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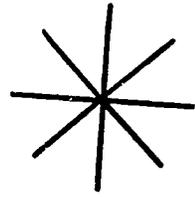
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The body of this publication is a synthesis of conference participants' answers to five questions. Material is listed under (1) jobs that can be done by others: clerical work, teaching-related activities, nonteaching assignments; (2) jobs that should be done by the classroom teacher: management of the teaching assignment, development of the policies that affect the teacher and the educational program entrusted to his care, direction of continuing inservice education programs; (3) personnel on the teacher's staff: certified educators, professional noneducators, paraprofessionals, others; (4) reasons why the teacher should have a supportive staff: for the enhancement of learning experiences of children, of teacher effectiveness, of services of administrative and supervisory school personnel, of professional prestige of the teacher, of teacher retention and recruitment, of the public image of the school; (5) blocks of such school reorganization: tradition, human resistance to change, unimaginative and insecure teachers and administrators, inadequate planning, inservice education programs, personnel policies for auxiliary staff, school financing, and state laws. Included also are specific recommendations for action to the national and state Departments of Classroom Teachers, the local associations, and local school systems. (JS)

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Report of the Classroom Teachers National Study Conference
on the Classroom Teacher and His Supportive Staff

Department of Classroom Teachers
National Education Association
1201 Sixteenth Street, N.W.
Washington, D.C. 20036

Adapted from the official symbol of
"The Year of the Non-Conference"
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In half a century, the complexion of American society has undergone radical change. Fifty years ago, 75 percent of the people worked in agriculture; today that figure has dropped to below 6 percent.

Previously two conditions hindered progress. Man moved slowly over the earth, and he was forced to devote most of his energies to working for food and clothing. Today he is highly mobile, and he can more easily provide a living for himself and his family. For the first time, therefore, he has the time and opportunity to devote to the development of human resources.

These changes hold important implications for education:

1. As the nature of work has changed, so have the necessary skills for gainful employment. One no longer can get a job with muscle power alone. Education has become the link between the individual and his role in society.
2. The schools must provide some degree of success for everyone. Over the years they have tended to favor the academically oriented students, but in the new society that has emerged they must offer a program meaningful to every child and youth.

These factors suggest a new role for the schools and call for a new concept of school organization. Teachers must have a team of people working with them to relieve them of some of their nonteaching duties if they are going to have time to perform successfully their primary task—teaching. Only when the classroom teacher becomes the nucleus of a group of professionals and paraprofessionals who work with him in educating children, only when he is looked upon as the key professional person in the education of children, utilizing and coordinating the talents and contributions of a supportive staff, will the schools be able to provide all children with the education they must have to be contributing members of society.*

In the light of these changes and the challenges they present to classroom teachers, the executive committee of the NEA Department of Classroom Teachers chose "The Classroom Teacher and His Supportive Staff" as the topic of the Classroom Teachers National Study Conference, November 1966.

* These ideas represent an abridgement of an address presented by Grant Venn, Associate Commissioner of the U.S. Office of Education, during the Classroom Teachers National Study Conference on the Classroom Teacher and His Supportive Staff.

In reaching this decision, the executive committee was influenced by several factors:

1. The National Commission on Teacher Education and Professional Standards, NEA, has identified "The Teacher and His Staff" as one major study area during 1966-67, "The Year of the Non-Conference."
2. Considerable funds are now available in public school systems from the new federal education programs, as well as from private foundations, to increase materially the number of paraprofessionals in the public schools. To date, few educators have given serious attention to the functions, qualifications, or effective uses of paraprofessionals. Further, in earlier work along this line and in the development and evaluation of current projects, the classroom teacher appears to have been almost completely bypassed and has not taken the initiative necessary to be involved meaningfully in such programs.
3. Project: Time To Teach, conducted for the NEA by the Department, challenges classroom teachers to accept and initiate changes that will improve their service to the child. The *Time To Teach: Action Report* states:

"If teachers are to change their behavior, they must be encouraged to accept a new image of themselves. This new image must be developed within existing school situations through the joint efforts of teachers, principals, and administrators. . . . The essential prerequisite to improving American education in this generation is the establishment of those conditions which will permit the most advantageous use of the professional skills of the teachers. . . . Clearly, a new approach to the problem is needed."*

The 1966 Classroom Teachers National Study Conference on the Classroom Teacher and His Supportive Staff centered on the classroom teacher as the focal point in the educational process, giving primary attention to identifying (a) classes of paraprofessionals and administrators and the responsibility of each to classroom teachers and (b) relationships among these segments of school personnel to the end that the classroom teacher can give maximum service to the student.

