

70. Russell

Job Analyser
to Dean ~~W. H. Murray~~
New York

George, Kansas
University of Kansas
Forest Service, Cherokee
S. W. C. Washington
Department of Agriculture
Washington, D. C.

RESERVE
OFFICE
WASHINGTON

September 9, 1938.

Dr. E. R. Elbel,
Department of Physical Education.

Dear Ed:

Thank you for bringing in the Illinois letter in regard to graduates available for positions. I think this is a fine thing for us to do this spring, and I am very glad to have the idea brought to my attention again.

I think you have a bully idea in regard to the monthly news letter. There are wonderful possibilities here, and I shall be glad to talk it over with you. If you have any other suggestions I shall be glad to hear about them.

Thanking you, and with best wishes, I am

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

Monthly

DEPARTMENT OF PHYSICAL EDUCATION
News

Letter

Dr. Ch
653 G
West

Dear D

upon 2

Ed - What do you think
of a letter from us to principals
of U.S. calling attention to
the availability of some of our
boys like E. Vanek & G. Gray? etc

VACANCY REPORT

(Mail to Placement Bureau, School of Physical Education, University of Illinois,
Men's New Gym, Champaign, Ill.)

Name of institution.....

Describe position here:
Sports to be coached,
physical education work,
subjects to be taught
(use reverse side if needed)

Salary..... When appointed..... Months in school year..... When begin.....

To whom should application be made.....
Name Official position

Date..... City State

UNIVERSITY OF ILLINOIS
SCHOOL OF PHYSICAL EDUCATION
CHAMPAIGN

GEORGE HUFF
Director

April, 1936

Dear Sir:

There are available for positions in physical education and athletic coaching approximately 40 young men who have specialized in these subjects in the School of Physical Education and will be graduated from the University of Illinois in June, 1936.

In addition to their general University education, their specialized training has included courses in:

Football	Dancing and Marching
Basketball	Program in Extra-curricular Sports
Track and Field Athletics	Theory of Sports
Baseball	Beginning Apparatus Stunts
Wrestling	Advanced Apparatus Stunts
Boxing	Introduction to Physical Education
Swimming	Curriculum in Physical Education
Tumbling and Calisthenics	School Program in Health
Training and First Aid	(Includes work with physically
Recreational Sports	subnormal)

They have had practical experience such as coaching freshman, intramural, and local public school teams, and assisting in conducting University classes in physical education.

They have also taken required academic courses in Physiological Anatomy, Hygiene, Education (17 hours), Rhetoric and Composition, Sports Writing, and Psychology. Graduates are required to have minors in two academic teaching subjects and there are a number of academic electives.

Graduates are fully qualified to teach in the schools of the North Central Association and meet the educational requirements of practically all of the states.

This is the fourteenth class to be graduated. We are proud of the general success of more than 400 graduates who are employed by universities, colleges, and high schools, with a representation in almost every state in the Union.

Some of these experienced graduates are available for positions which will be promotions. There are also available several graduates with Master's degrees, who have done fine work for several years as members of the staff of the University department of physical education and are now ready for positions which will give them a wider range of responsibility and opportunity.

Address L. M. Tobin, secretary Placement Bureau, School of Physical Education, Men's New Gym, Champaign, Ill., giving full particulars regarding the position to be filled. A blank is enclosed for convenience in reporting vacancies. The Bureau will select the most appropriate candidates and send complete information. This service is free to employers and candidates.

Very truly yours,

Geo. Huff

JOB ANALYSIS SURVEY

add. your
What subjects do ~~the~~ coaches teach in addition to their coaching? *duties*

" P. E. teachers" desired
If the coach could teach any subject you ~~wanted him to~~, what would it be?

In your system would you prefer a history teacher (major) who can coach
(with a Physical Education minor), or a teacher with a Physical Education
major who can teach history (minor)?

