



## ADMINISTRATOR AND TEACHER SURVEY

### Guidance Questionnaire

We appreciate your participation in the Administrator and Teacher Survey, a nationwide study of approximately 17,000 administrators and teachers. By completing this questionnaire, you will provide valuable information about the effect of the school environment on the educational process.

Information from a longitudinal study of over 58,000 high school (and post high school) students, plus data from the schools they attended, will provide a unique source of information to the entire education community.

You may find that a few questions on this questionnaire do not apply to your position or to the type of school in which you teach. An answer category, N/A (not applicable), has been provided for these questions.

Your answers will be kept strictly confidential. Results from this survey will appear in summary or statistical form only, so that neither individuals nor schools can be identified. We hope you will answer every question, but you may skip any question you do not wish to answer.

Thank you for your time and cooperation.

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All identifying information will be removed from this questionnaire prior to delivery to members of the Consortium. NORC will maintain the confidentiality and anonymity of schools and individual respondents, as it has for approximately 1,000 schools and 58,000 respondents in the High School and Beyond study since 1980, through strict adherence to the principles of the Federal Privacy Act of 1974.

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**The Consortium for the Study of Effective Schools**

The National Center for Research in Vocational Education  
The Ohio State University

The Wisconsin Center for Education Research  
School of Education  
The University of Wisconsin - Madison

The Institute for Research in Educational Finance and Governance  
Stanford University

The Center for Educational Policy and Management  
The University of Oregon - College of Education

The Center for the Social Organization of Schools  
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GENERAL INSTRUCTIONS

There are several different types of questions in this questionnaire. To record your answers, please follow the instructions as shown in these examples. Please note: Numbers followed by a slash e.g., 8/ or 21-23/ are for computer operator use only.

(CIRCLE ONE)

What is your favorite sport? (CIRCLE ONE)

- Tennis.....1
- Football.....2
- Basketball.....3
- Baseball.....4
- Other (SPECIFY) Handball ⑤

If your favorite sport is handball, you would circle the number to the right of "Other" and write "Handball" on the line as shown.

(CIRCLE ALL THAT APPLY)

Which of the following magazines have you read in the last week? (CIRCLE ALL THAT APPLY)

- Newsweek.....①
- Time.....②
- U.S. News & World Report.....3
- None of these.....4

If you read Newsweek and Time magazines in the last week, you would circle the numbers as shown.

(CIRCLE ONE FOR EACH ITEM)

Have you done any of the following during the past school year? (CIRCLE ONE FOR EACH ITEM)

	<u>Yes</u>	<u>No</u>
Attended a school sporting event.....	①	2
Attended a school assembly.....	①	2
Chaperoned a school dance.....	1	②
Chaperoned a class field trip.....	1	②

If you attended a school sporting event and a school assembly, but did not chaperone a school dance or class field trip, you would circle the numbers as shown.

Several questions ask you to enter numbers (or estimates of numbers) in the boxes provided e.g., number of students, number of hours. Others ask for percentages or estimates of percentages. Please round to the nearest whole number and "zero fill" as shown, where appropriate.

(WRITE IN)

What percentage of the students in your school are in the: (WRITE IN PERCENT)

9-10th grades: 043%

11-12th grades: 057%

If about 40% of the students in your high school are in grades 9 and 10, and 60% are in grades 11 and 12, you would fill in the boxes as shown.

Please enter month and day   -   8-9/  
 Month Day 10-11/

**NOTE:** A number of questions relate to events in the current school year. Please consider the **whole year** from the beginning of the current school year until now. A few questions refer to "the past three years." If you have not been at this school for the full three years, please answer for the time you have been there.

1. Who do you think makes the most important decisions about the guidance program? (CIRCLE ONE)

- School administration.....1 12/
- Head of guidance department.....2
- Professional guidance staff as a whole.....3
- Subgroup of the professional guidance staff.....4
- Committees of counselors and others (e.g., teachers, administrators, and parents).....5

2. Please rank the extent to which the following goals are currently emphasized by the guidance program in your school. Place a "1" in the blank beside the goal with the most emphasis, a "2" in the blank beside the goal with the second most emphasis, and so on through "4" for the goal with the least emphasis. (WRITE IN RANK. DO NOT DUPLICATE RANKINGS)