Participants came from 39 states and represented small rural as well as large urban associations. Teaching experiences ranged from less than 1 year to over 35 years. There were 27 with teaching assignments from kindergarten to grade 6, 14 in junior high school, 15 in senior high, and 1 in junior college. Subject matter areas included music, art, special education, remedial reading, mathematics, English,

* National Education Association and Department of Classroom Teachers, Project: Time To Teach. *Time To Teach: Action Report*. Washington, D.C.: the Association, 1966. pp. 213-14.

social studies, science, speech, chemistry, physical education, languages, agriculture, business education, and industrial arts.

Serving as conference consultants were staff members of the National Education Association and several of its segments—the Association for Supervision and Curriculum Development, National Commission on Teacher Education and Professional Standards, Commission on Professional Rights and Responsibilities, Department of Elementary-Kindergarten-Nursery Education, Division of Affiliates and Membership, National Training Laboratories, Division of Organization Relations, Publications Division, and Department of Classroom Teachers—as well as staff members of the New York State Teachers Association and the Des Moines (Iowa) Education Association.

A number of groups had been invited to name representatives to bring their points of view to the conference. Among those to accept were the National Commission on Teacher Education and Professional Standards, NEA; American Association of School Administrators; NEA Department of Elementary School Principals; NEA Department of Elementary-Kindergarten-Nursery Education; National Council of Urban Education Associations; Association for Childhood Education International; National Congress of Parents and Teachers; National School Boards Association; Bank Street College of Education; and the Model School Division of the District of Columbia Board of Education.*

Prior to the conference all participants, consultants, and representatives reviewed working papers. By specific request the classroom teachers involved their local association leaders and administrators in exploring the topics on the agenda and reacting to questionnaires provided by the Department. The results of this homework were summarized for use as resource materials at the conference and, along with the minutes of the conference, as background material in preparing this report.

The Classroom Teacher Speaks on His Supportive Staff presents in outline form apparent consensus—but not necessarily unanimous agreement—on the issues discussed. This pamphlet does not purport to give answers; it is designed to motivate conversations within and among professional groups and stimulate experimentation and change, which in turn will improve educational opportunities for children.

* The Model School Division has an active program of preparation and supervision of teacher aides in the inner-city schools.

**What jobs can be done
by others?**

**What jobs should be done
by the classroom teacher?**

**Who are the classroom
teacher's supportive staff?**

**Why should the classroom
teacher have a supportive
staff?**

**What are the blocks to
such school reorganization?**



Work group—(left to right) Archie W. Janzen, classroom teacher, Boise, Idaho; Jeanette Kear, Model School Division, District of Columbia Board of Education; Robert Humbles, Jr., classroom teacher, Washington, D.C.; and Jonathan C. Bell, classroom teacher, Fairfax County, Virginia.

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**A Supportive Staff
for the
Classroom Teacher**

CLASSROOM SUPPORT STAFF
WORKSHEET BY STUDENT

Clerical work

Teaching-related activities

Nonteaching assignments

**A SUPPORTIVE STAFF FOR
THE CLASSROOM TEACHER**

Preparing attendance reports

School system forms Federal attendance forms

Collecting money

Lunch, milk School pictures
School fees, book rentals Field trips
Magazines, newspapers Money-raising projects
Insurance Banking
Charity drives Class parties

Keeping numerous office records

Homeroom records Inventory of class equipment
Statistical reports Requisition forms
Annual and semi-annual reports Federal reports

Handling report cards

Initial preparation Transferring information
Entering grades Collecting and filing cards

Duplicating work sheets and tests

Cutting stencils Operating machines

Maintaining student personnel records

Initial preparation Anecdotal reports
Health records Referral forms

Filing

Tests, work sheets, and Resource materials for
other items teaching units

Making home contacts

Making initial telephone call on absences
Setting up appointments for teacher-parent conference
Setting up appointments for home visitation
Typing flexible schedules
Reporting on team teaching.

Clerical work

A SUPPORTIVE STAFF FOR THE CLASSROOM TEACHER

TEACHING RELATED ACTIVITIES
NONTeaching ASSIGNMENTS

Teaching-related activities

Initial checking, correcting, and marking of some papers for review by classroom teachers

Administering, monitoring, scoring, and graphing standardized tests

Checking out, returning, storing, and maintaining equipment and supplies

Preparing room for use of special equipment

Arranging bulletin boards and exhibits; setting up charts; attending to room environment

Monitoring homeroom and study hall

Supervising some laboratory or some seat work

Researching materials and tools

Supervising student make-up work after school

Administering first aid for minor injuries.

