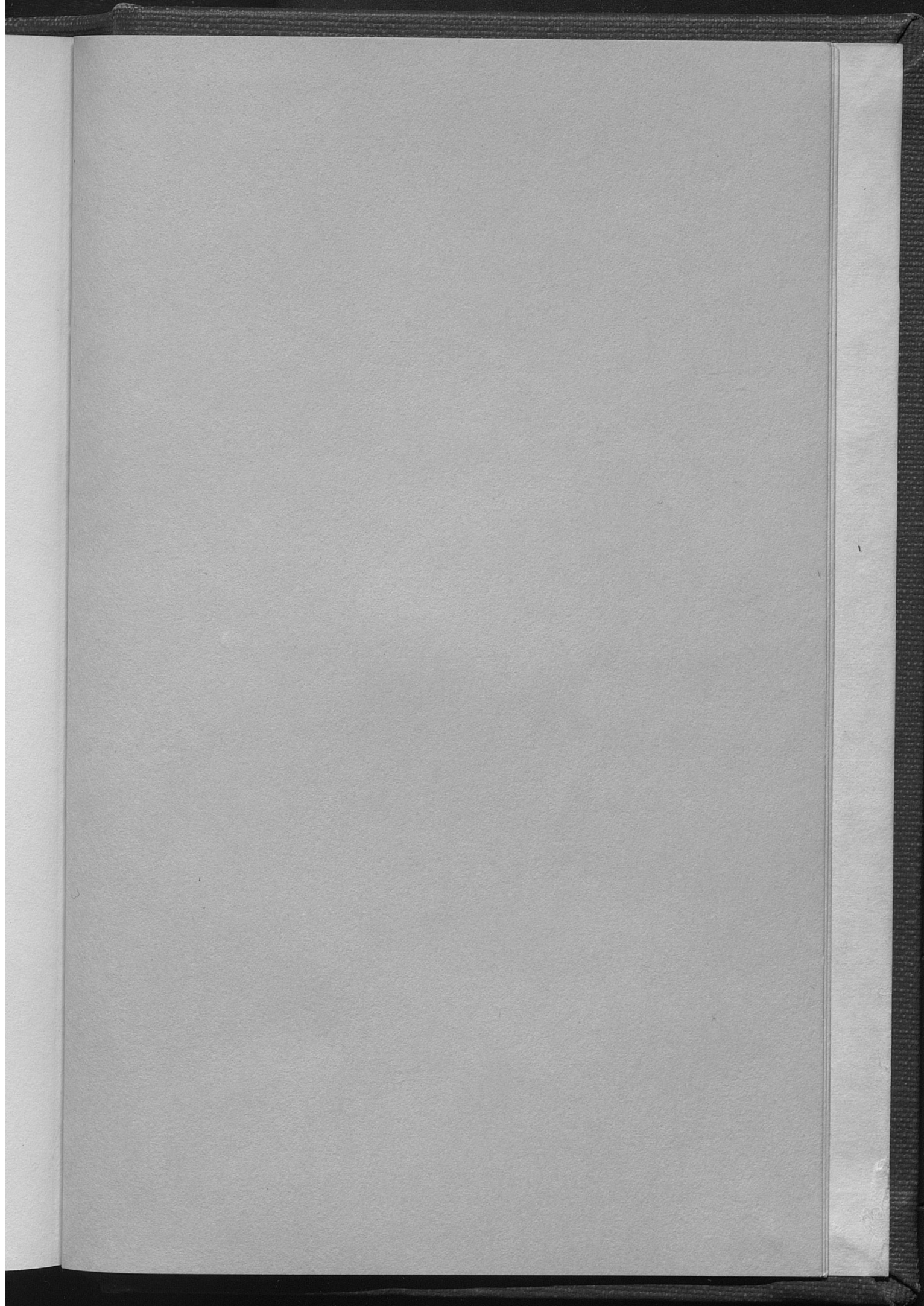
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