The principal of the school named on the address label should complete this questionnaire and return it to the Bureau of the Census in the enclosed preaddressed envelope. Please return it within 2 weeks.

If you have any questions, please call the Census Bureau COLLECT at (301) 763-5507.

If the school named on the label is no longer in operation or does NOT have an administrator or principal, mark the appropriate box below.

1. School no longer in operation
2. School has no administrator

If you marked one of the boxes above, do not complete this questionnaire. Please return it to the Bureau of the Census in the enclosed preaddressed envelope. Thank you for your cooperation.

This survey has been endorsed by –

American Association for Counseling and Development
American Association of School Administrators
American Federation of Teachers
Council of Chief State School Officers
National Association of Elementary School Principals
National Association of Secondary School Principals
National Education Association

Please correct any errors in name and address, including ZIP Code.
Dear Principal:

The National Center for Education Statistics (NCES) of the U.S. Department of Education requests your participation in the School Administrator Survey for the 1990–91 Schools and Staffing Survey. Your school is one of 9,900 public and 3,300 private schools across the Nation selected to be in the sample.

The Schools and Staffing Survey, first conducted in school year 1987–88, is an integrated set of surveys consisting of the Teacher Demand and Shortage Survey, the School Survey, the School Administrator Survey, and the Teacher Survey. These surveys are being conducted periodically to measure critical aspects of teacher supply and demand, the composition of the administrator and teacher work force, and the general status of teaching and schooling. The purpose of the School Administrator Survey is to obtain information about the training, experience, and professional background of school principals.

The U.S. Bureau of the Census is conducting the survey for the National Center for Education Statistics by the authority of Section 406(b) of the General Education Provisions Act, as amended (20 USC 1221e). The data will be treated as confidential and will be reported only in statistical summaries that preclude the identification of any individual participating in the surveys.

We are conducting this survey with a sample of schools. While this minimizes overall response burden, the value of each individual survey response is greatly increased because it represents many other principals. I, therefore, encourage you to participate in this voluntary survey by completing this questionnaire and returning it within 2 weeks to the Bureau of the Census, Current Projects Branch, 1201 East Tenth Street, Jeffersonville, IN 47132, in the preaddressed envelope enclosed for your convenience.

Thank you for your cooperation in this very important effort.

Sincerely,

Emerson J. Elliott
Acting Commissioner
National Center for Education Statistics

Enclosures

INFORMATION ABOUT YOUR PARTICIPATION

Public reporting burden for this collection of information is estimated to average 20 minutes. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, DC 20202 – 4651; and to the Office of Management and Budget, Paperwork Reduction Project 1850 – 0598, Washington, DC 20503.
INSTRUCTIONS

It is important that this questionnaire be completed by the school PRINCIPAL, not by anyone else.

Most of the items on this form are arranged so that the questions are on the left side and the answer categories or spaces for written answers are on the right. Please answer the questions by marking the appropriate answer category with an X, or recording your answer in the answer space provided. We suggest that you use a pencil rather than a pen or marker.

Notice that at the end of some answer categories and answer spaces, there are instructions to skip to later items or to continue with the next item on the questionnaire.

If you have any questions, call the Bureau of the Census COLLECT at (301) 763-5507.

Return your completed questionnaire to the Bureau of the Census in the enclosed preaddressed envelope. Please return it within 2 weeks.

1. Were you the principal of this school in the spring of 1988?

<table>
<thead>
<tr>
<th>Code</th>
<th>Major field of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Pre-elementary/early childhood education</td>
</tr>
<tr>
<td>02</td>
<td>Elementary education</td>
</tr>
<tr>
<td>03</td>
<td>Secondary education</td>
</tr>
</tbody>
</table>

MAJOR AND MINOR FIELD OF STUDY CODES FOR QUESTIONS 2, 3, AND 4

EDUCATION

General education

01 Pre-elementary/early childhood education
02 Elementary education
03 Secondary education

Subject area education

07 Agricultural education
11 Art education
13 Bilingual education
15 Business, commerce, and distributive education
17 Computer and information sciences
18 English (literature, letters, speech, classics)
21 Drama, theater
34 Economics
36 Engineering
40 Physical education/health education
41 Philosophy
42 Psychology
43 Reading education
45 Religious education
46 Science education
48 Social studies/social sciences education

Special education

67 Special education, general
68 Emotionally disturbed
70 Speech/language impaired
71 Deaf and hard-of-hearing
72 Visually handicapped
73 Orthopedically impaired
74 Mildly handicapped
75 Severely handicapped
76 Specific learning disabilities
77 Other special education

Other education

78 Curriculum and instruction
79 Educational administration
81 Counseling and guidance
82 Other education

Foreign languages

51 French
52 German
53 Latin
54 Russian
55 Spanish
56 Other foreign languages

Natural sciences

57 Biology/life science
58 Chemistry
59 Geology/earth science
60 Physics
61 Other natural sciences

Social sciences

62 Economics
63 History
64 Political science and government
65 Sociology
66 Other social sciences
84 Other

2a. Do you have a bachelor's degree?