Nonteaching assignments

Supervising students at lunch, recess, and detention; in the halls, library, rest rooms, assembly, and bus

Supervising extracurricular activities—clubs, bus trips, school parties, school activities; selling and collecting tickets at ball games

Assuming cocurricular assignments related to coaching, the student council, the yearbook, and the school play

Performing custodial duties—in the classroom, halls, rest rooms, and faculty lounge

Announcing and passing out routine bulletins

Caring for preschool children during parent-teacher conferences, lectures, and other events

Health screening—taking weight and measurements and checking vision.

**A Supportive Staff
for the
Classroom Teacher**

- The management of the teaching assignment*
- The development of the policies that affect the classroom teacher and the educational program entrusted to his care*
- The direction of continuing in-service education programs*

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A SUPPORTIVE STAFF FOR THE CLASSROOM TEACHER

Having time to teach as the classroom teacher has been prepared to teach

Daily planning within the school day

Working with students individually in and out of school

Consulting with other teachers and specialists during the school day

Conferring with parents

Deciding when and how to use media, equipment, supplies, and techniques

Doing research

Supervising the maintenance of adequate student records

Visiting other classes and other schools to observe new practices and equipment.

Making home visitation.

Deciding within the classroom what to teach, how to teach it, and when to teach it

Sharing in curriculum development and having released time during the school day to participate in this planning

Having a voice in general policies related to textbook selection; grading system; length of school day and year; selection of new teachers and student teachers; assignment of student teachers and pupils; pupil personnel services; release of students from one class to participate in sports, music, or some other activity; requisition of materials; school open house; and community relations.

Keeping up-to-date on the latest development in new content, teaching materials, techniques, and innovations through reading, research, observation, visitation, meetings, college courses, and professional conferences

Attending, with released time, grade level and/or subject matter meetings for exchange of ideas and work on curriculum

Participating in conferences sponsored by local, state, and national professional associations.

**The management of the
teaching assignment**

**The development of the policies
that affect the classroom
teacher and the educational
program entrusted to his care**

**The direction of continuing in-
service education programs**

**A Supportive Staff
for the
Classroom Teacher**

*Professional noneducators
Certificated educators
Paraprofessionals
Others*

Certificated educators

Professional noneducators

Paraprofessionals

Others

Sources of auxiliary personnel

A SUPPORTIVE STAFF FOR THE CLASSROOM TEACHER

Superintendent
Assistant superintendent
Principal
Assistant principal
Supervisor
Director of improvement of instruction
Curriculum coordinator
Department head
Subject area consultants
(art, vocal and instrumental music, drama, mathematics, language arts, physical education, elementary specialists, etc.)
Special teachers
(art, music, foreign language, physical education, remedial reading, homebound, specialists for exceptional children, etc.)
*Speech therapist

Hearing therapist
Sight therapist
Other teachers in team-teaching plan
TV teacher
*Librarian
Elementary and secondary guidance counselor
Educational psychologist
*School psychometrician
Homebound teacher
Visiting teacher
Audiovisual specialist
University consultant
*Public relations director
Director of evaluation and research
Director of training
(human relations skills a prerequisite)

*School nurse
School dentist
Dental hygienist
Dental technician
School physician
*School psychologist
*School psychiatrist
School audiometrist
School ophthalmologist

*School psychometrician
Physical therapist
Social worker
Welfare worker
Counselor on social problems
Advisor on social-parent relations
Vocational counselor
Personnel in clinic referral centers

Certificated Educators

Professional Noneducators

*In some school systems, this position may be filled by a certificated educator; in others, by a noneducator.

A SUPPORTIVE STAFF FOR THE CLASSROOM TEACHER

*In some school systems, this position
 may be filled by a certificated educator;
 in others, by a noneducator.

Paraprofessionals

School-community coordinator
(safety, police, fire department,
social agencies)

*School secretary

Computer programmer

*Public relations director

Placement director

Pupil personnel worker

Attendance officer

Audiovisual technician

*Speech therapist

Public librarian

Library assistant

Resource people for special class-
room assignments
(engineers, musicians, politi-
cians, drama specialist, etc.)