- a. Help students plan and prepare for their work roles after high school \_\_\_\_\_ 13/
- b. Help students with personal growth and development \_\_\_\_\_ 14/
- c. Help students plan and prepare for post-secondary schooling \_\_\_\_\_ 15/
- d. Help students with their academic achievement in high school \_\_\_\_\_ 16/

3. Please rank the extent to which (a) the counselors and professional guidance staff (including yourself), (b) school administrators, (c) teachers, and (d) parents would like to have the guidance program emphasize each of the following goals. For each of these types of school staff (column), place a "1" in the blank beside the goal with the strongest emphasis, a "2" beside the goal with the next strongest emphasis, and so on through "4" for the goal with the least emphasis. (WRITE IN RANK. DO NOT DUPLICATE RANKINGS WITHIN EACH COLUMN)

<u>Goals</u>	<u>Guidance staff</u>	<u>Adminis- trators</u>	<u>Teachers</u>	<u>Parents</u>
a. Help students plan and prepare for their work roles after high school				
b. Help students with personal growth and development	17/	21/	25/	29/
c. Help students plan and prepare for post-secondary schooling	18/	22/	26/	30/
d. Help students improve their achievement in high school courses	19/	23/	27/	31/
	20/	24/	28/	32/

4. In a typical school year, about what percentage of the parents of students in your school meet with counselors to confer about career decisions of their child? (CIRCLE ONE)

- 0 percent.....01    33-34/
- 1-3 percent.....02
- 4-6 percent.....03
- 7-10 percent.....04
- 11-20 percent.....05
- 21-30 percent.....06
- 31 or more percent.....07

5. For the entire school year, what percentage of time do all of your school's professional guidance staff spend delivering guidance services to 11th and 12th grade students in the areas listed below. (CIRCLE ONE FOR EACH ITEM. IF UNSURE, GIVE BEST ESTIMATE)

	<u>0-14%</u>	<u>15-29%</u>	<u>30-49%</u>	<u>50% or more</u>	<u>Don't know</u>	
a. Choice and scheduling of high school course.....	1	2	3	4	8	35/
b. Postsecondary education admissions and selections.....	1	2	3	4	8	36/
c. Occupational choice and career planning.....	1	2	3	4	8	37/
d. Job placement and employability skill development.....	1	2	3	4	8	38/
e. Students' attendance, discipline and other school and personal problems.....	1	2	3	4	8	39/

6. Over the course of the year, on the average about what percentage of time of the professional guidance/counseling staff is spent in each of the following activities? (WRITE IN PERCENT. IF UNSURE, GIVE BEST ESTIMATE. IF NONE ENTER "000")

- a. Hall duty, study hall, homeroom, lunchroom duty, bus duty or disciplining students     % 40-42/
- b. Nonguidance administrative duties     % 43-45/
- c. Teaching classes (nonguidance related)     % 46-48/
- d. Teaching guidance related courses or units     % 49-51/
- e. Planning, administering, and interpreting tests     % 52-54/
- f. Individual counseling (not test related)     % 55-57/
- g. Providing group guidance or counseling (not test related)     % 58-60/
- h. Conferring with teachers about the guidance program     % 61-63/
- i. Conferring with teachers about individual students     % 64-66/
- j. Directing extracurricular activities     % 67-69/
- k. Directing planned career guidance activities     % 70-72/
- l. Developing contacts with business and industry     % 73-75/
- m. Meeting with recruiters from postsecondary institutions     % 76-78/  
79-80/01
- n. Meeting with military recruiters     % 8-10/
- o. Committee work (except committees preparing IEPs)     % 11-13/
- n. Preparing and monitoring IEPs     % 14-16/

BEGIN DECK 02

7. How important do your supervisors (e.g., principal, superintendent, and school board) think each of the following criteria are in judging the quality of the guidance program in your school? (CIRCLE ONE FOR EACH ITEM)

	<u>No</u> <u>Importance</u>	<u>Minor</u> <u>Importance</u>	<u>Moderate</u> <u>Importance</u>	<u>Major</u> <u>Importance</u>	
a. Maintenance of school discipline....	1	2	3	4	17/
b. Reduction of dropout rate.....	1	2	3	4	18/
c. Percentage of graduates who go to college.....	1	2	3	4	19/
d. Percentage of noncollege-bound graduates of your high school who find employment soon after completing high school (about six months)...	1	2	3	4	20/
e. Completion of reports on time.....	1	2	3	4	21/
f. Success in helping students improve their academic achievement in high school.....	1	2	3	4	22/
g. Success in helping students resolve personal problems....	1	2	3	4	23/
h. Success in helping students with career planning skills.....	1	2	3	4	24/
i. Success in working with parents.....	1	2	3	4	25/
j. Success in helping teachers understand individual student needs.....	1	2	3	4	26/

