

## **Introduction**

**Need some words here, cover letter from head of principal's union.**

### **Part 0: Academic Achievement**

In today's world, the emphasis is on student academic achievement and all members of the school community are being held increasingly accountable for how well students in a school perform. We would like you to tell us how important you think each of the following items are to the academic success of your school.

1. community and parent involvement with school activities
  - a. Very important
  - b. Somewhat important
  - c. Somewhat unimportant
  - d. Very unimportant
2. the condition of the school facility (e.g., school maintenance, repair)
  - a. Very important
  - b. Somewhat important
  - c. Somewhat unimportant
  - d. Very unimportant
3. size of classes
  - a. Very important
  - b. Somewhat important
  - c. Somewhat unimportant
  - d. Very unimportant
4. overall size of the school
  - a. Very important
  - b. Somewhat important
  - c. Somewhat unimportant
  - d. Very unimportant
5. teacher quality
  - a. Very important
  - b. Somewhat important
  - c. Somewhat unimportant
  - d. Very unimportant
6. student discipline
  - a. Very important
  - b. Somewhat important
  - c. Somewhat unimportant
  - d. Very unimportant
7. your school's overall budget
  - a. Very important
  - b. Somewhat important

- c. Somewhat unimportant
  - d. Very unimportant
8. the availability of classrooms and space to support the curriculum—things such as science labs and music/art rooms
- a. Very important
  - b. Somewhat important
  - c. Somewhat unimportant
  - d. Very unimportant
9. support from the central administration
- a. Very important
  - b. Somewhat important
  - c. Somewhat unimportant
  - d. Very unimportant
10. how important to you think the quality of your school building is to recruiting and retaining teachers?
- a. Very important
  - b. Somewhat important
  - c. Somewhat unimportant
  - d. Very unimportant
11. how important to you think the quality of your school building is to recruiting and retaining students?
- a. Very important
  - b. Somewhat important
  - c. Somewhat unimportant
  - d. Very unimportant

**Part 1: Time allocation**

On average, about how much time do you spend on each activity each week?

- 1. curriculum development  
About how many hours per week, on average? \_\_\_\_\_
- 2. Development of instructional practices  
About how many hours per week, on average? \_\_\_\_\_
- 3. Preparation of students for standardized tests  
About how many hours per week, on average? \_\_\_\_\_
- 4. Fiscal decision making  
About how many hours per week, on average? \_\_\_\_\_

5. Attention to issues related to potential legal liability  
About how many hours per week, on average? \_\_\_\_\_
6. Maintenance  
About how many hours per week, on average? \_\_\_\_\_
7. Design of facilities  
About how many hours per week, on average? \_\_\_\_\_
8. Major construction  
About how many hours per week, on average? \_\_\_\_\_
9. Minor construction  
About how many hours per week, on average? \_\_\_\_\_
10. ADA and accessibility issues  
About how many hours per week, on average? \_\_\_\_\_
11. Personnel selection  
About how many hours per week, on average? \_\_\_\_\_
12. Personnel evaluation  
About how many hours per week, on average? \_\_\_\_\_
13. Working with parent and community groups  
About how many hours per week, on average? \_\_\_\_\_
14. Working with social service agencies  
About how many hours per week, on average? \_\_\_\_\_
15. Marketing/politics/outreach to generate support for schools and education  
About how many hours per week, on average? \_\_\_\_\_
16. Working with DCPS central administration  
About how many hours per week, on average? \_\_\_\_\_
17. General paperwork  
About how many hours per week, on average? \_\_\_\_\_
18. Student Discipline  
About how many hours per week, on average? \_\_\_\_\_

Does this distribution of time match what you thought you would be doing?

If no, in what areas is the time allocation most different from what you expected?

