SCHOOLS AND STAFFING SURVEY
PRIVATE SCHOOL ADMINISTRATOR
QUESTIONNAIRE
1990—1991

RETURN TO ▶

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

The principal/head 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, head, or principal, mark the appropriate box below.

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

⬇

001

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 Montessori Society

Christian Schools International

Council on American Private Education

Evangelical Lutheran Church in America

Friends Council on Education

General Council of Seventh-Day Adventists

Lutheran Church, Missouri Synod

National Association of Episcopal Schools

National Association of Independent Schools

National Catholic Educational Association

U.S. Catholic Conference

Dear **Principal/Headmaster/Headmistress:**

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 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 workforce, 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/headmasters/headmistresses**. 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

INSTRUCTIONS

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

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.

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

`011`   1 ☐ Yes

  2 ☐ No

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

EDUCATION

General education
01 Pre-elementary/early childhood education
03 Elementary education
04 Secondary education

Subject area education
07 Agricultural education
11 Art education
13 Bilingual education
15 Business, commerce, and distributive education
89 Cross-cultural education
22 English education
23 English as a second language
24 Foreign languages education
29 Home economics education
88 Indian education (Native American)
30 Industrial arts, vocational and technical, trade and industry education
34 Mathematics education
38 Music education
40 Physical education/health education
43 Reading education
45 Religious education
46 Science education
48 Social studies/social sciences education

Special education
67 Special education, general
68 Emotionally disturbed
69 Mentally retarded
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
80 Educational psychology
81 Counseling and guidance
82 Other education

GENERAL

06 Agriculture and natural resources
86 American Indian studies (Native American)
87 Other area and ethnic studies
08 Architecture and environmental design
10 Art, fine and applied
14 Business and management
16 Communications and journalism
17 Computer and information sciences
19 Drama, theater
20 Engineering
21 English (literature, letters, speech, classics)
25 General studies
27 Health professions and occupations
28 Home economics
85 Humanities
31 Law
32 Library science
33 Mathematics
35 Military science
36 Multi/interdisciplinary studies
37 Music
39 Philosophy
41 Psychology
42 Public affairs and services
44 Religion, theology

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?

`012`   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.

`013`   [|] _____

      Code   Major field

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

[1 | 9 | |]

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

`015`   1 ☐ Yes — *Continue with e*

  2 ☐ No — *Skip to item 3a*

e. What was your second major or minor field of study?
Enter the field and the two-digit code from list above.

`016`   [|] _____

      Code   Second major or minor field

3a. Do you have a master's degree? | 017 | 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 on page 3. | 018 | ☐☐
Code   Major field

C. In what year did you receive your master's degree? | 019 | **1 9** ☐☐

4a. Do you have any other type of degree? | 020 | 1 ☐ Yes — *Continue with b*
2 ☐ 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?

(b) Other degree(s) earned – *Mark (X) all that apply.*	(c) Major field code – *(See list on page 3)*	(d) Year degree received
021 1 ☐ Associate degree	022 ☐☐ _____	023 **1 9** ☐☐
024 2 ☐ Education specialist or professional diploma (at least one year beyond Master's level)	025 ☐☐ _____ Code Major field	026 **1 9** ☐☐
3 ☐ Doctorate or first professional degree (Ph.D., Ed. D., M.D., L.L.B., J.D., D.D.S.)	028 ☐☐ _____ Code Major field	029 **1 9** ☐☐

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.* | 030 | _____ Years of teaching
0 ☐ 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.* | 031 | _____ Years of teaching
0 ☐ None

CHECK ITEM A
Refer to items 5a and 5b above.
Did you answer "1" or more to question 5a or 5b? | 032 | 1 ☐ Yes — *Continue with item 6*
2 ☐ No — *Skip to item 7*

TEACHING ASSIGNMENT FIELD CODES FOR QUESTION 6

01 Prekindergarten
02 Kindergarten
03 General elementary

Special areas
04 American Indian/Native American studies
05 Art
06 Basic skills and remedial education
07 Bilingual education
08 Computer science
09 English/language arts
10 English as a second language

Special areas *(Continued)*
11 Foreign language
12 Gifted
13 Health, physical education
14 Home economics (nonvocational)
15 Mathematics
16 Music
17 Reading
18 Religion/philosophy
19 Social studies/social science

Science
21 Biology
22 Chemistry
23 Geology/earth science
24 Physics
25 General and all other science

31 Library/media specialist

Vocational education
41 Agriculture
42 Business
43 Marketing
44 Health occupations
45 Vocational home economics
46 Trade and industry
47 Technical
48 Other vocational education
51 Special education
61 All others

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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.* | 033 | ☐☐ Main assignment field code

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7. What other school positions, if any, did you hold before you became a principal?

Mark (X) all that apply.

1 ☐ Department head or curriculum coordinator

2 ☐ Assistant principal or program director

3 ☐ Guidance counselor

4 ☐ Athletic coach

5 ☐ Sponsor for student clubs, debate teams

| 039 | 6 ☐ Other – *Specify* _____

| 040 | 0 ☐ None

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8. Prior to becoming an administrator, did you participate in any school training or development program for ASPIRING school administrators?

| 041 | , ☐ Yes

2 ☐ No

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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?

| 044 | _____Years

0 ☐ None

b. As the principal in other schools?

_____Years

0 ☐ None

c. In other school administrative positions?

| 046 | _____Years

0 ☐ None

d. In other nonteaching nonadministrative positions in elementary and secondary education, e.g., a guidance counselor or school psychologist?

| 047 | _____Years

0 ☐ None

e. In professional positions outside elementary and secondary education?

| 048 | _____Years

0 ☐ None

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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.

| 049 | 1 ☐ Inservice training in evaluation and supervision

| 050 | 2 ☐ Training in management techniques

| 051 | 3 ☐ An administrative internship

| 052 | 0 ☐ None of the above

11a. How long do you plan to remain a principal?