8. On the scale provided, please indicate the extent to which you agree with the following statement: The guidance services at this school are unusually successful in meeting student needs. (CIRCLE ONE)

- Strongly disagree.....1 27/
- Somewhat disagree.....2
- Somewhat agree.....3
- Strongly agree.....4

9. Does your school have a committee for planning, implementing, evaluating, and reviewing the guidance programs in your school? (CIRCLE ONE)

- Yes...(ANSWER A AND B)...1 28/
- No...(GO TO Q.10).....2

IF YES:

A. Who are the members? (CIRCLE ALL THAT APPLY)

- Principal.....01 29-30/
- Guidance counselors.....02 31-32/
- Career education staff.....03 33-34/
- Students.....04 35-36/
- Teachers.....05 37-38/
- Librarian.....06 39-40/
- Local employers.....07 41-42/
- Labor leaders.....08 43-44/
- Regional or State agency representatives...09 45-46/
- Parents.....10 47-48/
- Community representatives.....11 49-50/
- Other (SPECIFY) \_\_\_\_\_ 12 51-52/

B. How many times did this committee meet last school year? (CIRCLE ONE)

- Never.....01 53-54/
- Once.....02
- Twice.....03
- Three times.....04
- Four or five times.....05
- Six to ten times.....06
- Eleven or more times...07

10. Does your school have a written plan for the career guidance program?  
(CIRCLE ONE)

Yes...(GO TO Q.11).....1 55/  
No....(SKIP TO Q.15)....2

11. In which school year(s) was the plan for the guidance program developed  
or thoroughly revised? (CIRCLE ALL THAT APPLY)

1983-84 school year.....01 56-57/  
1982-83 school year.....02 58-59/  
1981-82 school year.....03 60-61/  
1980-81 school year.....04 62-63/  
1979-80 school year.....05 64-65/  
1978-79 school year.....06 66-67/  
1977-78 school year or before....07 68-69/

12. In your opinion, are the benefits derived from developing and using the  
plan commensurate with the time and resources required to develop it?  
(CIRCLE ONE)

Benefits much greater than time and resources...1 70/  
Benefits a little greater.....2  
Benefits about equal to time and resources.....3  
Benefits a little less.....4  
Benefits much less.....5

13. The last time the plan was revised, about how many hours were spent in  
total by professional staff and nonschool personnel in reviewing,  
revising, and rewriting it? (CIRCLE ONE. IF UNSURE, GIVE YOUR BEST  
ESTIMATE)

Less than 20 hours.....01 71-72/  
20-59 hours.....02  
60-119 hours.....03  
120-299.....04  
300-999 hours.....05  
1,000 or more.....06  
Plan has not been revised...99

14. To what extent have you made use of the following resources in developing and revising the written plan? (CIRCLE ONE FOR EACH ITEM)

	<u>Not at all</u>	<u>A little</u>	<u>To a moderate extent</u>	<u>A great deal</u>	
a. School district central office personnel.....	1	2	3	4	8/
b. County/intermediate school district, diocesan personnel.....	1	2	3	4	9/
c. University counselors/teachers.....	1	2	3	4	10/
d. Guidance staff from other schools..	1	2	3	4	11/
e. Professional association meetings/workshops/journals.....	1	2	3	4	12/
f. Representatives from educational publishers.....	1	2	3	4	13/
g. Curriculum/media resource centers (local, county, or state).....	1	2	3	4	14/
h. National information systems (e.g., ERIC).....	1	2	3	4	15/

15. In a given year, about what percentage of 11th and 12th grade students in your school receives instruction in the following? (WRITE IN PERCENT. IF UNSURE, GIVE YOUR BEST ESTIMATE. IF NONE, ENTER "000")

Use of noncomputerized career information resources (i.e., bound resources, occupational briefs and kits, periodicals, series of books on individual occupations, list of employers)	_ _ _ %	16-18/
Use of computerized career information systems	_ _ _ %	19-21/
Use of educational information resources (e.g., college catalogs, financial aid sources)	_ _ _ %	22-24/