Teacher Aide

General teacher aide
check attendance
do housekeeping chores
prepare art supplies, bulletin
board, supplementary mate-
rials, transparencies

check objective tests
record test scores and grades
file material; prepare reports
collect money
compute statistical information
ditto seat work, charts, maps
monitor students
administer remedial drill work;
help individuals and small
groups in independent study
and follow-up
assist with music, drama, art
tell stories

Curriculum laboratory assistant
cut stencils, makes transpar-
encies, filmstrips, and slides

Audiovisual technician

Aides for special classes

Physical education aide

Science laboratory assistant

Bilingual aide

Audio assistant

Theme reader

TV staff and technician

Home visitor

Library aide

Clerical Aide

Secretary/Clerk

conduct magazine campaigns
collect lunch money

do bookkeeping for classes and
activities fund

*In some school systems, this position
may be filled by a certificated educator;
in others, by a noneducator.

**A SUPPORTIVE STAFF FOR
THE CLASSROOM TEACHER**

Monitor

Hall supervisor
Playground attendant
Recess supervisor
Study hall monitor
Test monitor

Lunch room monitor
Safety aide
Athletic game supervisor
Field trip supervisor
School bus attendant
Classroom monitor

Custodian
Transportation personnel
Lunch program staff
*Attendance officers
Resource people for special class assignments—
Experts from vocational fields

Artists
Musicians
Hobbyists
Housewives (to demonstrate sewing and food preparation)
Practitioners of trades (beauticians, printers, etc.)
*School secretary

Others

Parents
Housewives
Volunteer workers from organizations
Community helpers
Dropouts

Intern teachers
Retired teachers
Senior citizens
Neighborhood youth corps
Students
(peers, college students)

**Sources of
Auxiliary Personnel**

*In some school systems, this position may be filled by a certificated educator; in others, by a noneducator.

**A Supportive Staff
for the
Classroom Teacher**

Learning experiences of
children are enhanced.
Teacher effectiveness is enhanced.
Services of administrative and supervisory
school personnel are enhanced.
Professional prestige of the
classroom teacher is enhanced.
Teacher retention and recruitment
are enhanced.
The public image of the school is enhanced.

A SUPPORTIVE STAFF FOR THE CLASSROOM TEACHER

The educational program becomes truly child oriented and flexible rather than task oriented and rigid when time is provided for more intensive planning by more people.

The child gets more of the teacher's time.

Tutorial services of many kinds, as well as appropriate large- and small-group instruction, are provided.

The classroom teacher has time to study each child, confer with parents, utilize auxiliary pupil-personnel services, diagnose problems, prescribe individual treatment, and check on progress made.

The child gets the additional advantage of the knowledge and talents of many individuals such as aides, special teachers, and consultants.

The child benefits from the extra "eyes and ears" alert to individual needs. The aide with special skills and/or with background similar to that of an individual child may be able to identify with the child more readily and to interpret problems more effectively to the classroom teacher.

The child's horizons are widened through the use of special talents of people in the community.

A more relaxed classroom climate is created.

Creativity is fostered.

The increased attention provides a greater feeling of security for the child and fosters increased achievement.

The teaching task becomes manageable.

Time is available for the classroom teacher to teach and to create the best possible climate for learning.

Time is available for preparation and planning for the professional aspects of teaching.

Fatigue and tension factors caused by trying to cope with an unmanageable burden are eliminated.

The classroom teacher is able to utilize more professionally oriented approaches to the teaching-learning process:

**Learning experiences
of children are enhanced.**

Teacher effectiveness is enhanced.

A SUPPORTIVE STAFF FOR THE CLASSROOM TEACHER

CLASSROOM TEACHER
TEAM APPROACH
INDIVIDUALIZATION

**Services of administrative
and supervisory school
personnel are enhanced.**

**Professional prestige
of the classroom teacher
is enhanced.**

- A wider variety of teaching techniques and skills
 - The presentation of subject matter in greater depth
- The team approach, which releases and utilizes the talents and expert knowledge of all team members, each of whom makes his own unique contribution
- A new pattern of staff utilization permitting —
 - diversification of activity in the teaching-learning situation
 - a variety of student groupings — large-group, small-group, and individual instruction
 - flexible rather than rigid scheduling
 - individualized planning to meet individual differences of students
- Enrichment of subject matter content through —
 - more reading and research
 - greater use of resources
- More effective use of facilities and resources, both human and material
- Team planning, which serves as a teacher stimulus.

In-service education programs for all team members become an expected and necessary adjunct.

The beginning teacher receives support and encouragement. His strengths are utilized and his weaknesses identified and overcome. He gains new insights into teaching and enjoys personal rewards not so readily available in a self-contained classroom.

The traditional pattern of school organization is reevaluated and realigned to meet better the needs of children for tomorrow's society.

