

FORM **SASS-2**
(10-30-87)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR
CENTER FOR EDUCATION STATISTICS
U.S. DEPARTMENT OF EDUCATION

**SCHOOLS AND STAFFING SURVEY
SCHOOL ADMINISTRATOR
QUESTIONNAIRE**

1987-1988

OMB No. 1850-0621
Approval Expires December 31, 1988

This report is authorized by law (20 U.S.C. 1221e-1). 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.

**RETURN
TO**

**Bureau of the Census
Current Projects Branch
1201 East Tenth Street
Jeffersonville, IN 47132**

Dear Principal:

The Center for Education Statistics (NCES) of the U.S. Department of Education requests your participation in the School Administrator Survey for the 1987-88 Schools and Staffing Survey. Your school is one of 9,300 public and 3,500 private schools across the Nation selected to be in the sample.

The Schools and Staffing Survey is an integrated set of surveys consisting of the Teacher Demand and Shortage Survey, the School and School Administrator Surveys, and the Teacher Survey. These surveys are revisions of previous CES surveys, designed to better measure critical aspects of teacher supply and demand, the composition of the administrator and teacher workforce, and the status of teaching and schooling generally. 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 surveys for the 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 or school 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. A preaddressed envelope is enclosed for your convenience.

I thank you for your cooperation in this very important effort.

Sincerely,



Emerson J. Elliott
Director
Center for Education Statistics

Enclosure

*Please correct any error in name
and address including
ZIP Code.*



Remarks

If this school does **NOT** have an administrator, please mark (X) the box.

011 —

School has no administrator

If you marked the box above, you do not need to complete this questionnaire. Please return it to the Bureau of the Census in the enclosed postage-paid envelope. Thank you for your cooperation.

INSTRUCTIONS

It is important that the questionnaire be completed by the school administrator (i.e., the principal or head, not by anyone else at the school)

If you have any questions, call the Bureau of the Census collect at (301 763-2220)

If you are unsure about how to answer a question, please give the best answer you can and make a comment in the "Remarks" section

Please return your completed questionnaire to the Bureau of the Census in the enclosed postage-paid envelope. Please return it within 2 weeks

THANK YOU FOR TAKING PART IN THIS STUDY.

1a. Which of the following college degrees have you earned? (Mark all the degrees you have earned.)

b. What was your major field of study for each degree? (Use the code numbers at right.)

c. In what year did you receive each degree?

	Degree(s) earned (Mark (X) a//that apply) la)	Major field code (b)	Year received (c)
<u>012</u>	1 <input type="checkbox"/> Associate degree or Vocational certificate	013	014
			<u>19</u>
<u>015</u>	2 <input type="checkbox"/> Bachelor's degree	016	017
			<u>19</u>
<u>018</u>	3 <input type="checkbox"/> 2nd Bachelor's degree;		020
			<u>19</u>
<u>021</u>	4 <input type="checkbox"/> Master's degree	022	023
			<u>19</u>
<u>024</u>	5 <input type="checkbox"/> 2nd Master's degree	025	026
			<u>19</u>
<u>027</u>	6 <input type="checkbox"/> Professional diploma or education specialist (At least one year beyond M.A. level)	028	029
			<u>19</u>
<u>030</u>	7 <input type="checkbox"/> Doctorate (e.g., Ph.D., Ed.D.)	031	032
			<u>19</u>
<u>033</u>	8 <input type="checkbox"/> First Professional degree (e.g., M.D., L.L.B., J.D., D.D.S.)	034	035
			<u>19</u>
<u>036</u>	9 <input type="checkbox"/> No Degree or diploma		

MAJOR FIELD CODE NUMBERS FOR QUESTION 1 b

GENERAL

- 11 Agriculture and natural resources
- 12 Architecture and environmental design
- 13 Area and ethnic studies
- 14 Biological/life science
- 15 Business and management
- 16 Communications
- 17 Computer and information sciences
- 18 Engineering
- 19 Fine and applied arts
- 20 Foreign languages
- 21 Health professions
- 22 Home economics
- 23 Law
- 24 Letters (English, literature, speech, classics)
- 25 Library science
- 26 Mathematics
- 27 Military science
- 28 Multidisciplinary Studies
- 29 Philosophy and religion
- 30 Psychology
- 31 Public affairs and services
- 32 Theology