16. Does your school have terminals, printers or microcomputers in the building that are used in the guidance program? (CIRCLE ALL THAT APPLY)

- Terminals.....1 25/
- Printers.....2 26/
- Microcomputers.....3 27/
- None of these...(SKIP TO Q.23)....4 28/

17. How many terminals and microcomputers are available in your high school for use by students? (WRITE IN. IF NONE, ENTER "00")

NUMBER OF TERMINALS:   29-30/

NUMBER OF MICROCOMPUTERS:   31-32/

IF BOTH TERMINALS AND MICROCOMPUTERS EQUAL "00", SKIP TO Q.21

A. On the average, about how many hours per day are the terminals and/or microcomputers in your high school available for use by students? (WRITE IN. ROUND TO NEAREST HOUR. IF UNSURE, GIVE YOUR BEST ESTIMATE)

HOURS TERMINAL ARE AVAILABLE:   33-34/

HOURS MICROCOMPUTERS ARE AVAILABLE:   35-36/

B. On the average, about how many hours per day are the terminals and/or microcomputers in your high school actually used by students? (WRITE IN. ROUND TO NEAREST HOUR. IF UNSURE, GIVE YOUR BEST ESTIMATE. IF NONE, ENTER "00")

HOURS TERMINALS ACTUALLY USED:   37-38/

HOURS MICRCOMPUTERS ARE ACTUALLY USED:   39-40/

18. How are students scheduled to use a computer terminal and/or micro-computer? (CIRCLE ALL THAT APPLY)

- Student-initiated request.....1 41/
- Assigned by teacher.....2 42/
- Assigned by guidance counselor.....3 43/
- Other (SPECIFY) \_\_\_\_\_ 4 44/
- Students are not scheduled.....9 45/

19. Who is available to assist students in using the computer? (CIRCLE ALL THAT APPLY)

- Guidance Counselor.....1 46/
- Secretary.....2 47/
- Other (SPECIFY) \_\_\_\_\_ 3 48/
- Students can use it without help.....4 49/

20. Which of the following computerized career information systems are available in your school? (CIRCLE ALL THAT APPLY)

- CHOICES.....01 50-51/
- COIN (Coordinated Occupational Information Network).....02 52-53/
- CVIS (Computerized Vocational Information System).....03 54-55/
- DISCOVER.....04 56-57/
- GIS (Timeshare Guidance Information System).....05 58-59/
- Your state system (including adaptation of other state systems).....06 60-61/
- Your school, district, or county system.....07 62-63/
- College Explorer.....08 64-65/
- Other (SPECIFY) \_\_\_\_\_ 09 66-67/
- No career information system available (SKIP TO Q.22)...10 68-69/

21. When was your first career information system (s) installed? (CIRCLE ONE)

- 1983-84 school year.....01 70-71/
- 1982-83 school year.....02
- 1981-82 school year.....03
- 1980-81 school year.....04
- 1979-80 school year.....05
- 1978-79 school year or earlier...06

79-80/03

22. Which of the following computer applications are used for the guidance program in your school? (CIRCLE ALL THAT APPLY)

Improving student test-taking skills (e.g., SAT, College Boards).....01	8-9/
On-line administration of tests and inventories.....02	10-11/
Teaching career decision-making skills.....03	12-13/
Developing student study skills.....04	14-15/
Teaching resume and job application writing skills..05	16-17/
Simulated occupational exploration experience.....06	18-19/
Career information.....07	20-21/
Scheduling students into classes.....08	22-23/
Other (SPECIFY) _____ 09	24-25/

