

Survey for Instructional Staff

As you are aware, school districts in the State of Alabama evaluate the work of school administrators. One aspect of these evaluations includes the use of surveys to gather information from instructional staff about the assistant principal. This information is used to assist in assessing the effectiveness of the assistant principal in areas of leadership, management, communication, and community relations.

Because you are an instructional staff member in the school of the assistant principal named on the front cover, you have been randomly selected to complete this survey. It will take approximately 15-20 minutes to complete. Your responses are important and will remain confidential. Therefore, do not place your name on this survey. When you have finished, return the survey in the enclosed envelope to the contact person named on the cover of this survey. If you have any questions, you may call the contact person.

Please respond to all statements by circling one number or letter to the right of the statement. Respond from your own knowledge about this assistant principal using the following rating scale with the corresponding response choices:

- 1 - rarely
- 2 - sometimes
- 3 - usually
- 4 - almost always
- x - don't know or not applicable

<u>Statement</u>	<i>rarely</i>	<i>sometimes</i>	<i>usually</i>	<i>almost always</i>	<i>don't know or not applicable</i>
1. My assistant principal communicates regularly with me.	1	2	3	4	x
2. I am given the opportunity to provide input to activities and projects led by my assistant principal.	1	2	3	4	x
3. My assistant principal is good at identifying and overcoming barriers to teaching and learning.	1	2	3	4	x
4. My assistant principal leads us in evaluating operations and activities for which he/she is responsible.	1	2	3	4	x
5. My assistant principal uses information about student performance to improve programs/instruction and operations/activities for which he/she is responsible.	1	2	3	4	x
6. My assistant principal is knowledgeable of laws and policies that govern the school and school system.	1	2	3	4	x
7. My assistant principal is good at identifying and solving problems.	1	2	3	4	x
8. My assistant principal finds new ways to do things better.	1	2	3	4	x

Statement	<i>rarely</i>	<i>sometimes</i>	<i>usually</i>	<i>almost always</i>	<i>don't know or not applicable</i>
9. My assistant principal contributes positively to the operation of this school.	1	2	3	4	x
10. My assistant principal delegates leadership to teachers and others in his/her areas of responsibility and helps us achieve success in these activities.	1	2	3	4	x
11. My assistant principal believes in celebrating academic improvement.	1	2	3	4	x
12. My assistant principal maintains open, two-way communication with school staff.	1	2	3	4	x
13. My assistant principal sets high standards for staff and student performance.	1	2	3	4	x
14. My assistant principal actively seeks resources for our school.	1	2	3	4	x
15. My assistant principal communicates information clearly and succinctly.	1	2	3	4	x
16. My assistant principal actively leads us in developing and implementing appropriate policies and procedures in his/her areas of responsibility.	1	2	3	4	x
17. My assistant principal takes an active role in improving curriculum and instruction.	1	2	3	4	x
18. My assistant principal works to make the school a place for learning.	1	2	3	4	x
19. My assistant principal promotes the importance of measuring student progress systematically.	1	2	3	4	x
20. My assistant principal performs duties in a professional manner.	1	2	3	4	x
21. My assistant principal makes faculty and staff a part of the decision making process.	1	2	3	4	x
22. My assistant principal communicates the importance of focusing on the needs of students and parents.	1	2	3	4	x

<u>Statement</u>	<i>rarely</i>	<i>sometimes</i>	<i>usually</i>	<i>almost always</i>	<i>don't know or not applicable</i>
23. My assistant principal actively promotes the school.	1	2	3	4	x
24. My assistant principal promotes and supports innovations.	1	2	3	4	x
25. My assistant principal uses information gained from a variety of sources to lead us in making changes in programs and services for which he/she is responsible.	1	2	3	4	x
26. My assistant principal manages well those funds for which he/she is responsible.	1	2	3	4	x
27. My assistant principal promotes the use of technology in all aspects of the school.	1	2	3	4	x
28. My assistant principal is a positive person who maintains his/her composure.	1	2	3	4	x
29. My assistant principal monitors programs and services for which he/she is responsible.	1	2	3	4	x
30. My assistant principal establishes routines and procedures in his/her areas of responsibility that contribute to learning and teaching.	1	2	3	4	x
31. My assistant principal creates opportunities for faculty, staff, parents, and others to share ideas, suggestions, etc.	1	2	3	4	x
32. My assistant principal seeks to provide me with professional growth opportunities.	1	2	3	4	x
33. My assistant principal provides assistance to me in utilizing technology in the classroom.	1	2	3	4	x
34. My assistant principal evaluates my teaching in accordance with established procedures.	1	2	3	4	x
35. My assistant principal works to make this school a safe and secure place to work.	1	2	3	4	x

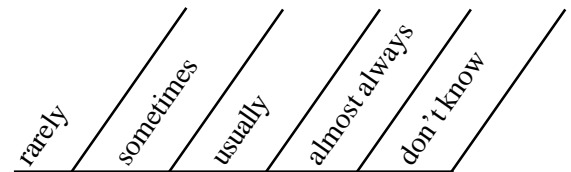
Survey for Students: Grades 7-12

On a regular basis, school districts in the State of Alabama evaluate the work of school administrators. One aspect of these evaluations includes the use of surveys to gather information from students about the assistant principal of the school. This information is used to assist in determining how well an assistant principal is doing his or her job.

Because you are enrolled in this school, you have been randomly selected to complete this survey about your assistant principal. It will take about 15-20 minutes to complete. Your responses are important and will remain confidential. Therefore, **do not** place your name on this survey.