Did you receive your degree in the College of Liberal Arts and Sciences
or in the School of Education?

What degree does your coach hold? *and from what college or University?*

*✓ name of E. O. ...
by ...*

Job Analysis

Knowledge of subject matter in field for which applying.
knowledge of psychology of this age pupil
richness of background of related subjects
skill in classroom teaching
skill in classroom government - discipline
promptness and accuracy with reports
individuality and originality shown in teaching
extent to which applicant is a growing teacher
extent to which interested in teaching as a profession
interest in the extra class room activities of the school
relation with pupils; is it wholesome, natural, inspirational
cooperation and helpfulness
loyalty to superiors and general school policies
relations with other teachers; is it friendly and helpful
value to community in other than strictly school activities
health and vigor
social discretion in conduct and in choice of associates
personal qualities - neatness, culture, refinement
philosophy of life; is it wholesome, optimistic, non-fatalistic
moral influence; is it wholesome on pupils and adult associates

Principals and Superintendents of Class A high schools--

Our purpose in compiling this information is to shape our curriculum for a major in Physical Education, leading to the degree of Bachelor of Science in the School of Education, so that it may be of the greatest possible service in training young men and women for teaching positions in the Class A high schools of the State of Kansas. This is a newly organized department, the plan having been inaugurated only this fall. We desire our course to be of mutual benefit to the students and to the teaching needs of the schools. We shall greatly appreciate your cooperation in aiding us to improve our course.

To the High School Principals and Superintendents:

Dear Mr. _____:

The newly organized Department of Physical Education in the School of Education at the University of Kansas, offering a four-year major course, is ^{now} in its second year and we feel that much progress has been made. We have been slowly fitting ourselves to meet the needs and demands of the state. Our primal purpose is to serve our high schools of Kansas in this specialized field of service. ✓

feel that we

Graduate Work

Graduate work in physical education was begun last fall, and now the following courses have been approved which give graduate credit:

- 100. Principles of Community Recreation, 3 hrs.
- 200. Theory and Practice of Athletic Training, 3 hrs.
- 201. Advanced Basketball, 3 hrs.
- 202. Administration of Physical Education, 3 hrs.
- M294. Content and Method of Physical Education, 3 hrs.
- 300. Special Problems in Physical Education, 2-4 hrs.
- 312. Seminar in Physical Education, 3 hrs.

combined It is our aim to establish a well-planned program that will lead to a ^{an education} Master's degree with a major in physical education.

Baccalaureate Degree

Kansas is conspicuous by being one of ten states that does not have state legislation providing for physical education, and one of twenty-five not having a state director of physical education. In our endeavor to train young men and women to fill the teaching and coaching needs of the high schools of Kansas, ^{an undergraduate curriculum for a major in physical education has been ~~set up~~ *planned*}, leading to the degree of Bachelor of Science in the School of Education.

Sixty-Hour Certificate

We dept of Two courses in physical education are being offered which students may apply on the work required for the Sixty-Hour Certificate, namely, Elementary School Playground Activities and Personal Hygiene and Community Health, each for 3 hours credit.

Job Analysis Survey

We are endeavoring to make a job analysis survey concerning the needs for physical education teachers in the State of Kansas, and we would heartily welcome your cooperation in filling out the attached questionnaire with criticisms or suggestions that in your opinion would mutually benefit us in offering a more fulsome program.

Very sincerely yours,

and servicable

JOB ANALYSIS SURVEY

QUESTIONNAIRE

1. What subjects do your physical education teachers handle, in addition to their physical education classes? *(men + women)*

coaching & teaching duties?

