

Administering the 2011 FLASII High School Teacher Survey

Purpose

The Florida Leadership Academy for Schools of Innovation and Improvement (FLASII) High School Teacher Survey is designed to provide teachers with an opportunity to share their insights into school and classroom practices and to indicate the professional development they have received and would like to receive in coming years. This survey gives every teacher a voice in the school improvement process. Teacher responses will be kept strictly confidential and will not be used to identify them in any way. All results are reported at the group level, not at the individual teacher level. Participating school should strive to have every teacher complete a survey to ensure results are representative of the entire faculty.

Administration Method and Dates

The 2011 FLASII High School Teacher Survey will be administered online. The survey window is April 18 – May 13, 2011. While schools may select any date(s) within this range to administer the survey, all responses must be completed no later than May 13, 2011. The survey takes 30 minutes, on average, to complete and 95 percent of teachers complete it within 45 minutes.

Survey Link

The 2011 FLASII High School Teacher Survey can be accessed at the following link:

<https://www.surveymonkey.com/s/FLASIIHS>

Survey Participants

All full- and part-time teachers, grades nine through 12, should be given the opportunity to participate in the teacher survey — including academic and career/technical teachers. Non-teaching staff (e.g., administrators, media specialists, counselors, custodians) should not complete the survey, as very few questions relate to their specific experiences. It is important that all teachers complete the survey so that your school's results represent the views of all teachers in your school rather than a select few.

Survey Administration

There are two methods of administering the survey. First, schools may provide teachers with participation information and request they complete the survey by the deadline. Second, schools may administer the teacher survey in a group setting (e.g., computer lab). Administering the survey in a group setting enables the school to keep an accurate record of participation and to ensure all teachers complete the survey. To administer the survey in a group setting, one option is to administer the survey during a faculty meeting, which will need to be held in a computer lab. A second option is to have each department to hold their departmental meeting in a computer lab and administer the survey. With either method (group setting or individual completion), every reasonable effort should be made to ensure every teacher in the school completes a survey.

Log-In Information

Every teacher will need to enter three pieces of information for their results to be included in your school's report. First, they will need your school's FLASII sitecode. Second, they will need to select your school's name. Third, they will need to enter a teacher-generated individual code.

Provide each teacher with your school's five-digit FLASII sitecode and your school's name as it will appear on the survey. You can go to the survey link to view how your school name is listed; however, do not enter any information or click "Next." A screen shot of the log-in page is provided below. If there is any confusion regarding your school's sitecode or which school listed on the survey is yours, contact SREB. Teachers also will be asked to enter an individual code. This should be a teacher-generated code that only the teacher can identify. In the event a teacher exits the survey before completion, this code can be used to delete the incomplete entry. Additional information is provided in the next section.

It is critical that teachers enter these three pieces of information correctly. The survey system cannot verify the accuracy of information entered. If the information is not entered correctly, teachers' responses will not be included in your school's results.

The screenshot shows the log-in page for the FLASII - High School Teacher Survey. The page has a blue header with the title "FLASII - High School Teacher Survey" and a sub-header "The Florida Leadership Academy for Schools of Innovation and Improvement (FLASII)". Below the header is a progress bar showing 3% completion. The main content area contains instructions for the survey, a dropdown menu for selecting the school, and input fields for the school's five-digit FLASII sitecode and an individual code. A "Next" button is located at the bottom of the form.

FLASII - High School Teacher Survey
The Florida Leadership Academy for Schools of Innovation and Improvement (FLASII)

3%

The following survey contains questions about your experiences as a high school teacher. Please read each question carefully and select one answer, unless otherwise instructed. Your responses are confidential and will not be used to identify you in any way. The survey takes 30-45 minutes to complete. Because you cannot exit the survey and re-enter at a later time, please ensure you have enough time to complete the survey before beginning.

At the end of the survey, you will see a confirmation page. Please print this page and give it to your school's FLASII Site Coordinator to verify that you have completed the survey.

To begin the survey, please enter the information below. This information must be entered accurately for your responses to be included in your school's report. If you do not have this information, please contact your school's FLASII Site Coordinator before continuing.

Select your school.

Enter your school's five-digit FLASII sitecode.

Enter an individual code.

Note: You should generate your own code to enter in the box above (a code only you can identify). The code can be any combination of numbers and letters. Should you exit the survey before completion, provide the following information to your school's FLASII Site Coordinator or to SREB directly (john.uhn@sreb.org): this individual code, the date and time of the entry, your school name and your school's sitecode. Using this information, SREB will attempt to identify the incomplete entry and delete it. You can then retake the survey, using the same individual code.

Next

Completing the Survey

Once a teacher begins the survey, the teacher will not be able to exit and re-enter at a later time. Teachers should ensure they have enough time to complete the survey before they begin (30 to 45 minutes). Once a teacher enters the survey (clicks “Next” from the log-in page), a response will be recorded for your school. If the teacher exits before completing the survey, for any reason, that response record will still be included.

Because no identifying information is recorded on the survey (e.g., name or ID number), there is no guaranteed way to identify and delete an unintentionally incomplete response. Therefore, it is important that each teacher only enter and complete the survey once. However, the individual code teachers generate can be used to attempt to identify an incomplete record.