1. \_\_\_\_\_
  - a. more time than expected
  - b. less time than expected
  
2. \_\_\_\_\_
  - a. more time than expected
  - b. less time than expected
  
3. \_\_\_\_\_
  - a. more time than expected
  - b. less time than expected

## **Part 2: Training**

We are interested in knowing about how well the training you received when you were studying to become a principal matched the things you now do as principal. For each of the functional areas listed below, how well would you say you were trained to meet the tasks you now face:

1. improving the academic performance of your students
  - a. very well
  - b. well
  - c. not well
  
2. general management
  - a. very well
  - b. well
  - c. not well
  
3. managing the school facility
  - a. very well
  - b. well
  - c. not well
  
4. human resources
  - a. very well
  - b. well
  - c. not well
  
5. parent and community involvement
  - a. very well

- b. well
  - c. not well
6. working with other government agencies
- a. very well
  - b. well
  - c. not well
7. working with the central administration
- a. very well
  - b. well
  - c. not well
8. student discipline
- a. very well
  - b. well
  - c. not well

### **Part 3: Planning ahead**

In each of these domains, do you have time to plan or is most of your work in that domain driven by crises and problems?

1. improving the academic performance of your students
  - a. mostly planning
  - b. mostly reactive
  - c. about equal
2. general management
  - a. mostly planning
  - b. mostly reactive
  - c. about equal
3. managing the school facility
  - a. mostly planning
  - b. mostly reactive
  - c. about equal
4. human resources
  - a. mostly planning
  - b. mostly reactive
  - c. about equal
5. parent and community involvement
  - a. mostly planning

- b. mostly reactive
  - c. about equal
6. working with other government agencies
- a. mostly planning
  - b. mostly reactive
  - c. about equal
7. working with the central administration
- a. mostly planning
  - b. mostly reactive
  - c. about equal
8. student discipline
- a. mostly planning
  - b. mostly reactive
  - c. about equal

**Part 4: Quality Assessment**

We would like you to assign a grade of A, B, C, D or F to the following

9. The **overall condition** of your school (please check the grade)

- A \_\_\_
- B \_\_\_
- C \_\_\_
- D \_\_\_
- F \_\_\_

10. The **general cleanliness** of your school

- A \_\_\_
- B \_\_\_
- C \_\_\_
- D \_\_\_
- F \_\_\_

11. The **educational adequacy** of your school for the curriculum you are charged with delivering.

- A \_\_\_
- B \_\_\_
- C \_\_\_
- D \_\_\_
- F \_\_\_

## Part 5: Central Administration and Facilities

12. When you ask the central administration to make *minor* repairs, how long does it take on average for them to respond:

- a. 1 week
- b. 2 weeks
- c. about a month
- d. about two months
- e. about 3-5 months
- f. more than 6 months

13. What about *major* repairs. About how long does it take on average for the central administration to respond to your requests?

- a. 1 week
- b. 2 weeks
- c. about a month
- d. about two months
- e. about 3-5 months
- f. more than 6 months

14. Are you aware of a schedule for major repairs to your school building?

15. **if yes**, does this schedule meet the needs of your school?

16. Do you think this schedule will actually be followed?

17. Do you get sufficient advanced notice about scheduled repairs?

18. Do you get help from central administration in minimizing disruption from repairs?

- a. Yes, all the time
- b. Some of the time
- c. Hardly ever
- d. Never

19. When you submit work orders, can you affect the order in which they are filled

- a. Yes, all the time
- b. Some of the time
- c. Hardly ever
- d. Never

19. In general, how satisfied are you with the level of janitorial and custodial services you have in your school.
- a. Very satisfied
  - b. Somewhat satisfied
  - c. Somewhat dissatisfied
  - d. Very dissatisfied

**Part 6: More about you**

Now we would like to know something more about you:

**20. Are you of Hispanic or Latin American descent?**

- A) Yes
- B) No

**21. Are you White, Black, Asian, or of another background?**

- A) White
- B) Black
- C) Asian
- D) Other

**22. What is your age?**

- A) 20 to 30
- B) 31 to 40
- C) 41 to 50
- D) 51 to 60
- E) Over 60

**23. How long have you been a principal?**

- A) Less than 1 year
- B) 1 to 3 years
- C) 4 to 10 years
- D) 11 to 20 years
- E) More than 20 years

**24. How long have you been principal in your current school?**

- A) Less than 1 year
- B) 1 to 3 years
- C) 4 to 10 years
- D) 11 to 20 years
- E) More than 20 years

**25. \*\*\*Do we want to know something about what they did before they became principal? I assume most were assistant principals or teachers before hand. Does this matter?**

**26. Do you plan to remain principal in your school another year?**

A) Yes

B) No

**27. What else?????**