2. What extracurricular activities, besides athletics, do your physical education teachers supervise; e.g., Boy Scouts, Girl Scouts, Girl Reserves, pep clubs, etc. *G.A.A.*

3/4

3. If your athletic coach ^{+ p.e. teachers (men + women)} could teach any subject you desired, what would it be? *What combinations would you prefer?*

4. What academic subjects do your coaches teach in addition to their coaching duties?

5. In your system would you prefer a physical education major who can teach also subjects in social sciences, biological sciences, mathematics, journalism, languages, etc., or would you prefer a teacher who had ^{major} ~~major~~ in one of these other subjects who could also handle the physical education classes and coaching duties? *and majored in one of the above named subject fields?*

6. What degree ^{or degree} does your coach ^{+ p.e. teachers} hold, and from what college or university was it obtained? *where they*

7. Did ^{they} you receive ^{their} your degrees in the College of Liberal Arts and Sciences, or in the School of Education?

8. What has been the average tenure for your coaches, whether by promotion or other change?

We are enclosing a copy of our curriculum for the baccalaureate degree with instructions to students desiring to major in Physical Education at the University of Kansas. Should you care for any additional copies we will be happy to send them to you.

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Dear Mr. _____:

The newly organized Department of Physical Education in the School of Education at the University of Kansas, offering a four-year major course, is ^{now} in its second year and we feel that much progress has been made. We have been slowly fitting ourselves to meet the needs and demands of the state. Our primal purpose is to serve our high schools of Kansas in this specialized field of service.

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Very sincerely yours,

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QUESTIONNAIRE

1. What subjects do your physical education teachers handle, in addition to their physical education classes?
2. What extracurricular activities, besides athletics, do your physical education teachers supervise; e.g., Boy Scouts, Girl Scouts, Girl Reserves, pep clubs, etc.
4. 3. If your athletic coach could teach any subject you desired, what would it be?
3. 4. What academic subjects do your coaches teach in addition to their coaching duties?
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- 4 ⁺ 3. If your athletic coach could teach any subject you desired, what would it be? *+ p.e.*
- 3 ⁺ 4. What academic subjects do your coaches teach in addition to their coaching duties? *+ p.e.*
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6. ^{degrees} What degree does your coach hold, and from what college or university ^{pl. 1} was it obtained? *where they*
7. ^{They} Did you ^{their} receive your degree in the College of Liberal Arts and Sciences, or in the School of Education? *s*
8. What has been the average tenure for your coaches, whether by promotion or other change?

We are enclosing a copy of our curriculum for the baccalaureate degree with instructions to students desiring to major in Physical Education at the University of Kansas. Should you care for any additional copies we will be happy to send them to you.

February 15, 1939.

Dean R. A. Schwegler,
School of Education.

Dear Dean Schwegler:

I am enclosing a copy of the letter and questionnaire that we propose to send out to the superintendents and principals of the Kansas high schools on a job analysis survey of physical education teachers and coaches.

I should greatly appreciate having you look over this letter and questionnaire and make any suggestions or criticisms that you feel would be an improvement. After hearing from you we shall get the letter ready to mail.

Very sincerely yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

The newly organized Department of Physical Education in the School of Education at the University of Kansas, offering a four-year major course, is now in its second year, and we feel that much progress has been made. We feel that we have been slowly fitting ourselves to meet the needs and demands of the state. Our primal purpose is to serve the high schools of Kansas in this specialized field.

Graduate Work

Graduate work in physical education was begun last fall, and now the following courses have been approved which give graduate credit:

- 100. Principles of Community Recreation, 3 hours
- 176. Tests and Measurements, 3 hours
- 200. Theory and Practice of Athletic Training, 3 hours
- 201. Advanced Basketball, 3 hours
- 202. Administration of Physical Education, 3 hours
- M294. Content and Method of Physical Education, 3 hours
- 300. Special Problems in Physical Education, 2-4 hours
- 312. Seminar in Physical Education, 3 hours.

It is our aim to establish a well-planned program that will lead to a combined Master's degree in Education and Physical Education.