1. Yes – Continue with b
   2. No – Skip to item 4a

b. What was your major field of study?

   Enter the major field and the two-digit code from list above.

<table>
<thead>
<tr>
<th>Code</th>
<th>Major field</th>
</tr>
</thead>
</table>

   C. In what year did you receive your bachelor's degree?

<table>
<thead>
<tr>
<th>Code</th>
<th>Year</th>
</tr>
</thead>
</table>

   015

   d. Did you have a second major or minor field of study?

<table>
<thead>
<tr>
<th>Code</th>
<th>Second major or minor field</th>
</tr>
</thead>
</table>

   e. What was your second major or minor field of study?

   Enter the field and the two-digit code from list above.
3a. Do you have a master's degree?  

- Yes - Continue with b  
- No - Skip to item 4a

b. What was your major field of study?  
Enter the major field and the two-digit code from list on page 3.  

C. In what year did you receive your master's degree?  

4a. Do you have any other type of degree?  

- Yes - Continue with b  
- No - Skip to item 5a

b. What other degree(s) have you earned?  
Mark (X) all that apply in column (b) below.

c. What was your major field of study for each degree?  
In column (c) below, enter the field name and the appropriate two-digit code from the list on page 3.

d. In what year did you receive each degree?

- Other degree(s) earned - Mark (X) all that apply.  
- Major field code - (See list on page 3)  
- Year degree received

5a. How many years of elementary or secondary teaching experience did you have PRIOR to becoming a principal? - Count part of a year as 1 year.  

- None

b. How many years of elementary or secondary teaching experience have you had SINCE becoming a principal? - Count part of a year as 1 year.  

- None

**CHECK ITEM A**  
Refer to items 5a and 5b above. Did you answer "1" or more to question 5a or 5b?

TEACHING ASSIGNMENT FIELD CODES FOR QUESTION 6

- Prekindergarten  
- Kindergarten  
- General elementary  
- Special areas  
- American Indian/Native American studies  
- Art  
- Basic skills and remedial education  
- Bilingual education  
- Computer science  
- English/language arts  
- English as a second language  
- Special areas (Continued)  
- Foreign language  
- Gifted  
- Health, physical education  
- Home economics (nonvocational)  
- Mathematics  
- Music  
- Reading  
- Religion/philosophy  
- Social studies/social science  
- Library/media specialist  
- Science  
- Biology  
- Chemistry  
- Geology/earth science  
- Physics  
- General and all other science  
- Vocational education  
- Agriculture  
- Business  
- Marketing  
- Health occupations  
- Vocational home economics  
- Trade and industry  
- Technical  
- Other vocational education  
- Special education  
- Special education  
- All others

6. In your most recent year of teaching, what was the field of your MAIN TEACHING ASSIGNMENT, i.e., the field in which you taught the most classes? - Use the codes listed above to record your assignment field. If your teaching schedule was divided equally between two fields, record either field as your main assignment field.
7. What other school positions, if any, did you hold before you became a principal? Mark (X) all that apply.
   - Department head or curriculum coordinator
   - Assistant principal or program director
   - Guidance counselor
   - Athletic coach
   - Sponsor for student clubs, debate teams
   - Other - Specify ____________________________

8a. Prior to becoming an administrator, did you participate in any district or school training or development program for ASPIRING school administrators?
   - Yes
   - No

b. Have you ever participated in a training program for Indian education administration?
   - Yes - Continue with c
   - No - Skip to item 9

c. Did you complete the program?
   - Yes
   - No

9. Prior to this school year, how many years have you been employed in each of the following positions? If less than one year, enter “1.” If none, mark the box.
   a. As the principal in this school?
      - Years
      - None
   b. As the principal in other schools?
      - Years
      - None
   c. In other school or district administrative positions?
      - Years
      - None
   d. In other nonteaching nonadministrative positions in elementary and secondary education, e.g., a guidance counselor or school psychologist?
      - Years
      - None
   e. In professional positions outside elementary and secondary education?
      - Years
      - None

10. Aside from college coursework for a degree, have you had any of these types of training for your current position? Mark (X) all that apply.
    - Inservice training in evaluation and supervision
    - Training in management techniques
    - An administrative internship
    - None of the above

11a. How long do you plan to remain a principal? Mark (X) only one box.
    - As long as I am able
    - Until I am eligible for retirement
    - Will probably continue unless something better comes along
    - Definitely plan to leave as soon as possible
    - Undecided at this time

b. In how many years do you plan to retire from your position as a principal? If less than one year, enter 1.
   - Years

12a. What is your current ANNUAL salary for this position before taxes and deductions?
    - $___________ .00 Annual salary

b. For how many months of the year are you employed as the administrator in this school?
   - Months employed
13. Which of these benefits do you receive, in whole or in part, from this school or district in addition to your salary?