- #### Physical sciences
- 33 Chemistry
 - 34 Physics
 - 35 Geology/earth science
 - 36 Other physical sciences

- #### Social sciences
- 37 Economics
 - 38 History
 - 39 Political science and government
 - 40 Sociology
 - 41 Other social sciences
 - 42 Other

EDUCATION

- #### General education
- 51 Elementary education
 - 52 Pre-elementary/early childhood education
 - 53 Secondary education

- #### Subject area education
- 54 Agricultural education
 - 55 Art education
 - 56 Bilingual education
 - 57 Business, commerce, and distributive education
 - 58 English as a second language
 - 59 English education
 - 60 Foreign languages education
 - 61 Home economics education
 - 62 Industrial arts, vocational and technical education
 - 63 Mathematics education
 - 64 Music education
 - 65 Physical education/health education
 - 66 Reading education
 - 67 Science education
 - 68 Social studies/social sciences education

- #### Special education
- 70 Special education - general
 - 71 Education of the emotionally disturbed
 - 72 Education of the mentally retarded
 - 73 Education of the speech/hearing/vision impaired
 - 74 Special learning disabilities
 - 75 Other special education

- #### Other education
- 80 Curriculum and instruction
 - 81 Educational administration
 - 82 Educational psychology
 - 83 Student personnel and counseling
 - 84 Other education

2a. How many years of elementary or secondary teaching experience did you have prior to becoming a principal? (If less than one year, enter "1".) _____ Years of teaching
 None

b. How many years of elementary or secondary teaching experience have you had altogether? _____ Total years — Continue with 3a
 None — Skip to item 4

TEACHING ASSIGNMENT FIELD CODE NUMBERS FOR QUESTIONS 3a AND 3b

01 Prekindergarten	Spacial areas (Continued)	Science	26 Special education
02 Kindergarten	11 Foreign language	21 Biology	31 Vocational education
03 General elementary	12 Gifted	22 Chemistry	32 All other
Special Areas	13 Health, physical education	23 Geology Earth science	
04 Art	14 Home economics	24 Physics	
05 Basic skills and remedial education	15 Industrial arts	25 General and all other science	
06 Bilingual education	16 Mathematics		
07 Business education	17 Music		
08 Computer science	18 Reading		
09 English/language arts	19 Religion/philosophy		
10 English as a second language	20 Social studies/social science		

3a. In your last year of teaching before you became an administrator, what was the field of your PRIMARY 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 primary assignment field, mark box 1, and enter the second field in item 3b.) _____ Primary assignment field code
 Teaching schedule equally divided between two fields

b. Were some of your classes in other fields? Yes — In what field did you teach the second most classes?
 (Use the assignment field codes listed above.)
 No

4. What other positions, if any, did you hold before you became a principal?
 Mark (X) all that apply.
- 045 Department head or curriculum coordinator
 - 046 Assistant principal or program director
 - 047 Guidance counselor
 - 048 Athletic coach
 - 049 Sponsor for student clubs, debate teams
 - 050 None of the above

5. Prior to this school year, and since earning your first college degree, 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? _____ Years
 None

e. In positions outside elementary and secondary education? _____ Years
 None

6. Aside from college coursework for a degree, have you had any of the following **types** of training for your current position?
Mark (X) all that apply.

056 1 Inservice training in evaluation and supervision
 057 2 Training in management techniques
 058 3 An administrative internship
 059 4 None of the above

7 a. What is your annual salary from this school this year before taxes and deductions?
 060 \$ _____ Annual salary
 0 Position is unpaid

b. For how many months of the year are you **employed** as the administrator in this school?
 061 _____ Months employed

8. 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.