Baccalaureate Degree

Kansas is conspicuous by being one of ten states that does not have state legislation providing for physical education, and one of twenty-five not having a state director of physical education. In our endeavor to train young men and women to fill the teaching and coaching needs of the high schools of Kansas, an undergraduate curriculum for a major in physical education is being followed, leading to the degree of Bachelor of Science in the School of Education. We are enclosing a copy of this course of study, with instructions to students

desiring to major in physical education. Should you care for any additional copies we will be happy to send them to you.

Sixty-Hour Certificate

Two courses in the Department of Physical Education are being offered which students may apply on the work required for the new sixty-hour certificate authorized by the State Board of Education. These courses are Elementary School Playground Activities, 3 hours credit, and Personal Hygiene and Community Health, 3 hours credit.

Job Analysis Survey

We are endeavoring to make a job analysis survey concerning the needs for physical education teachers in the State of Kansas. We would heartily welcome your cooperation in filling out the attached questionnaire, with criticisms or suggestions that in your opinion would mutually benefit us in offering a more fulsome and serviceable program. Will you kindly return the questionnaire to us at your early convenience?

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

May 28, 1938.

Mr. E. A. Thomas,
207 National Reserve Bldg.,
Topeka, Kansas.

Dear Mr. Thomas:

Thank you for your kind letter of the 18th instant. I shall appreciate it very much if you will send the figures for the 1937-38 school year when you have finished the compilation this summer. I will be here most of the summer, and can use the figures when you have them ready.

With every good wish, I am

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

MEMBER OF NATIONAL FEDERATION OF ATHLETIC ASSOCIATIONS

ROOM 207 · NATIONAL RESERVE BUILDING

TOPERA

May 18, 1938

E. A. THOMAS
COMMISSIONER



Dr. Forrest C. Allen,
University of Kansas,
Lawrence, Kansas.

Dear Dr. Allen:

I received your letter in regard to some figures showing the number of high school pupils participating in various sports and activities.

We shall not have our figures for the 1937-38 school year finished until sometime this summer. The annual reports are due in June and we shall compile them as early as possible. Sometimes a few of the schools do not get their reports in until after the opening of school in the fall and we generally wait until September to make an official compilation. We shall be very glad to send all of the information we have just as soon as we are able to compile it.

In regard to other activities, we can give you only approximate figures, because at present our reports do not require that any but those taking part in athletics are to be included. We can probably approximate the number participating in speech activities and also in music. If you think these will be of any value we shall be glad to make the report as nearly accurate as possible.

Very cordially yours,

E. A. Thomas,
Commissioner.

EAT:hn

E. R. STEVENS, PRESIDENT
INDEPENDENCE

J. R. JONES, VICE-PRESIDENT
SUBLETTE

E. A. FUNK, TREASURER
ARKANSAS CITY

CLIFFORD D. DEAN
RUSSELL

D. E. WOLGAST
MARYSVILLE

J. E. BOWERS
SENECA

May 15, 1938.

Mr. E. A. Thomas, Commissioner,
Kansas High School Activities Association,
315 West 10th Street,
Topeka, Kansas.

Dear Mr. Thomas:

Last fall you were kind enough to send me some figures for the year 1936-37 showing the number of high school students who participated in the various sports. I am wondering if you have more recent information that you could send us.

We are working on a job analysis survey, expecting to contact superintendents and principals of the Kansas high schools with an idea of learning what they prefer in the way of teachers who will be qualified to teach subjects other than physical education and athletics.

In your capacity as Commissioner of the high school activities, I am wondering if you could also send us information on the number of high school students participating in activities other than competitive sports.

I believe this information will be helpful to us in advising students on their course of study.