Mark (X) all that apply.

- Housing or housing expenses
- Meals
- Tuition for your children
- College tuition for yourself
- General medical insurance
- Dental insurance
- Group life insurance
- Car/transportation expenses
- Pension contributions
- None of the above

14. For each of the following matters, indicate whether it is a serious problem, a moderate problem, a minor problem, or not a problem in this school.

Mark (X) one box on each line.

<table>
<thead>
<tr>
<th>Serious</th>
<th>Moderate</th>
<th>Minor</th>
<th>Not a problem</th>
</tr>
</thead>
<tbody>
<tr>
<td>067</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>068</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>069</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>070</td>
<td>1 2 3 4</td>
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<td>071</td>
<td>1 2 3 4</td>
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<td></td>
</tr>
<tr>
<td>081</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
14. **Continued**

For each of the following matters, indicate a problem, a minor problem, or not a problem in their school. 

<table>
<thead>
<tr>
<th></th>
<th>Serious</th>
<th>Moderate</th>
<th>Minor</th>
<th>Not a problem</th>
</tr>
</thead>
<tbody>
<tr>
<td>p. Verbal abuse of teachers</td>
<td>082</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>q. Lack of academic challenge</td>
<td>083</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>r. Lack of parent involvement</td>
<td>084</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>s. Parental alcoholism and/or drug abuse</td>
<td>085</td>
<td>1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>t. Poverty</td>
<td>086</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>u. Racial tension</td>
<td>087</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>V. Cultural tension</td>
<td>088</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

15. Using the scale 1–6, where 1 is "None" and 6 is "A great deal," indicate how much ACTUAL influence you think each group or person has on decisions concerning the following activities.

### a. Establishing curriculum

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) State Department of Education</td>
<td>101</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>(2) School board</td>
<td>102</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>(3) Principal</td>
<td>103</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>(4) Teachers</td>
<td>104</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>(5) Librarians/Media specialists</td>
<td>105</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>(6) Parent association</td>
<td>106</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>0</td>
</tr>
</tbody>
</table>

### b. Hiring new full-time teachers

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) School board</td>
<td>107</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>(2) Principal</td>
<td>108</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>(3) Teachers</td>
<td>109</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>(4) Parent association</td>
<td>110</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>0</td>
</tr>
</tbody>
</table>

### c. Setting discipline policy

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) State Department of Education</td>
<td>111</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>(2) School board</td>
<td>112</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>(3) Principal</td>
<td>113</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>(4) Teachers</td>
<td>114</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>(5) Parent association</td>
<td>115</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>0</td>
</tr>
</tbody>
</table>
16. We are interested in the importance you place on various educational goals. From the following eight goals, which do you consider the most important, the second most important, and the third most important?

1. Building basic literacy skills (reading, math, writing, speaking)
2. Encouraging academic excellence
3. Promoting occupational or vocational skills
4. Promoting good work habits and self-discipline
5. Promoting personal growth (self-esteem, self-knowledge, etc.)
6. Promoting human relations skills
7. Promoting specific moral values
8. Promoting multicultural awareness or understanding

115 Most important
116 Second most important
117 Third most important

17. On a scale from 1 to 5, where 1 is "Poor" and 5 is "Excellent," how would you rate the quality of the following?

a. Your teaching staff in general, that is, all teachers in this school?

18. Are you male or female?

1. Male
2. Female

19a. What is your race?

Mark (X) only one box.

1. American Indian, Alaskan Native (Aleut, Alaskan Indian, Yupik, Inupiat) — Continue with b
2. Asian or Pacific Islander (Japanese, Chinese, Filipino, Korean, Asian Indian, Vietnamese, Hawaiian, Guamanian, Samoan, other Asian)
3. Black
4. White

123 Yes
2. No

b. Are you enrolled in a state or federally recognized tribe?

20. Are you of Hispanic origin?

1. Yes
2. No

21. What is your year of birth?

126 19

22. Please give your name, telephone number, and the most convenient days/times to reach you. This information will be used only if it is necessary to clarify any of your responses.

Name (please print)

Telephone number (Include area code)

Area code Number

Day(s) and time(s) it would be convenient to contact you, if necessary

This completes the questionnaire. Thank you for assisting us in this important research. Your time and effort are appreciated.