



STATE OF ARKANSAS
**Department of Finance
and Administration**

**OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office**
1509 West Seventh Street, Suite 201
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Little Rock, Arkansas 72203-3278
Phone: (501) 682-1823
<http://www.state.ar.us/dfa>

August 21, 2013

Representative Andrea Lea, Co-Chairperson
Senator Uvalde Lindsey, Co-Chairperson
Uniform Personnel Classification and Compensation
Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management submits a request from the Arkansas School for the Blind (ASB) for you review.

The Arkansas School for the Blind has requested a position from the position pool established by ACA 21-5-225 (a)(1). The position being surrendered along with the classification requested is listed below:

<u>POSITION SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22082569	Certified Masters Teacher	E035C	C119
<u>CLASSIFICATION REQUESTED</u>			
Teacher Supervisor		E024C	C120

JUSTIFICATION

The need for this position is due to a new supervisory process mandated by legislation. The guidelines, developed by the Arkansas Department of Education (ADE) and associated with this law, require tremendous changes in the work load of school principals statewide. As a result, schools are responding to the increase in duties by adding additional supervisory personnel to assist the principals in the supervision process and other responsibilities to allow their job duties to be more manageable. The requested position would be designed to assume responsibilities of the ASB principal in order for the mandated duties to be completed, which can only be done by

Representative Andrea Lea, Co-Chairperson
Senator Uvalde Lindsey, Co-Chairperson
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the certified principal. Without this position, it is likely that there could be a severe reduction in the effectiveness of the principal's role, and possibly creating the issue of not meeting the ADE requirements for the ADE Program Certification.

The Office of Personnel Management has reviewed this request and **recommends** the establishment of the requested pool position at the classification of E024C, Teacher Supervisor, Grade C120.

Your approval of this request is greatly appreciated.

Sincerely,



Herbert M. Scott
State Personnel Administrator



1027

Chief Fiscal Officer of the State

JUL 24 2013

Date



JIM HILL
SUPERINTENDENT

ARKANSAS SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

[ESTABLISHED 1859]

2600 WEST MARKHAM – P.O. BOX 668
LITTLE ROCK, ARKANSAS 72203
1-800-362-4451 – (501) 296-1810
FACSIMILE: (501) 296-1831

July 15, 2013

Herb Scott
Manager, Classification
Office of Personnel Management
1509 W. 7th St.
Little Rock, AR 72201

Dear Herb:

This letter is to request the pool position of Teacher Supervisor, C120.

The need for this position is due to a new supervision process which has been made mandatory by law. The guidelines of the ADE mandated supervision system make tremendous changes in the work load of principals statewide. It requires a very heavy increase in the number of person hours that must be devoted to the new evaluation process. So many, in fact, it demands a work load that would prevent the principal from being able to successfully cover all his/her responsibilities.

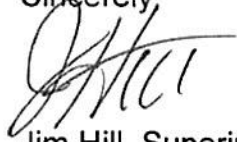
Public schools are responding to the extreme increase in principal responsibilities by adding additional supervisory personnel to assist the principal. Technically, the supervision program can have assistant supervisors do part of the supervision and the position can also assist with other duties in order to make the principal's job duties more manageable and allow all responsibilities to be covered appropriately.

The position would be designed to assume responsibilities in support of the administrator and allow him/her to complete the mandated responsibilities which can be done only by the certified principal.

Without the requested position, it will be next to impossible for the principal to meet all job duties assigned to their position. It is not an overstatement to say that the ultimate results would be a severe reduction in the principal's effectiveness in the educational program for our children and would very likely prevent us from meeting the ADE mandatory requirements for ADE Program Certification.

The request for this position is critical to the quality of our program, is critical to ADE Program Certification and critical to the quality of education our students receive at ASBVI. We respectfully ask that our request be granted.

Sincerely,

A handwritten signature in black ink, appearing to read "J Hill", with a long horizontal flourish extending to the right.

Jim Hill, Superintendent



DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management
Request for Pool Position

Business Area	Agency/Institution	Date
0510	Arkansas School for the Blind	07/16/13

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22082569	Certified Masters Teacher	C119	E035C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	Teacher Supervisor	C120	E024C

I Hereby Certify / Understand That:

- A. The position requested is critical to the operation of this Agency/Institution and a detailed justification for this request is attached. (Justification should be detailed and not less than one typed page in length.)
- B. Sufficient funds are available to fund this position at the requested grade.
- C. This is a full time position that will not be used for any other purpose than that which is outlined in the attached narrative.
- D. The position to be surrendered is the highest grade position available and the loss of this position will not adversely affect the operation of this Agency/Institution.
- E. No current employee will be displaced by this action.

Agency Personnel Rep	Date
Zweda Richer	7/14/13

Agency Director	Date
Jim Hill	7/14/13