

CARROLL COUNTY TITLE III COOPERATIVE PROJECT
WITH MOOREHEAD UNIVERSITY

APR 21 1968

COUNSELOR AIDES

I. The Community

The area to be served by this project will be Carroll County, Virginia. Carroll County (496 square miles) is on the eastern boundary of the "Appalachia" Region and is located on the Blue Ridge Mountain Providence. The county is divided into three geographic belts--Piedmont, Plateau, and Limestone belt. The elevation varies from 900 to 3600 feet above sea level making inter-county travel difficult and discouraging to our citizens.

Carroll County has participated in many programs in an effort to improve the educational, cultural, and economical level of the people. Project Head Start has been held for three consecutive years enrolling a total of 731 children. The Adult Basic Education program has been operating successfully for two and one half years with a cumulative enrollment of 442 adults over 18 years of age.

The county have active staffs in Health, Welfare, County Extension, and Home Demonstration, as well as other governmental, religious, and civic agencies.

The people of Carroll County are in general descendants of families who have lived on farms for generations. The population decreased 3.8% between 1950-1960 while the state population increased 19.5%. The population in 1960 was 23,178 of which 8,711 (37.58% of total population) or 69.3% of the adults 25 years old or older had less than an 8th grade education.

The income is largely from rural source with 50% of the county in forest and the remainder in grazing for dairy and beef herds, apple and peach orchards, cabbage and truck farming. Income is derived also by the female family members working in clothing and electronics industries and males working in furniture and other lumber related trades. Two thousand nine hundred fifty families (49.58%) have an annual income of less than \$3000 with the median income for the county at \$3,025. (1960 census) The farm family level of living index is 48 according to the V. P. I. extension service. The estimated rate of unemployment is 8%.

In Carroll County there are 803.25 miles of secondary roads and 93.26 miles of primary roads maintained by the state.

The county is divided into five magisterial districts, each district having its own elected supervisor and appointed school board member (elected by an electoral board).

There are 5,346 pupils served by two high schools, four junior high schools and nine elementary schools. The drop out rate in Carroll County for 1962-63 was 5.4% (state average 4.1%). During the past six years 446 boys and 274 girls totaling 720 children have dropped out of school.

The average grade completed is 7.4, the state average being 9.9. Educationally among the 98 counties of the state, Carroll ranks 81st. (1960 census) with females over 25 averaging 7.5 (10.5 state) and males over 25 averaging 7.2 (9.2 state). The adult basic education survey shows that of the adults over 25 years old 69.31% or 8711 adults have not completed the eighth grade level.

The 1960 census shows the number years of schooling completed by adults over 25 as follows:

Total Population over 25	-	12,567
0 years	418	3.3%
1-4	2143	17.1%
5-6	2389	19.0%
7	3761	29.9%
8	581	4.7%
High School 1-3 yrs.	1387	11.0%
4 years	1332	10.6%
College 1-3 years	327	2.6%
College 4 or more	229	1.8%

Through the fullest endeavor of the Carroll County School Board, Superintendent, R. P. Reynolds and the total school commitment to Adult Basic Education, we now have 175 adults currently enrolled in 17 classes at 10 centers. We feel that this opportunity to participate in a counselor-aide program will allow us to gain the highest return from the efforts expended and to be expended in this the Carroll County Adult Basic Education program.

We further feel that the enthusiastic assistance and direction given by the ABE teachers, Mr. Gordon Fallensen, Chairman of the Va. State Committee, Dr. Morris L. Norfleet of Moorehead University and Dr. Golden Langdon, our planning consultant, will make this Carroll County Counselor-Aide project a success and allow us to give impetus to this program as it develops thrust.

I. OBJECTIVES

1. Counseling and Guidance. The Carroll County Project is designed to ascertain the feasibility of utilizing two professional counselor-aides in conjunction with certified counselors in Adult Basic Education program for the undereducated adult.

2. Personnel Characteristics. The Carroll County Project is designed to ascertain the relative effectiveness of the high school graduate as a counselor-aide as opposed to the non-high school graduate who has completed the G.E.D. test.

3. Training. To establish optimum guide lines for pre-service and in-service training programs for the counselor-aide.

4. Role and Responsibility. To ascertain the role and responsibility of the counselor-aide in the Adult Basic Education program.

