

## Appendix E

Cover Letter for the Draft Survey Instrument Completed by Members  
of the Virginia Association of School Personnel Administrators

November 21, 1997

Dear Colleague:

Please take a moment to complete the attached survey on identifying the responsibilities of the personnel function. The personnel responsibilities listed are based on 65 duties as identified by Educational Research Service (ERS). Responsibilities related to collective bargaining have been omitted because the study is restricted to the state of Virginia. The responsibilities are divided into 10 categories according to Castetter and Rebore.

You can greatly assist in validating the instrument by providing feedback in the following areas:

1. How clear are the directions?
2. Are the definitions for the functions understandable? Do they need to be simplified?
3. Are the responsibilities appropriately placed in each category according to the definition as you understand it?
4. Are the number of responses and questions going to discourage the completion of the survey? If so, what would you suggest in modification to ensure a higher rate of return.
5. Indicate the amount of time taken to complete.

Feel free to write directly on the form any corrections, suggestions for improvement, additions, or recommendations in helping to identify and describe the personnel responsibilities and preparation for those persons primarily responsible for performing the personnel functions in school divisions of 5,000 students or less in the Commonwealth of Virginia.

Thank you.

Sincerely,

Winston O. Odom

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Name

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Division