Thanking you, and with best wishes, I am

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

President, E. R. STEVENS, Independence
J. E. BOWERS, Seneca

Vice-President, J. R. JONES, Sublette
D. E. WOLGAST, Marysville

Treasurer, E. A. FUNK, Arkansas City
CLIFFORD D. DEAN, Russell

The Kansas State High School Activities Association

MEMBER OF NATIONAL FEDERATION OF ATHLETIC ASSOCIATIONS

315 WEST TENTH STREET
POST OFFICE BOX 14
TOPEKA

E. A. THOMAS,
Commissioner

OFFICE PHONE 2-0370
RESIDENCE PHONE 2-0175

November 23, 1937

Dr. Forrest C. Allen,
Director of Physical Education,
University of Kansas,
Lawrence, Kansas.

Dear Doctor Allen:

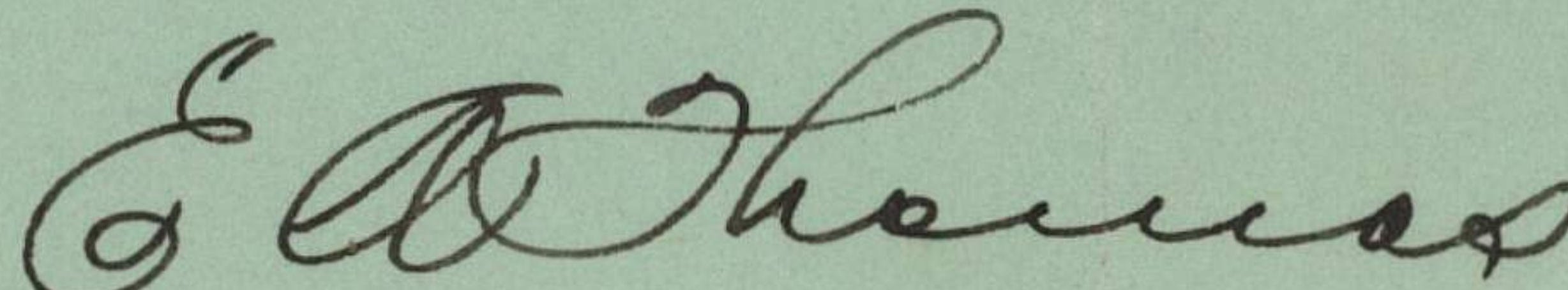
I received your letter asking for some figures relative to the number of high schools participating in different sports activities in Kansas.

I have not made a check this year but the 1936-37 figures show that last year 339 high schools played football, 644 played basketball, 433 participated in track, 183 in tennis, 321 in baseball, 49 had golf teams, and 16 had interschool competition in wrestling.

I trust this will provide the information that you desire.

With best wishes, I am

Very cordially yours,



E. A. Thomas,
Commissioner.

EAT:BMK

August 30, 1938.

Mr. E. A. Thomas, Commissioner,
High School Activities Association,
207 National Reserve Building,
Topeka, Kansas.

Dear E. A.:

Thank you very much for your kindness in sending the report of sports participated in by the Kansas high schools. This report will be very helpful to us, and I want you to know we greatly appreciate your cooperation.

With best wishes, I am

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

MEMBER OF NATIONAL FEDERATION OF ATHLETIC ASSOCIATIONS

ROOM 207 · NATIONAL RESERVE BUILDING

TOPEKA

August 19, 1938

E. A. THOMAS
COMMISSIONER



Dr. Forrest C. Allen,
University of Kansas,
Lawrence, Kansas.

Dear Doctor Allen:

I am enclosing a report which shows the sports participated in by the member schools. I am sorry we have been so long getting it to you.

We do not have a list of the coaches. Correspondence addressed to the coach at the high school will reach its destination, however. That is the way we send out our literature to the coaches and directors of athletics.

Very cordially yours,

E. A. Thomas,
Commissioner.

E

P.S. Schools starred have not yet sent in 1937-38 reports. Information given taken from 1936-37 reports.

E. R. STEVENS, PRESIDENT
INDEPENDENCE

J. R. JONES, VICE-PRESIDENT
SUBLETTE

E. A. FUNK, TREASURER
ARKANSAS CITY

CLIFFORD D. DEAN
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