II. RATIONALE

1. Counseling and Guidance. Recent study, such as those done at the University of Missouri, indicate that the most effective component of counseling is the relationship which can be established between the counselor and the counselee. Proceeding on the basis of this research, it is plausible that the para professionals may be equally as effective as the professional counselor in working with the undereducated adult.

2. Personnel Characteristics. It appears that a variety of backgrounds might qualify an individual to serve in the capacity of a counselor-aide. The Carroll County project will seek to ascertain the effectiveness of counselor-aide possessing a variety of educational and experiential background with the ultimate goal of establishing the optimum requisites.

CARROLL COUNTY ADULT BASIC EDUCATION CENTERS

1967-68

<u>NAME</u>	<u>ADDRESS</u>	<u>NO. CLASSES</u>
Dugspur Elem. School	Dugspur, Va.	1
Gladesboro Elementary	Route 2, Hillsville	2
Gladeville Elementary	Route 4, Galax	1
Hillsville Elementary	Hillsville	2
Lambsburg Elementary	Lambsburg	1
Laurel Fork Jr. High	Laurel Fork	1
Mt. Bethel Elementary	Ararat	1
Oakland Elementary	Route 3, Galax	3
St. Paul Jr. High	Cana, Va.	1
Vaughan Jr. High	Fries, Va.	4