The roles of all certificated educators are redefined, and responsibilities are assigned for more effective use of the professional manpower and talents available.

Certificated educators in administrative and supervisory assignments are more closely involved in the actual teaching process.

The total school staff develops a team spirit and loyalty that cannot be achieved when the school system is organized on the basis of the staff-line concept.

The recognition of the classroom teacher as a coordinator of a team of professional and paraprofessional staff members promotes in him a greater sense of professionalism and creates in others an awareness of his importance.

The classroom teacher is freed to exercise to the fullest his professional capabilities and is permitted to do what he knows needs to be done when it needs to be done.

A healthy relationship of mutual support and respect is fostered among the teacher, administrator, and paraprofessional. This relationship brings satisfactions not possible in an organization built upon the hierarchical concept of superiority and inferiority.

Housekeeping and clerical chores are eliminated, and teacher morale is improved.

The classroom teacher is freed to serve and is accepted in other professional activities within the school system, such as curriculum development, innovative practices, and in-service education.

Attrition of good classroom teachers is minimized through the increase in teacher status and the elimination of unnecessary frustrations.

Both students and aides recognize the new status of the classroom teacher and the increased satisfactions in teaching. As a result, both groups will more readily choose teaching as a career.

Involvement of more lay citizens in providing enriching experiences in the schools develops a greater appreciation for the role of the school as a social institution and improves home-school relations.

The use of citizens as aides and resource assistants develops a civic pride on the part of those involved.

Classroom teachers, parents, and other citizens have more and better opportunities to know and appreciate each other.

A SUPPORTIVE STAFF FOR THE CLASSROOM TEACHER

Teacher retention and recruitment are enhanced.

**Teacher retention and
recruitment are enhanced.**

**The public image
of the school
is enhanced.**

**A Supportive Staff
for the
Classroom Teacher**

Traditional
Human resistance to change
Unimaginative and insecure
classroom teachers and administrators
Inadequate planning
Inadequate in-service education programs
Inadequate personnel policies
for auxiliary staff
Inadequate school financing
Inadequate state laws

Tradition

Human resistance to change

*Unimaginative and insecure
classroom teachers and administrators*

Inadequate planning

Inadequate in-service education programs

*Inadequate personnel policies
for auxiliary staff*

Inadequate school financing

Inadequate state laws

A SUPPORTIVE STAFF FOR THE CLASSROOM TEACHER

Conservative attitude and inflexibility of many people, educators and public alike.

Deep commitment to the status quo in—

- the hierarchical organization of school administration, and
- the self-contained classroom at the elementary level.

School calendar based on needs of an agrarian rather than an industrial society.

Human resistance to change and the desire to maintain the status quo are natural attitudes. The statements here presented represent the variety or rationalizations which are most often used to justify inactivity and impede change. Some will seem to be very close to the actual truth; many will be recognized as rash and irresponsible.

Classroom teachers resent invasion of the privacy of their classrooms by outsiders.

Administrators may use the employment of paraprofessionals as a device to heap more responsibilities on the classroom teacher without compensation or elimination of any current responsibilities.

Paraprofessionals with access to student records may misuse confidential information about students and their families. Aides cannot be depended upon to be ethical.

The public won't accept the use of paraprofessionals in the classroom. Some aides may be used for tasks which belong to certificated personnel.

Some paraprofessionals need so much direction and follow-up that it is better and easier for the classroom teacher to do it himself. Guiding paraprofessionals is a time-consuming endeavor, and classroom teachers will object to the extra planning that is necessary if the services of aides are to be used effectively.

The administration may employ paraprofessionals as a way of saving money. This practice may undermine the teacher's salary schedule.

The employment of aides may result in the use of unprofessional practices in the classroom.

Tradition

Human resistance to change

A SUPPORTIVE STAFF FOR THE CLASSROOM TEACHER

Putting aides in the classroom with teachers will only create personality conflicts.

The use of lay aides may cause classroom teachers to lose intimate knowledge of individual students. There will be a tendency for classroom teachers to lose touch with the individual child's progress if too many instructional responsibilities are delegated to another. Further, the classroom teacher will be robbed of excellent opportunities to get to know his students better.

The administration may use aides as an excuse to increase class size. There is always the risk of getting an aide who is not really qualified or actually able to do the job correctly. Administrators will take the position that anyone can be used as an aide.

Principals and supervisors have an aversion to becoming a part of a team of which the classroom teacher is the coordinator. They do not see themselves as the supportive staff of the classroom teacher.