23. At what grade level is each of the following activities offered to students? (CIRCLE ALL THAT APPLY FOR EACH ITEM)

	Grade <u>9</u>	Grade <u>10</u>	Grade <u>11</u>	Grade <u>12</u>	
a. School courses in career decision making..	09	10	11	12	26-33/
b. Occupational information units in subject-matter courses.....	09	10	11	12	34-41/
c. Exploratory work experience programs (e.g., co-op, workstudy, EBCE).....	09	10	11	12	42-49/
d. Career days/nights.....	09	10	11	12	50-57/
e. Vocational oriented assemblies and speakers in classes.....	09	10	11	12	58-65/
f. Job site tours or visits (field trips)....	09	10	11	12	66-73/
					79-80/04 BEGIN DECK 05
g. School arranged tours of postsecondary institutions.....	09	10	11	12	8-15/
h. Job shadowing (extended observations of a worker).....	09	10	11	12	16-23/
i. Simulations (e.g., Singer, SRA job experience kits).....	09	10	11	12	24-31/
j. Testing and having tests interpreted for career planning purposes (e.g., interest inventories, vocational aptitude tests).....	09	10	11	12	32-39/
k. Individual counseling sessions.....	09	10	11	12	40-47/
l. Group guidance/counseling sessions.....	09	10	11	12	48-55/
m. Training in job seeking skills.....	09	10	11	12	56-63/
n. Use of noncomputerized career information resources.....	09	10	11	12	64-71/
					79-80/05 BEGIN DECK 06
o. Use of computerized career information resources.....	09	10	11	12	8-15/

24. About what percentage of students in your school participate in each of the following activities at least once during the time period beginning when they start the 11th grade and ending when they leave high school? (WRITE IN PERCENT. IF UNSURE, GIVE YOUR BEST ESTIMATE. IF NONE, ENTER "000")

	Not Offered		
a. School courses in career decision making.....	9	_ _ _ %	16-18/
✓ b. Occupational information units in subject-matter courses.....	9	_ _ _ %	19-21/
c. Exploratory work experience programs (e.g., co-op, workstudy, EBCE).....	9	_ _ _ %	22-24/
d. Career days/nights.....	9	_ _ _ %	25-27/
e. Vocational oriented assemblies and speakers in classes.....	9	_ _ _ %	28-30/
f. Job site tours or visits (field trips)....	9	_ _ _ %	31-33/
g. Tours of postsecondary institutions.....	9	_ _ _ %	34-36/
h. Job shadowing (extended observations of a worker).....	9	_ _ _ %	37-39/
i. Simulations (e.g., Singer, SRA job experience kits).....	9	_ _ _ %	40-42/
j. Testing and having tests interpreted for career planning purposes (e.g., interest inventories, vocational aptitude tests).....	9	_ _ _ %	43-45/
k. Individual counseling sessions.....	9	_ _ _ %	46-48/
l. Group guidance/counseling sessions.....	9	_ _ _ %	49-51/
m. Training in job seeking skills.....	9	_ _ _ %	52-54/
n. Use of noncomputerized career information resources.....	9	_ _ _ %	55-57/
o. Use of computerized career information resources.....	9	_ _ _ %	58-60/
p. Use college catalogs.....	9	_ _ _ %	61-63/

25. For those students who do participate at least once, about how often does a student typically participate in each of the following activities during the time period beginning when he/she starts the 11th grade and ending when he/she leaves high school? (DO NOT INCLUDE THOSE WHO NEVER PARTICIPATED AT ALL. CIRCLE ONE FOR EACH ITEM)

	Not offered or no participants	Frequency					
		Once	2 to 3 times	4 to 6 times	7 to 10 times	11 or more times	
a. Career days/nights.....	9	1	2	3	4	5	64/
b. Vocational oriented assemblies and speakers in classes.....	9	1	2	3	4	5	65/
c. Job site tours or visits (field trips).....	9	1	2	3	4	5	66/
d. Tours of post-secondary institutions....	9	1	2	3	4	5	67/
e. Simulations (e.g. Singer, SRA job experience kits).....	9	1	2	3	4	5	68/
f. Testing and having tests interpreted for career planning purposes (e.g., interest inventories, vocational aptitude tests)....	9	1	2	3	4	5	79-80/06 8/
g. Individual counseling sessions.....	9	1	2	3	4	5	9/
h. Group guidance/counseling sessions.....	9	1	2	3	4	5	10/
i. Use of non-computerized career information resources.....	9	1	2	3	4	5	11/
j. Use of computerized career information resources.....	9	1	2	3	4	5	12/

BEGIN DECK 07

26. For those students who do participate, about how much time does a student typically spend in each of the following activities during the time period when he/she starts the 11th grade and ending when he/she leaves high school? (DO NOT INCLUDE THOSE WHO NEVER PARTICIPATE AT ALL. CIRCLE ONE FOR EACH ITEM.)