A.B.E. Center - No. Classes

Key

High School

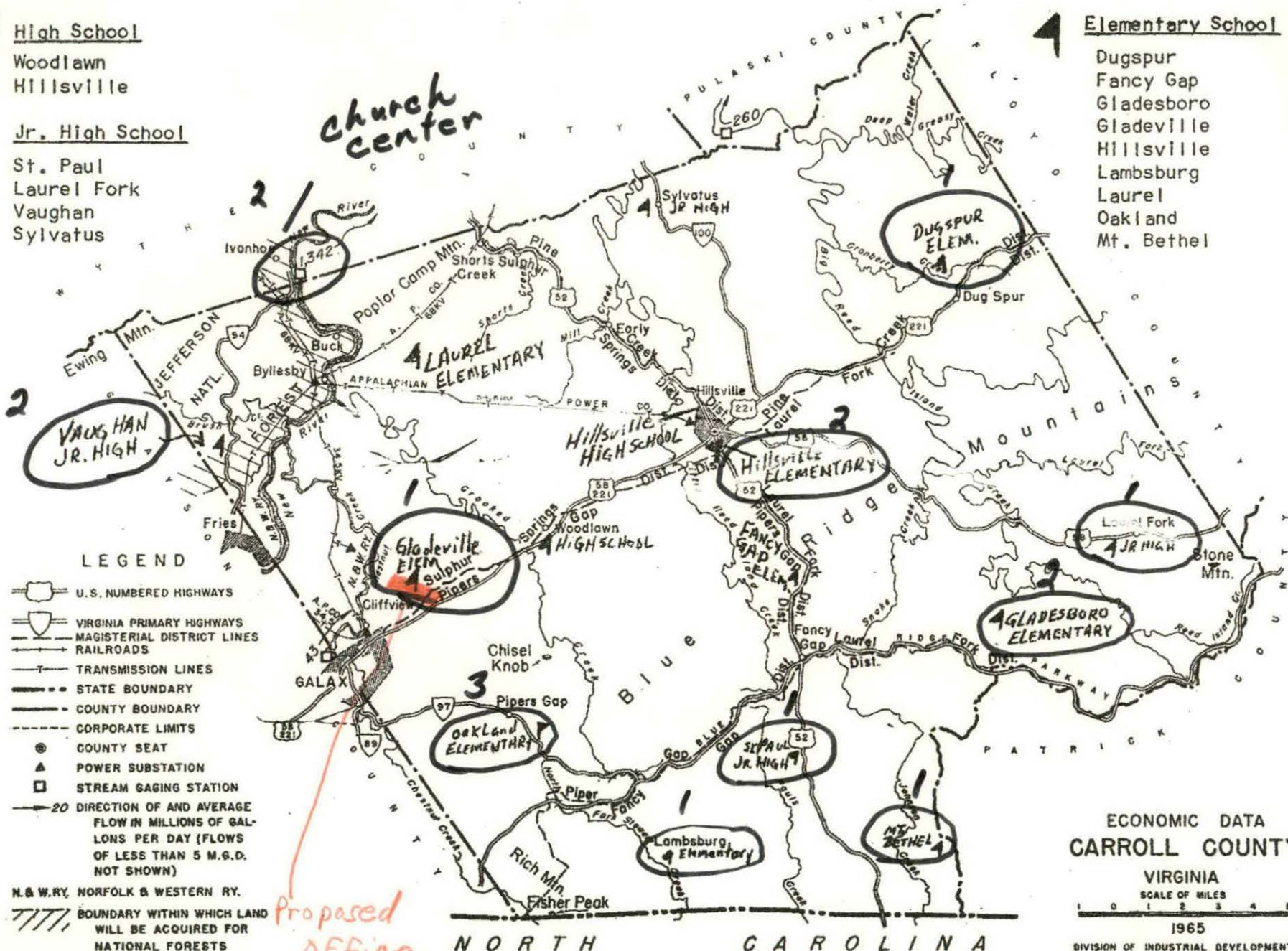
Woodlawn
Hillsville

Jr. High School

St. Paul
Laurel Fork
Vaughan
Sylvatus

Elementary School

Dugspur
Fancy Gap
Gladesboro
Gladeville
Hillsville
Lamburg
Laurel
Oakland
Mt. Bethel



Church Center

VAUGHAN JR. HIGH

Gladeville ELEM

LAUREL ELEMENTARY

Hillsville ELEMENTARY

DUGSPUR ELEM.

GLADESBORO ELEMENTARY

OAKLAND ELEMENTARY

ST. PAUL JR. HIGH

Lamburg Elementary

MT. BETHEL

Proposed Office

3. Training. To date, the only formal workshop designed specifically for counselors of the undereducated adult, has been held in the state of Indiana. Training programs for counselor-aide have not been publicized to an extent which would allow guide lines to be adopted for Adult Basic Education in general. Consequently, it is imperative that training guide lines be established for the para professionals who will assume the counseling and guidance function in Adult Basic Education.

4. Role and Responsibility. To date, the role and responsibility of the counselor in Adult Basic Education has not been specifically formulated and dissiminated among the various programs throughout the country. By the same token, the use of a para professional personnel in counseling and guidance capacities is a unique and innovative thrust. This program will ascertain optimum role and responsibility definitions which can serve as prototypes for future developments in this and related programs.

III. PROCEDURES

1. Counseling and Guidance. The counselor-aide in conjunction with a qualified counselor will provide counseling and guidance services to the undereducated adults enrolled in Adult Basic Education programs throughout Carroll County, Virginia. The individuals who assume this function will perform as would a certified counselor, except as limited by professional training, and they will constantly receive assistance from a trained supervisor.

2. Personnel Characteristics. The Carroll County Director of Adult Basic Education, the Director of Instruction, and other staff members will cooperatively select individuals who will ultimately serve as counselor-aides. It is anticipated that their experience will enable them to seek out and select competent individuals who possess high school equivalency and/or high

school diplomas. As the program progresses, the work of the counselor-aides will be subjected to constant evaluation in terms of behavioral changes evident in the individual whom they serve. Ultimately, criteria will be formulated upon which to judge the relative effectiveness of individuals employed as counselor-aides.

3. Training. Provisions will be made for pre-service training workshops and on going in-service training programs. It is anticipated that a two-day pre-service workshop utilizing Carroll County staff members and/or outside professional consultants will be implemented prior to the time that the counselor-aide assumes counseling and guidance duties. During the fiscal year, three additional in-service training workshops will be offered by the Carroll County staff and/or outside professional counselors.

4. Role and Responsibility. As indicated in number 3 above, the counselor-aides will be specifically appraised of guidance and counseling skills, necessary in working with the undereducated adult. The specific role and responsibility of the counselor-aide will be defined largely through experience with the program; however, it is anticipated that the supervisor of counseling will work closely with the counselor-aide in establishing areas of competency and proficiency.

IV. EVALUATION

The area of guidance and counseling is one of the most difficult to evaluate from a subjective and/or objective frame of reference. No instrument has been developed to objectively evaluate counseling and guidance with the undereducated adult and it is anticipated that the evaluative procedure utilized in this program will be largely of a subjective nature. Evaluation will be a cooperative effort between the existing Adult Basic Education staff and a consultant.