Cecil J. Hanna, NEA assistant executive secretary for professional development and welfare

A SUPPORTIVE STAFF FOR THE CLASSROOM TEACHER

The classroom teacher is not prepared to be a team leader and to use a supportive staff.

Overuse of aides may cause a gap in the rapport between teacher and student such as has occurred at the college level.

The wisdom of having parents as paraprofessionals and the legality of the use of paraprofessionals are questionable.

There is not enough in the school budget. The money spent on aides could better be spent on more teachers and reduced class size.

The use of paraprofessionals may undermine standards of professional preparation.

The aide will usurp the authority of the classroom teacher.

The classroom teachers will not respect the aides and will assign only menial jobs to the aides.

The classroom teacher will become lax and lazy and let the aide do all the work

The aide with a philosophy of discipline at variance with that of the teacher will cause conflict between the child and the teacher.

Classroom teachers object to change.

School buildings are not built to permit the use of aides. The rooms are not large enough.

A program of auxiliary personnel is promoted merely to solve the community unemployment problem.

Apathetic and indifferent attitudes prevail.

There is no professional preparation for this type of school operation and administration.

**Unimaginative and
insecure classroom teachers
and administrators**

"The changes ahead can be shaped to make education... more effective if each one of us recognizes emotion and exercises reason in change implementation. If we devote to new directions only a small fraction of the time and energy we normally use to preserve the status quo, we can become effective and constructive change agents.

"In facing new challenges of organizational structure, personnel relations, school finance, and educational policy, our focus must be on our basic purpose—to provide the best possible education for children; to pass on to members of the next generation the ability to solve their own problems."

Cecil J. Hannan

A SUPPORTIVE STAFF FOR THE CLASSROOM TEACHER

Inadequate planning

The limited perspective of too many educators and boards of education impedes their recognition of the need for change.

The threat of unknown and the security of known inhibit action. Both classroom teachers and administrators fear loss of authority and are unwilling to face the possibility of failure.

Too many school systems lack adequate supportive services, especially in the area of pupil personnel needs, such as experts with specialized knowledge to solve the many different types of problems of students.

The importance of evaluation, research, and development (a necessary adjunct in any business enterprise today) is not recognized as an integral part of the public school structure.

By local school systems:

Insufficient time is devoted to planning a program based on the concept of a supportive staff for the classroom teacher.

The total staff, the school board, and the community are not involved in initial planning.

The philosophy and rationale underlying the program are not sound in that—

- There are no clearly defined aims, goals, or purposes.
- The availability of federal funds rather than a recognized educational need motivates the initiation of the program.
- The program is used as a cover-up for hidden objectives such as the anticipation of cutting costs.
- The program is sold on the premise that "it will lessen the work of the classroom teacher."

New staff relationships are not clearly outlined in that—

- Terms are not explicitly defined.
- There is a lack of understanding of multiple and changing responsibilities and authority between and among members of both the professional and paraprofessional staffs. Clarification is needed on who is responsible to whom and for what, why, and for how long.

Sufficient attention is not given to space problems caused by the design of many current school buildings—such as how to provide flexible work areas in a somewhat inflexible structure.

The program is not clearly justified in terms of budget allocations.

By the professional association:

The organized profession has not accepted the responsibility of building a climate for change and making a commitment to experimentation.

Research on the strengths and weaknesses of this type of school organization is insufficient.

There is a lack of effective public relations programs to inform the public on the changing needs of education and to develop public support for change.

Adequate orientation and continuing in-service education programs for paraprofessionals are needed in the following areas:

- Understanding the jobs to be done
- Developing the necessary skills
 - Learning how to become an effective team member
- Identifying and accepting personal responsibilities
- Becoming knowledgeable about school philosophy and policies
- Studying the Code of Ethics of the Education Profession.

Adequate orientation and continuing in-service education programs for educators are needed in the following areas:

- Personnel management
 - Developing the ability and skills of the classroom teacher to “orchestrate” a team of adults to meet the learning needs of pupils
 - Developing the ability and skills of administrators to “orchestrate” teams of adults of which classroom teachers are team coordinators
 - Developing the skills of all educators to serve at times as team members and at other times as team leaders
 - Developing the skills of all educators to identify, release, and use effectively the special talents of individuals
 - Learning to delegate authority
- New methods, contents, and resources.

In-service education for total staff—professional and paraprofessional together—is needed in the following areas:

Utilizing resources, both human and material, to improve educational opportunities for the child

- Evaluation, research, and further development of the program itself.

There is a lack of clearly defined job descriptions with qualifications identified for the respective job.