	<u>Not offered or no participants</u>	<u>One day to one week</u>	<u>More than one week but less than one semester</u>	<u>One semester</u>	<u>More than one semester</u>	
a. School courses in career decision making.....	9	1	2	3	4	13/
b. Occupational information units in subject-matter courses.....	9	1	2	3	4	14/
c. Exploratory work experience programs (e.g., co-op, work study, EBCE).....	9	1	2	3	4	15/
d. Job shadowing (extended observation of a worker)....	9	1	2	3	4	16/
e. Training in job seeking skills.....	9	1	2	3	4	17/

27. During which time periods is it possible for a student to take time out to participate in a guidance activity? (CIRCLE ALL THAT APPLY)

Homeroom.....	01	18-19/
Study hall or other free period.....	02	20-21/
Lunch period.....	03	22-23/
After school.....	04	24-25/
Subject-matter class (e.g., math, English).....	05	26-27/
Other (SPECIFY) _____	06	28-29/

28. If a student wants to see a counselor, about how long does he/she typically have to wait? (CIRCLE ONE)

No wait--walks right in.....	01	30-31/
A few minutes.....	02	
A few hours.....	03	
A day or two.....	04	
About a week.....	05	
Longer than a week.....	06	

29. Which of the following sources of information about local job opportunities does your school have? (CIRCLE ALL THAT APPLY)

- Job bank listings or reports from state employment service or department of labor, showing jobs available for local area (city or state).....01 32-33/
- Postings of local newspaper employment advertisements .....02 34-35/
- Job openings called in by local employers .....03 36-37/
- List of contacts at local public or private employment agencies and training programs who can help students get jobs or job training.....04 38-39/
- List of representatives of local unions.....05 40-41/
- Information from local government (city, county, state) civil service and employment service offices.....06 42-43/
- Information about local jobs from follow-up of former students who work in area.....07 44-45/
- Other (SPECIFY) \_\_\_\_\_ 08 46-47/
- No local job information is available.....09 48-49/

30. Other than English, in which of the following languages does your school provide occupational information? (CIRCLE ALL THAT APPLY)

- Spanish.....1 50/
- Other (SPECIFY) \_\_\_\_\_ 2 51/
- None of the above.....3 52/

31. Do students in your school take the Armed Forces Vocational Aptitude Battery (ASVAB)? (CIRCLE ONE)

- Yes...(GO TO Q.32).....1 53/
- No....(SKIP TO Q.35)....2

32. Please indicate the most important use of the ASVAB results in your school? (CIRCLE ONE)

- Career counseling and guidance.....01 54-55/
- Academic counseling and guidance.....02
- Military career counseling.....03
- Estimating student achievement.....04
- Curriculum development and evaluation.....05
- Other (SPECIFY) \_\_\_\_\_ 06

33. How is it decided who will take the ASVAB? (CIRCLE ALL THAT APPLY)

- Mandatory at stipulated grade level.....1 56/
- Students sign up without a referral.....2 57/
- Counselor referral.....3 58/
- Teacher referral.....4 59/
- Other (SPECIFY) \_\_\_\_\_ 5 60/

34. At your school how are students informed about their ASVAB scores? (CIRCLE ALL THAT APPLY)

- Scores released directly to students without test interpretation by a staff member.....01 61-62/
- Counselors discuss scores with groups of students.....02 63-64/
- Other school personnel discuss scores with groups of students.....03 65-66/
- Counselors discuss student scores in individual sessions.....04 67-68/
- Other school personnel discuss scores in individual sessions.....05 69-70/
- Military personnel discuss scores with students (in groups or individually).....06 71-72/

35. On the average, about how many inservice programs are attended each year by the typical counselor on your guidance staff? (CIRCLE ONE)

- None.....01 73-74/
- One inservice program.....02
- Two inservice programs.....03
- Three inservice programs.....04 79-80/07
- Four inservice programs.....05
- Five inservice programs.....06
- Six or more inservice programs...07

BEGIN DECK 08

36. How many times in the past school year has the typical member of your staff: (WRITE IN. IF UNSURE, GIVE BEST ESTIMATE. IF NONE, ENTER "00")

- attended meetings of professional organization   8-9/
- met with employers   10-11/
- met with community groups (such as The Rotary, Chamber of Commerce, etc.)   12-13/
- attended conferences on

37. Assume that one of the senior boys in your school came to one of the guidance staff for career guidance. He is trying to decide whether to get a job after high school graduation or to accept admission and financial aid at the state university in another city. His grades and SAT's are in the 25th percentile overall. His parents are both blue collar workers and want him to get a job as soon as possible. The boy is ambitious. Which of the following actions is the counselor most likely to take? (CIRCLE ONE)

