

Administering the 2016 HSTW Teacher Survey

Purpose

The HSTW Teacher Survey is designed to provide teachers with an opportunity to share their insights into school and classroom practices and to indicate the professional development they have received and would like to receive in coming years. This survey gives every teacher a voice in the school improvement process. Teacher responses will be kept strictly confidential and will not be used to identify them in any way. All results are reported at the group level, not at the individual teacher level. Participating schools should strive to have every teacher complete a survey to ensure results are representative of the entire faculty.

Administration Method and Dates

The 2016 HSTW Teacher Survey will be administered online. The survey window is March 14 – April 8, 2016. While schools may select any date(s) within this range to administer the survey, all responses must be completed no later than April 8, 2016. The survey takes 30 – 45 minutes to complete.

Survey Link

The 2016 HSTW Teacher Survey can be accessed at the following link beginning on March 14, 2016:

<http://www.surveygizmo.com/s3/2465069/2016HSTWTeacher>

Survey Participants

All full- and part-time teachers, grades nine through 12, should be given the opportunity to participate in the teacher survey – including academic and career and technical education teachers. Non-teaching staff (e.g., administrators, media specialists, PE teachers, counselors, custodians) should not complete the survey, as very few questions relate to their specific experiences. It is important that all teachers complete the survey so that your school's results represent the views of all teachers in your school rather than a select few.

Survey Administration

There are two methods of administering the survey. First, schools may provide teachers with participation information and request they complete the survey by the deadline. Second, schools may administer the teacher survey in a group setting (e.g., computer lab). SREB recommends schools administer the survey in a group setting, as this method enables the school to keep an accurate record of participation and to ensure all teachers complete the survey. One option is to administer the survey during a faculty meeting, which will need to be held in a computer lab. A second option is to have each department hold its departmental meeting in a computer lab and administer the survey. With either method (group setting or individual completion), every reasonable effort should be made to ensure every teacher in the school completes a survey.

Log In Information

Teachers should click on the above link to start the survey for the first time. Every teacher will need to enter two pieces of information for their results to be included in your school's report.

First, teachers will need to select their state and school from a drop-down menu. Names will appear alphabetically by state and school. For example, Washington High School in Alabama will appear as “AL – Washington High School.”

Next, teachers will be asked to enter an individual code. The code can be any combination of numbers and/or letters. Should a teacher accidentally exit or get “kicked out” of the survey before completion, he or she should provide the following information to the school's HSTW Site Coordinator or to SREB directly (fran.cowart@sreb.org): the individual code, the date and time of the entry and school name. Using this information, SREB will attempt to identify the incomplete entry and delete it. Teachers can then retake the survey, using the same individual code.

Resuming the Survey

Schools should encourage teachers to complete the survey in one sitting. However, if this is not possible, teachers may click “Save and continue survey later” at the top of the survey page and re-enter at a later time (all surveys must be completed by April 8, 2016). After the teacher clicks “Save and continue survey later,” he or she will be asked to enter and verify an email address. An email will be sent to the teacher with a unique link to resume the survey where he or she left off from the address noreply@sgizmo.com. Teacher email addresses are only used for this purpose and won't be used to identify a teacher in any way. Once a teacher enters the survey (clicks “Next” from the log in page), a response will be recorded for your school, so ensure that teachers complete and submit the survey.

Accidentally Closing the Browser

If a teacher accidentally closes the Web browser or has computer trouble and gets “kicked out” of the survey, he or she should provide the following information to the school's HSTW Site Coordinator or to SREB directly (fran.cowart@sreb.org): the teacher's individual code, the date and time of the entry and school name. Using this information, SREB will attempt to identify the incomplete entry and delete it. Teachers can then retake the survey, using the same individual code.

Career and Technical Education Subject/Content Areas

The teacher survey asks teachers to identify the subject or content area in which they have taught most frequently during the past two years. For career and technical education (CTE) subject/content areas, the 16 clusters identified by the States' Career Cluster Initiative are listed. Detailed information regarding the CTE clusters and pathways can be found at the following link:

<http://www.sreb.org/download/1145/CTClustersandPathways.pdf>

Your school may wish to provide teachers with a copy of this document to assist them in selecting their field. All CTE teachers should be able to identify themselves with one of the 16 clusters.

Sample Communication to Teachers

This sample communication can be modified and given to teachers to inform them of the survey. You will need to include contact information for your school's HSTW Site Coordinator, should teachers have any questions. The communication below includes the final survey deadline of April 8, 2016; however, your school can set an earlier completion deadline.

If you are asking teachers to complete the survey individually, provide them with this communication, modified as necessary. If you are administering the survey in a group setting, read relevant information to teachers prior to beginning the survey, modified as necessary.

Dear Faculty:

Our school is participating in the 2016 HSTW Teacher Survey. This survey provides our school with an opportunity to collect your feedback on the school's mission, school and classroom practices and experiences, school leadership, professional development opportunities, and other aspects related to continuous improvement at our school. We appreciate your time in completing this survey. It is very important that every teacher complete the survey so the results we receive represent the views of our entire faculty.

Please ensure you have roughly 30 to 45 minutes to complete the survey before beginning. You will need to select our school and state from a drop-down menu and enter a unique personal code. Please ensure you enter this information accurately so your results will be included in our school's report.

You can access the survey using the following link:

<http://www.surveygizmo.com/s3/2465069/2016HSTWTeacher>

You should make every effort to complete the survey in one sitting, however, if this is impossible, you may save your work and submit your survey at a later time by clicking "Save and continue survey later" at the top of the survey page. You will be asked to enter your email address twice and then you will be emailed a unique link to resume the survey where you left off. Your email address will only be used to email you a link to the survey; it won't be used to identify you in anyway.

The survey must be completed by **April 8, 2016**. The report we receive will be at the group level and will not include responses of individual teachers.

Once you enter the survey (click "Next" from the log in page), a response will be recorded for our school. If you exit before completing the survey or do not resume and complete a survey that you saved, that response record will still be included. Therefore, it is important that you fully complete the survey.

If you have any questions about the survey, please contact [HSTW Site Coordinator] at [phone number] or [e-mail address] or SREB directly (fran.cowart@sreb.org). We greatly appreciate your time and effort to complete this survey. We are looking forward to receiving the results and continuing our efforts to improve the quality of our school.

Regards,
[School Principal or Leadership Team]

Results

The quality of information your school will receive is dependent upon the seriousness with which the survey is administered and completed. In order for SREB to provide survey results, your school must have been accurately selected for every completed survey.

Survey results will be reported at the school level, not at the individual teacher level.

SREB Contact Information

If you have any questions about the 2016 HSTW Teacher Survey or its administration, experience difficulties with the online survey, or need to provide information to SREB, please use the contact information below.

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