Addendum Page 6 Item III-3 TRAINING

Request has been made of Mr. Gordon Fallesen, Supervisor of Adult Education, Virginia State Department of Education, for assistance in arranging for the two counselor-aides to attend the Annual Regional III workshop at N. C. State. This program will give these two para-professionals the greatest insight into the total A.B.E. program in the shortest time. This year the emphasis is upon reading, use of material, and counseling of adult.

Other pre-service and inservice training will be conducted as deemed necessary by the professional staff of the Carroll County Adult Basic Education Program, the consultants and/or the A.A.B.E.D.C.

Some evaluative criteria used to gauge the effectiveness of the counselor aide program may be evidence largely in behavioral changes. Such changes might be evidence in terms of the following criteria:

1. Group Stability and Cohesiveness.
2. Improvement in recruitment and retention of adult students.
3. Enhancing the self-concept of students.
4. Diversity of occupational choice.
5. Carry over of attitudinal change to other members of the family and community.
6. More intelligent self-appraisal and appraisal of education progress.
7. To help the undereducated adult to become aware of the opportunities for self-improvement through existing community services.
8. To create a comfortable attitude toward formal education.

The above criteria will ascertain the success of training programs, establish guide lines for the role and responsibility of the counselor-aides, and establish guide lines for the selection of personnel.

V. DISSEMINATION

The copies of the findings of this project will be forwarded to this Virginia State Committee, to Moorehead University, and others as directed by the Central Committee and the director of the Demonstration and Developmental Project for Programs, Materials, Facilities, and Educational Technology for Undereducated Adults.

BUDGET

All budget items are based on 10 months-December, 1967, through September, 1968.

1. PERSONNEL - All salaries of personnel are related to local schedules for similiar positions.
 - a. \$7,000.00--2 counselor-aides 10 months x 350/mo.
 - b. \$1,100.00--1 secretary-bookkeeper 10/hr/wk x 40 weeks x \$2.75/hr.
 - c. \$ 504.00--Supervision-Administration--72/hr x \$7.00 hr. = \$504
 - d. FICA - \$394.00 Social Security

Total Cost Personnel Including FICA - \$8,998.00

2. CONSULTANTS - To assist in realizing the objectives of this project and its evaluation. Two (2) consultant days, pre-service training of counselor-aides, 8 consultant days in-service training of aides, 2 consultant days for evaluation of project. Total 12 consultant days at a fee of \$75.00 per day, plus \$16.00 per diem, plus travel, totaling \$1,800.00. Stipend: Administrator, Supervisor, and Counselor of local ABE program to participate in pre-service and in-service training of counselor-aides and working with consultants at other than normal working days.

2 @ \$50.00/day x 6 days each = \$600.00

1 @ \$44.00/day x 6 days each = \$264.00

Total consultant, pre-service, in-service, and evaluative training cost - \$2664.00

3. TRAVEL - Estimate each counselor-aide at an average of 75 miles/day for 200 days x 7¢ (local rate) - \$1,050.00 x 2 aides = \$2,100.00.
 Travel for administrative, supervisory, and counseling staff above normal 150 mile/mo x 10 mo. x 7¢/mile = 105.00.
 Conference and visitation for counselor-aide and/or other staff members per diem 10 trip days x \$16.00/day = \$160.00.
 Total Cost of Travel and per Diem = \$2,365.00.

4. COMMUNICATIONS

Postage	\$ 70.00	7.00/mo. x 10 mo.
Telephone	\$100.00	10.00/mo. x 10 mo.
Printing	\$128.00	Letterheads, envelopes, check, folder and forms
Total Cost Communications - \$298.00		

5. Equipment--Total = \$1,500 (lease)

Lease 1st year from Carroll County School Board the items listed below:

(The following equipment has been recommended as a minimum for two counselor-aides by the staff of the Carroll County Adult Basic Education program in consultation with the consultant.)