- Encourage him to get a full-time job after high school.....1      16/
- Encourage him to go to the state university full-time.....2
- Encourage him to go to a local junior college  
part-time and work part-time.....3
- Counselor neither encourages nor discourages any option.....4

38. Using the scale provided below to what extent do you disagree or agree with each of the following statements? Assume each statement applies to your high school. (CIRCLE ONE FOR EACH ITEM)

	Strongly disagree						Strongly agree	
a. Goals and priorities of the guidance program are clear.....	01	02	03	04	05	06		17-18/
b. This school rewards counselors for performing their jobs well.....	01	02	03	04	05	06		19-20/
c. Routine duties and paperwork interfere with the job of counseling.....	01	02	03	04	05	06		21-22/
d. Most of my guidance colleagues share my beliefs and values about the central mission of the school.....	01	02	03	04	05	06		23-24/
e. The school administration has communicated a confusing philosophy of what the guidance program in this school should be.....	01	02	03	04	05	06		25-26/
f. Guidance staff members are recognized for a job well done.....	01	02	03	04	05	06		27-28/
g. There is a great deal of cooperative effort among staff members.....	01	02	03	04	05	06		29-30/
h. The community is very supportive of the guidance program in this school....	01	02	03	04	05	06		31-32/
i. Parents of students in this school are very supportive of the guidance program in this school.....	01	02	03	04	05	06		33-34/
j. Financial support for the guidance program in this school is adequate when compared to support of other departments in this school.....	01	02	03	04	05	06		35-36/

39. How many months per year are counselors in this school under contract?  
(CIRCLE ONE)

- 8 months or less.....01            37-38/
- 8-1/2 months.....02
- 9 months.....03
- 9-1/2 months.....04
- 10 months.....05
- 10-1/2 months.....06
- 11 months or more.....07

40. About how many hours per week does the typical counselor on your staff work outside of school hours on: (WRITE IN HOURS. IF UNSURE, GIVE YOUR BEST ESTIMATE)

guidance activities                        39-40/

other school activities (e.g.,  
monitoring athletic events,  
making up class schedules)            41-42/

BACKGROUND INFORMATION

41. What is your sex? (CIRCLE ONE)

Male.....1            43/

Female.....2

42. What is your origin or descent? If more than one, please indicate the one you consider the most important part of your background. (CIRCLE ONE)

NON-HISPANIC.....1            44/

HISPANIC OR SPANISH

Mexican, Mexican-American, Chicano.....2

Cuban, Cubano.....3

Puerto Rican, Puertorriqueno, Boricua.....4

Other Latin-American, Latino, Hispanic, or  
Spanish decent (WRITE IN) \_\_\_\_\_ 5

43. What is your race? (CIRCLE ONE ONLY)

- White.....1 45/
- Black.....2
- American Indian or Alaskan Native.....3
- Asian or Pacific Islander.....4
- Other (SPECIFY) \_\_\_\_\_ 5

44. Including this year, how many years of experience have you had as a counselor? (WRITE IN YEARS. ROUND UP TO NEAREST YEAR)

YEARS:   46-47/

45. How many years, including this year, have you been a counselor in this high school? (WRITE IN YEARS. ROUND UP TO NEAREST YEAR)

YEARS:   48-49/

46. What is the highest degree you hold? (CIRCLE ONE)

- High school.....(SKIP TO Q.48).....01 50-51/
- Bachelor of Arts/Bachelor of Science.....02
- Masters degree.....03
- Educational Specialist.....04
- Doctorate (EdD, PhD, etc.).....05
- Other (SPECIFY) \_\_\_\_\_ 06

47. Do you have a degree in guidance and counseling? (CIRCLE ONE)

- Yes.....1 52/
- No.....2

48. Which of the following job titles most closely describe(s) your current position(s)? (CIRCLE ALL THAT APPLY)

- Director of Guidance.....01 53-54/
- Director of Student Services.....02 55-56/
- Chairperson of the Department of Guidance..03 57-58/
- Lead Counselor.....04 59-60/
- Counselor.....05 61-62/
- Assistant Principal.....06 63-64/
- Principal.....07 65-66/
- Teacher.....08 67-68/
- Other (SPECIFY) \_\_\_\_\_ 09 69-70/

79-80/08



53. About how many high school bulletin boards are devoted to displaying student work? (WRITE IN. IF UNSURE, GIVE YOUR BEST ESTIMATE)