A SUPPORTIVE STAFF FOR THE CLASSROOM TEACHER

**Inadequate in-service
education programs**

**Inadequate personnel policies
for auxiliary staff**

A SUPPORTIVE STAFF FOR THE CLASSROOM TEACHER

What can the teacher aide do?

What should the teacher aide not do?

What are the functions of other paraprofessionals?

There is a lack of clearly defined employment policies.

What are the policies on screening of candidates?

What are the hours, wages, and leave policies of paraprofessionals?

What are the opportunities for advancement for paraprofessionals?

There is a lack of clearly defined assignment policies.

Who makes the final decision on which classroom teachers will have aides and which aide will be assigned to which classroom teacher?

Who makes the final decision on what specific jobs paraprofessionals will do in a specific classroom?

To whom is the paraprofessional directly responsible?

How will the rights of the paraprofessional be protected?

Inadequate school financing

In general, few school budgets are adequate to provide high quality education under the existing philosophy of school organization and operations.

In general, few school budgets provide funds for evaluation, research, and development which would facilitate experimentation with this type of school organization.

Federal funds which allow for such experimentation are available only to a limited number of schools.

To finance such a program through an increase in local tax moneys will require the development of a sound philosophy and rationale to justify the request to the public. To prepare such a justification without experimentation is almost impossible.

This type of school organization and operation planned to meet the needs of today and tomorrow necessitates increased staff and more resource materials and will cost more money, not less.

Inadequate state laws

Some state laws require that certificated educators be fully responsible for children while they are on school property.

Many state laws do not specify that authority for supervision of children can be delegated by certificated educators to paraprofessionals.

**To the NEA Department
of Classroom Teachers**

**To the state department
of classroom teachers**

To the local association

To the local school system



Work group — (left to right) Gary W. Womble, classroom teacher, Dade County, Florida; Martha Dell Sanders, classroom teacher, Paducah, Kentucky, and Southeast regional director of the NEA Department of Classroom Teachers; and Daphne Harrison, classroom teacher, Broward County, Florida.

RECOMMENDATIONS FOR ACTION

Information

Disseminate widely information about the concept of the classroom teacher and his supportive staff.

Cooperate with the National Commission on Teacher Education and Professional Standards, NEA, and with other groups to—

Definition of terms

—Arrive at clear and mutually acceptable definitions of the terms *paraprofessional*, *auxiliary personnel*, *teacher assistant*, *teacher aide*, *associate teacher*, *staff teacher*, *senior teacher*, and others.

—Publicize these definitions widely.

—Use these terms consistently and properly.

Research

Encourage research and experimentation in this area.

“Year of the Non-Conference”

Support the objectives and recommendations of “The Year of the Non-Conference” of the National Commission on Teacher Education and Professional Standards.

RECOMMENDATIONS FOR ACTION

Plan state conferences on the topic of "The Classroom Teacher and His Supportive Staff" patterned after the national study conference.

State conferences

Develop an understanding of the concept of the teacher and his supportive staff by scheduling regional meetings in key areas of the state where classroom teachers, administrators, members of boards of education, professors of teacher education, and perhaps teacher aides and other auxiliary personnel can carry on dialogues on the subject.

Regional meetings

Research state laws regarding teacher liability and the use of auxiliary personnel; disseminate this information to local associations; evaluate the information to determine strengths and weaknesses; and take steps to promote legislation to eliminate weaknesses and make it possible for the teacher to operate as a team leader with the assistance of auxiliary, as well as other professional, personnel.

State laws

Present various aspects of the concept of the teacher and his supportive staff in professional periodicals.

Periodicals

Be informed on and support the objectives and recommendations of "The Year of the Non-Conference" sponsored by the National Commission on Teacher Education and Professional Standards.

**"Year of the
Non-Conference"**

RECOMMENDATIONS FOR ACTION

Program planning

Plan programs on the topic "The Classroom Teacher and His Supportive Staff" patterned after the national study conference.

Teacher involvement

Involve classroom teachers in planning for the use of auxiliary personnel—recruitment, orientation, assignment, continued in-service education, development of appropriate personnel policies, and identification of sources of income to finance a pilot project.*

Job descriptions

Initiate a program to develop job descriptions for all positions—professional and auxiliary—and define the qualifications for each.

Pilot program

Plan and initiate, in cooperation with the administration, a pilot program within one or more school buildings organized on the concept of the classroom teacher as the leader of a supportive team of professional and auxiliary staff.