062 1 Housing or housing expenses
 063 2 Meals
 064 3 Tuition for your children
 065 4 College tuition for yourself
 066 5 General medical insurance
 067 6 Dental insurance
 068 7 Group life insurance
 069 8 Car/transportation expenses
 070 9 Pension contributions
 071 10 None of the above

9. Are you male or female?
 072 1 Male
 2 Female

10. What is your race?
 Mark (X) only one box

073 1 American Indian, Aleut, Eskimo
 2 Asian or Pacific Islander (Japanese, Chinese, Filipino, Korean, Asian Indian, Vietnamese, Hawaiian, Guamanian, Samoan, other *Asian*)
 3 Black
 4 White

11. Are you of Hispanic origin?
 074 1 Yes
 2 No

12. What is your year of birth?
 075

1	9		
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13. For your most recent full week, what is your best estimate of the number of hours you spent on school-related activities during and after school hours? (Report hours to the nearest whole hour. If you did not spend time on a particular activity during the week, mark the "None" box.)	School-related activities (1)		Hours spent (2)		
	a. Administration (budgeting, building management, scheduling, etc.)	076	o <input type="checkbox"/> None		
	b. Curriculum matters	077	o <input type="checkbox"/> None		
	c. Teacher supervision/evaluation	078	o <input type="checkbox"/> None		
	d. Working with teachers (other than supervision/evaluation)	079	o <input type="checkbox"/> None		
	e. Student discipline	080	o <input type="checkbox"/> None		
	f. Working with students and teachers (other than discipline)	081	o <input type="checkbox"/> None		
	g. Parent/community relations	082	o <input type="checkbox"/> None		
	h. Teaching classes	083	o <input type="checkbox"/> None		
	i. Preparation for classes	084	o <input type="checkbox"/> None		
	j. Fund raising/obtaining resources	085	o <input type="checkbox"/> None		
	TOTAL		086		
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 your school.	(Mark (X) one box on each line.)				
		Serious	Moderate	Minor	Not a problem
	a. Student tardiness	a. 087 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
	b. Student absenteeism	b. 088 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
	c. Teacher absenteeism	c. 089 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
	d. Students cutting class	d. 090 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
	e. Physical conflicts among students	e. 091 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
	f. Robbery or theft	f. 092 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
	g. Vandalism of school property	g. 093 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
	h. Student pregnancy	h. 094 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
	i. Student use of alcohol	i. 095 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
	j. Student drug abuse	j. 096 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
	k. Student possession of weapons	k. 097 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
	l. Physical abuse of teachers	l. 098 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
m. Verbal abuse of teachers	m. 099 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	

15a. Does this school have a formal teacher evaluation program? 100 1 Yes
2 No

b. Does this school have a particular program to help beginning teachers (e.g., a master or mentor teacher program)? 101 1 Yes
2 No

16. Using the scale **1-6**, indicate how much **ACTUAL** influence you think each group or person has on decisions concerning the following activities - (Mark the appropriate box on each line.)

a. Establishing curriculum None $\xrightarrow{\hspace{10em}}$ A great deal

(1) School district/Governing board 102 1 2 3 4 5 6

(2) Principal/Head 103 1 2 3 4 5 6

(3) Teachers 104 1 2 3 4 5 6

b. Hiring new full-time teachers

(1) School district/Governing board 105 1 2 3 4 5 6

(2) Principal/Head 106 1 2 3 4 5 6

(3) Teachers 107 1 2 3 4 5 6

c. Setting discipline policy

(1) School district/Governing board 108 1 2 3 4 5 6

(2) Principal/Head 109 1 2 3 4 5 6

(3) Teachers 110 1 2 3 4 5 6

17. In general, how difficult was it to find qualified applicants to fill teaching vacancies for the **1987-88** school year? 111 1 Not at all difficult
2 Generally difficult
3 Difficult in some fields - Specify ∇ } Continue with 18

Mark (X) only one box

4 Does not apply; there were no vacancies - **Skip to item 19**

18. If a teaching vacancy could not be filled with a full-time teacher qualified in a course or grade level, which of the following methods did this school use to cover the vacancy? 112 1 Cancelled planned course offerings
113 2 Expanded some class sizes
114 3 Added sections to other teachers' normal teaching loads
115 4 Assigned a teacher of another subject or grade level to teach those classes
116 5 Used long-term and/or short-term substitutes
117 6 Used part-time or itinerant teachers
118 7 Something else - Specify ∇

Mark (X) a//that apply

19. What is the telephone number and the time when you can be reached in case we have to clarify any of your answers?

119 Name (*Please print*)

120 Telephone number (*Area code and number*)

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

20. Enter date you completed this questionnaire. _____

Month

Day

Year

88

**THANK YOU FOR ASSISTING US IN THIS IMPORTANT RESEARCH.
YOUR TIME AND EFFORT ARE APPRECIATED.**

Remarks