In the event a teacher unintentionally submits an incomplete record, either the teacher or the site coordinator should provide SREB with the following information: your school’s FLASII sitecode, school name, the date and time of the occurrence, the individual code the teacher entered, and where the teacher was in the survey when the incident occurred (using the page titles in the blue bar at the top of the screen). SREB will attempt to identify and delete the record. The teacher can then complete the survey again, making sure to use the same individual code.

Career/Technical Subject/Content Areas

The teacher survey asks teachers to identify the subject or content area in which they have taught most frequently during the past two years. For career/technical (CT) subject/content areas, the 16 clusters identified by the States’ Career Cluster Initiative are listed. Detailed information regarding the CT clusters and pathways can be found at the following link:

<http://www.sreb.org/download/1145/CTClustersandPathways.pdf>

Your school may wish to provide teachers with a copy of this document to assist them in selecting their field. Additionally, this survey question contains a link to this document. All CT teachers should be able to identify themselves with one of the 16 clusters.

Tracking Responses

SREB recommends the teacher survey be administered in a group setting so that the school can keep an accurate record of participation and ensure all teachers complete the survey. However, this online format may present a challenge for administering the teacher survey in a group setting if the school does not have the computer resources necessary. Therefore, the survey includes a confirmation page that can be used to track teacher completion.

At the end of the survey, teachers will see a confirmation page. Teachers will be instructed to print this page, write their name on it, and give it to the school’s FLASII Site Coordinator. This will let the school know which teachers have completed the survey. Teachers’ names will not be included in the survey or linked to their responses. If your school wants teachers to submit this confirmation page, they will need to use a computer with printer capabilities.

Sample Communication to Teachers

This sample communication can be modified and given to teachers to inform them of the survey. You will need to enter your school's FLASII sitecode and school name as it will appear on the survey. You will also need to include contact information for your school's FLASII Site Coordinator, should teachers have any questions. The communication below includes the final survey deadline of May 13, 2011; however, your school can set an earlier completion deadline.

If you are asking teachers to complete the survey individually, provide them with this communication, modified as necessary. If you are administering the survey in a group setting, read relevant information to teachers prior to beginning the survey, modified as necessary. You may want to visually display your school's FLASII sitecode and school name in the room for teachers to enter correctly when they log in to the survey.

Dear Faculty:

Our school is participating in the 2011 Florida Leadership Academy for Schools of Innovation and Improvement (FLASII) Teacher Survey. This survey provides our school with an opportunity to collect your feedback on the school's mission, school and classroom practices and experiences, school leadership, professional development opportunities, and other aspects related to continuous improvement at our school. We appreciate your time in completing this survey. It is very important that every teacher complete the survey so the results we receive represent the views of our entire faculty.

To begin the survey, you will need to enter the following information for our school:

FLASII sitecode: [Your school's FLASII sitecode]

School name: [Your school's name as it will appear in the survey]

Please ensure you enter this information accurately so your results will be included in our school's report. You will also be asked to generate, enter and remember an individual code. This should be a code that only you can identify. You will be asked for the code only if you exit the survey before completing it and SREB needs to identify and delete the responses. You can access the survey using the following link:

<https://www.surveymonkey.com/s/FLASIIHS>

The survey must be completed by **May 13, 2011**. At the end of the survey, you will see a confirmation page. Please print this page, write your name on it, and give it to [FLASII Site Coordinator]. This will let us know that you have completed the survey. Your name will not be included in the survey or linked to your responses. The report we receive will be at the group level and will not include responses of individual teachers.

Once you begin the survey, you will not be able to exit and re-enter at a later time. The survey takes approximately 30 to 45 minutes to complete. Please ensure you have enough time to complete the survey before you begin. Once you enter the survey (click "Next" from the log-in page), a response will be recorded for our school. If you exit before completing the survey, for any reason, that response record will still be included. Therefore, it is important that you only enter the survey once and fully complete the survey at that time.

If you do unintentionally submit an incomplete response, please inform [FLASII Site Coordinator] and provide [him or her] with: our school's FLASII sitecode, school name, the date and time of the occurrence, the individual code that you entered, and where you were in the survey when the incident occurred (using the page titles in the blue bar at the top of the screen). Alternatively, you can provide this information directly to SREB (john.uhn@sreb.org). SREB will delete the incomplete entry and you can retake the survey. In this event, please make sure you reuse the same individual code.

If you have any questions about the survey, please contact [FLASII Site Coordinator] at [phone number] or [e-mail address]. We greatly appreciate your time and effort to complete this survey. We are looking forward to receiving the results and continuing our efforts to improve the quality of our school.

Regards,
[School Principal or Leadership Team]

Results

The quality of information your school will receive is dependent upon the seriousness with which the survey is administered and completed. In order for SREB to provide survey results, your school's FLASII sitecode and school name must be entered correctly for every completed survey.

Your school will receive a FLASII Teacher Survey Report provided by SREB. The report will be emailed as a PDF file by Fall 2011. Survey results will be reported at the group level, not at the individual teacher level.

SREB Contact Information

If you have any questions about the 2011 FLASII Teacher Survey or its administration, experience difficulties with the online survey, or need to provide information to SREB, please use the contact information below.

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