Mark (X) only one box.

| 053 | 1 ☐ As long as I am able

2 ☐ Until I am eligible for retirement } *Continue with b*

3 ☐ Will probably continue unless something better comes along

4 ☐ Definitely plan to leave as soon as possible } *Skip to item 12a*

5 ☐ 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.

| 054 | _____Years

12a. What is your current ANNUAL salary for this position before taxes and deductions?

| 055 | $ _____ **.00** Annual salary

0 ☐ Position is unpaid

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

| 056 | _____ Months employed

13. Which of **these benefits** do you receive, in whole or in part, from this school in addition to your salary?

Mark (X) all that apply.

057	1 ☐ Housing or housing expenses
058	2 ☐ Meals
059	3 ☐ Tuition for your children
060	4 ☐ College tuition for yourself
061	5 ☐ General medical insurance
062	6 ☐ Dental insurance
063	7 ☐ Group life insurance
064	8 ☐ Car/transportation expenses
065	9 ☐ Pension contributions
066	0 ☐ 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.

		Serious	Moderate	Minor	Not a problem
a. Teacher absenteeism	a. 067	1 ☐	2 ☐	3 ☐	4 ☐
b. Student tardiness	b. 068	1 ☐	2 ☐	3 ☐	4 ☐
c. Student absenteeism	c. 069	1 ☐	2 ☐	3 ☐	4 ☐
d. Students cutting class	d. 070	1 ☐	2 ☐	3 ☐	4 ☐
e. Students dropping out	e. 071	1 ☐	2 ☐	3 ☐	4 ☐
f. Student apathy	f. 072	1 ☐	2 ☐	3 ☐	4 ☐
g. Physical conflicts among students	g. 073	1 ☐	2 ☐	3 ☐	4 ☐
h. Robbery or theft	h. 074	1 ☐	2 ☐	3 ☐	4 ☐
i. Vandalism of school property	i. 075	1 ☐	2 ☐	3 ☐	4 ☐
j. Student pregnancy	j. 076	1 ☐	2 ☐	3 ☐	4 ☐
k. Student use of alcohol	k. 077	1 ☐	2 ☐	3 ☐	4 ☐
l. Student drug abuse	l. 078	1 ☐	2 ☐	3 ☐	4 ☐
m. Student possession of weapons	m. 079	1 ☐	2 ☐	3 ☐	4 ☐
n. Student disrespect for teachers	n. 080	1 ☐	2 ☐	3 ☐	4 ☐
o. Physical abuse of teachers	o. 081	1 ☐	2 ☐	3 ☐	4 ☐

FORM SASS-2B (11-16-90)

14. Continued

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.

		Serious	Moderate	Minor	Not a problem
p. Verbal abuse of teachers	P. 082	1 0	2 ☐	3c	4 ☐
q. Lack of academic challenge	q. 083	1 ☐	2 0	3 0	4 ☐
r. Lack of parent involvement	r. 084	1 ☐	2 ☐	3 ☐	4 0
s. Parental alcoholism and/or drug abuse	s. 085	1 ☐	2 ☐	3u	4 ☐
t. Poverty	t. 036	1 ☐	2 ☐	3 ☐	4 ☐
u. Racial tension	087				
v. Cultural conflict	v. 088	1 ☐	2 0	3 ☐	4 ☐

15.

"A great deal," indicate how much ACTUAL influence you think each group or person has on decisions concerning the following activities.

Mark (X) the appropriate box on each line.

None ————————————→ a great deal

a. Establishing curriculum

		1	2	3	4	5	6
(1) Governing board	101	1 ☐	2 ☐	3 ☐	4 0	5 ☐	6 ☐
(2) Principal/Head	102	1 ☐	2 0	3 0	4 0	5 ☐	6 ☐
(3) Teachers	103	1 ☐	2 ☐	3 0	4 0	5 ☐	6 ☐
(4) Librarians/Media specialists	104	1 ☐	2 ☐	3 0	4 ☐	5 ☐	6 ☐
(5) Parent association	105	1 ☐	2 0	3 ☐	4 0	5 ☐	6 0

b. Hiring new full-time teachers

		1	2	3	4	5	6
(1) Governing board	106	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐
(2) Principal/Head	107	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐
(3) Teachers	108	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐
(4) Parent association	109	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐

c. Setting discipline policy

		1	2	3	4	5	6
(1) Governing board	111	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐
(2) Principal/Head	112	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐
(3) Teachers	113	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐
(4) Parent association	114	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐

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 - Fostering religious or spiritual development

| 115 | _____ Most important |

| 116 | _____ Second most important |

_____ Third most important

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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?

Poor ——————————————➤ Excellent

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

| 118 | 1 ☐ 2 ☐ 3 ☐ 4 0 5 ☐ |

b. Experienced teachers, that is, those with more than 3 years of teaching experience?

| 119 | 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ |
0 ☐ No experienced teachers

C. New teachers, that is, those with 3 or less years of teaching experience?

| 120 | 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ |
0 ☐ No new teachers

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18. Are you male or female?

| 121 | 1 ☐ Male
2 ☐ Female

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19. What is your race?

Mark (X) only one box.

| 122 | 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)* } *Skip to* item **20**

3 ☐ Black

4 ☐ White

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

| 123 | 1 ☐ Yes
2 ☐ No

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20. Are you of Hispanic origin?

| 124 | 1 ☐ Yes
2 ☐ No

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21. **What is your year of birth?**

| 125 | 1 9 ☐ ☐ |

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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

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