1. 2 each recording units - IBM \$400.00 each to record interviews for evaluation of procedure by counselor, recording data for records, inservice training and as dictaphone. \$812.00
2. 1 each Projector 16 MM RCA to have a readily available device for showing films to groups for public relations and to show guidance material to adult students. \$475.00
3. 1 each IBM Selectric Typewriter 13" Model 713 A device to type correspondence, fill out forms, and personnel data. \$400.00

4.	3 file cabinets (4 drawer) 90.00 each To file records of adult students and other related program information.	\$270.00
5.	2 Shawwalker Desk \$196.00 each 1-each counselor-aide	\$392.00
6.	2 executive chairs COSCO \$70.00 each 1-each counselor-aide	\$140.00
7.	2 side chairs COSCO, \$45.00 each For comfort of adult students visiting office	\$ 90.00
8.	1 Olivetti adding machine Model E20	\$206.00
9.	1 35 MM Reflex Camera and attachments To produce satisfactory slides and B & W prints for community relation presentation; also, produce evidence of counselor-aides in action	\$200.00
10.	35 MM Carrousel Slide Projector \$101.00 each To show the slides produced by item 14.	\$101.00
11.	1 stencil file To file mimeographed stencils for future use.	\$ 69.00
	TOTAL	<u>\$3155.00</u>

6. MATERIALS AND SUPPLIES - See sample listing

Office materials and similiar items - \$230.00

Mimeograph Paper
Rulers
Thumb Tacks
Boxed Clips
Bottle Black Ink
Master Units
Duplicator Fluid
Carbon Paper
Envelopes
Pencils
Adding Machine Tape
Box Onion Skin Paper
Staggered File Folders
Erasers
Label Tabs
Pens
EZ-Rase Bond Paper
Stencils

7. DISSEMINATION - Materials and Expense - \$175.00

Mimeograph paper, 2 reels of 30 minute 1" video tape, stencils, large envelopes, printing, etc.

8. INSERVICE TRAINING: 3 weeks at N. C. State, July 15 - August 3, 1968. Total Cost \$702.00.

The two counselor-aides will participate in the Regional III training session at N. C. State. Training will be offered in the area of Reading, Counseling, and material usage.

Stipend 75.00/week x 3 weeks x 2 persons = \$450.00
Travel 1 round trip 314 mile x 7¢ = \$22.00
Dependents \$15.00/week x 3 weeks x 4 = \$180.00
Materials and Books 25.00 x 2 persons = \$50.00

TOTAL \$702.00

Training material for pre-service and inservice such as texts, publications, and other materials necessary for use with the consultant, adies and professional staff = \$300.00.

MATERIALS AND SUPPLIES

<u>QUANTITY</u>	<u>ARTICLE AND DESCRIPTION</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
10	Reg. size mimeo paper	ream	1.10	11.00
2	Boxes Thumb Tacks	each	.40	.80
8	Boxes Clips	each	.12 1/2	1.00
1	Bottle Black ink	each	1.00	1.00
2	Master Unit	Box	3.60	7.20
2	Cans duplicator fluid	each	2.25	4.50
1	403 C paper	each	3.95	3.95
1	Box Carbon paper sets	each	3.50	3.50
1	No. 10 envelopes	each	2.95	2.95
1	Dozen 5 x 8 pads	each	.17 1/2	2.15
1	Dozen pencils	each	.07 1/2	.90
6	Rolls adding paper	each	.15	.90
1	Box Nu-Coat carbon	Box	4.70	4.70
1	Box Rubber bands	Box	.25	.25
3	Stencils with film & Carbon sheets	Box	3.85	11.55
1	Bottle Correction fluid	Bottle	.65	.65
1	Box Onion skin paper	Box	2.80	2.80
1	Box EZ rase bond paper	Box	4.70	4.70
5	Erasers	Each	.20	1.00
300	Staggered file folders	100	2.85	8.55
1	Box label tabs	each	.50	.50
1	Dozen black fine point pens	each	.32 1/2	3.90
1	Dozen red med. point pens (stick pens)	each	.24 1/4	2.90
2	Dozen pencils	each	.15-2 or .07 1/2	1.80

<u>QUANTITY</u>	<u>ARTICLE AND DESCRIPTION</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
2	Rolls of Tape 1/2"	each	.62	1.24
3	Boxes staples	each	1.00	3.00
2	Dozen Memo Pads	each	.18	4.30
1	Carton duplicator paper	carton	15.50	15.50
	Miscellaneous supplies-stapler, tape, staple remover			57.81
4	Elements for Selectric Typewriter	each	13.50	54.00
2	Sheaffer Pen sets	each	13.50	27.00
2	Sets letter trays	set	8.50	17.00
2	Trash baskets	each	5.00	10.00
2	Staplers	each	6.00	12.00
	Miscellaneous small items			35.00
	TOTAL			<u>\$320.00</u>