Evaluation

Evaluate current personnel policies as they relate to both certificated and noncertificated employees and take steps to keep these policies up-to-date.

Evaluate the status quo of the local school system.**

Program initiation

Plan next steps to initiate a program that is adequate for preparing today's youth for tomorrow's world.

"Year of the Non-Conference"

Participate in follow-up activities relating to "The Year of the Non-Conference" sponsored by the National Commission on Teacher Education and Professional Standards.

Assign to the local committee on teacher education and professional standards the responsibility of planning a program in sequel to "The Year of the Non-Conference" and involving many educators in it. Use a variety of techniques—association periodicals; a reading list; a discussion program in each building; or a program featuring classroom teachers, administrators, board members, and others.

*The Des Moines (Iowa) Education Association has developed such a program covering the financing and training of auxiliary personnel.

** *Profiles of Excellence*, published by the NEA Office of Professional Development and Welfare, is an effective evaluation tool.

Arrange for visitation by members of the local school system at demonstration schools if such schools are close at hand; plan follow-up discussions.

Study all available research appropriate to any of the above activities.

Involve appropriately parent-teacher associations, cultural and civic organizations, the communications media, and other groups.

Mobilize for action to initiate a pattern of school system organization based on the concept of the classroom teacher and his supportive staff.

Establish study committees:

- Explore existing research programs and literature
- Explore possible means of funding
- Explore legal implications
- Explore manpower availability.

Evaluate the local situation to ascertain needs:

- How does the teacher see it?
- How does the administration see it?
- How does the community see it?

Identify needs on the basis of study committee reports.

Appoint an action committee to develop and initiate a project.

Write a letter to the school board informing members of the proposed study.

Notify the professional negotiation committee of the proposal.

Develop a strong public relations program.

- Distribute fact sheets explaining how auxiliary personnel are used and the benefits to students.
- Use materials available from the National Education Association.
- Devote a general meeting of the association to the topic.
- Solicit the cooperation of the press in publicizing the program.
- Involve the local council of parents and teachers.
- Arrange for television interviews featuring local school personnel.

RECOMMENDATIONS FOR ACTION

Lay involvement

Action

RECOMMENDATIONS FOR ACTION

CONFERENCE
PROCEEDINGS

Inform local service organizations.

Develop personnel policies to cover job descriptions, terms of employment, evaluation, and orientation and in-service education.

Present the program to the superintendent and school board.

Initiate orientation and in-service education programs.

Work closely with the school administration in studying, planning, and implementing the program.

"The local association can be the catalytic agent that stimulates and sustains a school program organized on the basis of the classroom teacher as the coordinator of a supportive staff. The local association can make it all come together."

Cecil J. Hannan

Conference Chairman Charlotte M. Huff (at lectern) introduces members of a panel on "The Classroom Teacher and His Supportive Staff." Left to right are Clara E. Cockerille, professor of education, Westminster College, New Wilmington, Pennsylvania; Terry Gabrielson, classroom teacher, Anoka-Hennepin, Minnesota; Lawrence G. Derthick, Jr., associate superintendent, Kanawha County, West Virginia; Robert T. Hamilton, executive secretary, Des Moines (Iowa) Education Association; Roberta Howard, project coordinator, Teacher Aide Program, Model School Division, District of Columbia Board of Education; and Miss Huff.



RECOMMENDATIONS FOR ACTION

Provide dynamic, aggressive leadership committed to educational change to meet today's and tomorrow's challenges.

Plan, implement, and evaluate pilot projects using supportive staff.

Involve classroom teachers, administrators, and laymen in the planning, implementation, and evaluation.

Study blocks listed on pages 20-26 of this report, evaluate them in light of the local situation, identify the specific impediments which apply in the community, and plan a procedure which minimizes these impediments.

Leadership

Pilot projects

Total involvement

Obstacles



Pictured at left are the other panelists: Cecil J. Hannan, NEA assistant executive secretary for professional development and welfare, moderator; George A. Schwarzmann, principal, West Port Elementary School No. 225, Baltimore, Maryland; Ruth Mancuso, school board member, Glassboro, New Jersey; Elizabeth D. Koontz, classroom teacher, Salisbury, North Carolina, and past president of the NEA Department of Classroom Teachers; and Anne Hardy, junior college instructor, Raymond, Mississippi.

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Association for Childhood Education International
- George W. Denmark, University of Wisconsin, Milwaukee
National Commission on Teacher Education and Professional Standards, NEA
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American Association of School Administrators
- Mrs. Lillie Herndon, Columbia, South Carolina
National Congress of Parents and Teachers
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