BULLETIN BOARDS:   34-35/

54. What kind of recognition is given to students on the honor roll? (CIRCLE ONE FOR EACH ITEM)

	Not done	Once per grading period	Once per year	
a. List published in student newspaper.....	9	1	2	36/
b. List published in community newspaper.....	9	1	2	37/
c. List posted in school.....	9	1	2	38/
d. Names read aloud at assembly during school hours.....	9	1	2	39/
e. Mailed a certificate or letter of congratulations.....	9	1	2	40/
f. Names read aloud at evening assembly attended by parents, etc.....	9	1	2	41/
g. Student appears on stage to receive an award at assembly during school hours.....	9	1	2	42/
h. Student appears on stage to receive an award at an evening assembly attended by parents, etc.....	9	1	2	43/
i. Other (SPECIFY) _____	9	1	2	44/

55. Approximately what percentage of the juniors and seniors in this high school have paid or unpaid nonclassroom job/responsibilities (e.g., monitors, prefects, crossing guards, lunchroom workers, team managers, etc.) that aid the functioning of the school? (CIRCLE ONE. IF UNSURE, GIVE BEST ESTIMATE)

- 0 Percent.....01 45-46/
- 1-2 percent.....02
- 3-4 percent.....03
- 5-9 percent.....04
- 10-19 percent.....05
- 20-29 percent.....06
- 30 percent or more.....07

56. About what percentage of residents within a 20 minute walk from your school are . . . (ENTER PERCENT. IF UNSURE, GIVE BEST ESTIMATE)

Black, not of Hispanic origin	<input type="text"/> <input type="text"/> <input type="text"/> %	47-49/
Hispanic	<input type="text"/> <input type="text"/> <input type="text"/> %	50-52/
Other (White, Asian or Pacific Islander, Native American)	<input type="text"/> <input type="text"/> <input type="text"/> %	53-55/
TOTAL		100 %

57. About how many stores and service establishments are within a 5 minute walk of your high school? (CIRCLE ONE. IF UNSURE, GIVE BEST ESTIMATE)

None.....	01	56-57/
1-9 stores/establishments.....	02	
10-19 stores/establishments....	03	
20-39 stores/establishments....	04	
40-59 stores/establishments....	05	
60-99 stores/establishments....	06	
100 or more.....	07	

58. About how many stores and service establishments are within a 20 minute (one mile) walk of your high school? (CIRCLE ONE. IF UNSURE, GIVE YOUR BEST ESTIMATE)

Under 10 stores/establishments.....	01	58-59/
10-19 stores/establishments.....	02	
20-39 stores/establishments.....	03	
40-59 stores/establishments.....	04	
60-99 stores/establishments.....	05	
100-199 stores/establishments.....	06	
200 or more stores/establishments..	07	

59. Has your city or town experienced a riot or riots at any time since 1964? (CIRCLE ONE)

Yes, but not much damage/looting...(GO TO Q.60)....	01	60-61/
Yes, moderate damage/looting.....(GO TO Q.60)....	02	
Yes, serious damage/looting.....(GO TO Q.60)....	03	
Yes, some neighborhoods devastated.(GO TO Q.60)....	04	
No.....(SKIP TO BOX p. 24)....	05	
Don't know.....(SKIP TO BOX p. 24)....	06	

60. Does your schools' attendance area contain the area that was affected by the riot(s)? (CIRCLE ONE)

Yes.....	1	62/
No.....	2	

61. How many miles away from the high school is the area that was affected?  
(CIRCLE ONE)

- Less than one mile.....01 63-64/
- 1 mile.....02
- 2 miles.....03
- 3-4 miles.....04
- 5-6 miles.....05
- 7-9 miles.....06
- 10 or more miles.....07

62. About what percentage of students at this school take a standardized achievement or aptitude test at each grade level? (CIRCLE ONE FOR EACH GRADE)

	N/A	None	1-30%	31-60%	61-90%	91-100%	
9th grade	9	1	2	3	4	5	65/
10th grade	9	1	2	3	4	5	66/
11th grade	9	1	2	3	4	5	67/
12th grade	9	1	2	3	4	5	68/

79-80/09

We would appreciate it if you would take just a minute to check and be certain that you have not inadvertently missed a question.

Thank you for assisting us in this important research. Your time and effort are much appreciated.