Please respond to all statements by circling one number or letter to the right of the statement. Respond from your own knowledge about your assistant principal and school using the following rating scale with the corresponding response choices:

- 1 - rarely
- 2 - sometimes
- 3 - usually
- 4 - almost always
- x - don't know



<u>Statement</u>	1	2	3	4	x
1. This assistant principal lets my parents know how I am doing in school.	1	2	3	4	x
2. Students at this school help make rules and decisions in projects and activities led by the assistant principal.	1	2	3	4	x
3. I feel safe in this school.	1	2	3	4	x
4. Students have access to computers in this school.	1	2	3	4	x
5. This school building is kept clean.	1	2	3	4	x
6. Students in this school know procedures to follow in case of an emergency.	1	2	3	4	x
7. This assistant principal encourages us to use computers in our work.	1	2	3	4	x
8. This assistant principal lets students know how well they are doing academically.	1	2	3	4	x
9. Students think that this is a good assistant principal.	1	2	3	4	x
10. This assistant principal keeps students informed of activities and matters that affect them.	1	2	3	4	x

Statement

<i>rarely</i>	<i>sometimes</i>	<i>usually</i>	<i>almost always</i>	<i>don't know</i>
---------------	------------------	----------------	----------------------	-------------------

11. This assistant principal leads us in honoring student and teacher accomplishments.	1	2	3	4	x
12. If I have a question or concern about a school matter, I can talk to the assistant principal.	1	2	3	4	x
13. The assistant principal of this school lets students know the importance of doing well at whatever they do.	1	2	3	4	x
14. The assistant principal of this school encourages academic activities such as math contests, science fairs, forensic tournaments, etc.	1	2	3	4	x
15. Students are able to provide suggestions about what is needed in areas that are this assistant principal's responsibility.	1	2	3	4	x
16. I am required to follow the rules and procedures of this school.	1	2	3	4	x

Survey for Students: Grades 4-6

From time to time, schools in the State of Alabama have students respond to questions about their school. Because you go to this school, you have been chosen to answer some questions about your assistant principal. It will take about 15-20 minutes to complete these questions. No one will know how you answer the questions. **Do not** place your name on this survey.

Please respond to all questions by circling your answer to the right of the question. Respond from your own knowledge about your assistant principal and school.

Question

- | | | | |
|--|-----|----|------------|
| 1. Does this assistant principal let your parents know how you are doing in school? | Yes | No | Don't Know |
| 2. Can students help make rules and decisions in projects and activities led by the assistant principal? | Yes | No | Don't Know |
| 3. Do you feel safe in this school? | Yes | No | Don't Know |
| 4. Do students have computers to use at this school? | Yes | No | Don't Know |
| 5. Is your school building kept clean? | Yes | No | Don't Know |
| 6. Do you know what to do if there is a fire drill or storm alert at this school? | Yes | No | Don't Know |
| 7. Does this assistant principal encourage you to use computers in your school work? | Yes | No | Don't Know |
| 8. Does this assistant principal expect you to follow school rules? | Yes | No | Don't Know |
| 9. Do students get in trouble with the assistant principal if they don't follow school rules? | Yes | No | Don't Know |
| 10. Does this assistant principal encourage students to participate in activities that will lead to recognition or honors? | Yes | No | Don't Know |
| 11. Does the assistant principal in this school let students know that they should do well in their studies? | Yes | No | Don't Know |
| 12. If something about this school bothers you, can you talk to the assistant principal about it? | Yes | No | Don't Know |

Survey for Parents/Guardians

On a regular basis, school districts in the State of Alabama evaluate the work of school administrators. One aspect of these evaluations includes the use of surveys to gather information from parents or guardians of students enrolled in an assistant principal's school. This information is used to assist in assessing the effectiveness of the assistant principal in areas of leadership, management, communication, and community relations.

Because you have a child enrolled in the school of the assistant principal named on the front cover, you have been randomly selected to complete this survey. It will take approximately 15-20 minutes to complete. Your responses are important and will remain confidential. Therefore, do not place your name on this survey. When you have finished, return the survey in the enclosed, stamped envelope. If you have any questions, call the contact person named on the cover of this survey.

Please respond to all statements by circling one number or letter to the right of the statement. Respond from your own knowledge about this assistant principal using the following rating scale with the corresponding response choices:

- 1 - rarely
- 2 - sometimes
- 3 - usually
- 4 - almost always
- x - don't know

<u>Statement</u>	<i>rarely</i>	<i>sometimes</i>	<i>usually</i>	<i>almost always</i>	<i>don't know</i>
------------------	---------------	------------------	----------------	----------------------	-------------------

1. This assistant principal keeps me informed of school matters that are pertinent to me.	1	2	3	4	x
2. I am given the opportunity to provide input on projects and activities led by the assistant principal.	1	2	3	4	x
3. This assistant principal is good at identifying and overcoming barriers to the education of our children.	1	2	3	4	x
4. This assistant principal leads parents or parent groups in examination of what the school is doing, how it is being done, and why it is being done.	1	2	3	4	x
5. This assistant principal engages parents or parent groups in school improvement planning.	1	2	3	4	x
6. This assistant principal informs parents about current laws and policies that affect the education of their children.	1	2	3	4	x
7. This assistant principal is good at identifying and solving problems.	1	2	3	4	x
8. This assistant principal finds new ways to do things better.	1	2	3	4	x
9. This school is a good place to send my children.	1	2	3	4	x

<u>Statement</u>	<i>rarely</i>	<i>sometimes</i>	<i>usually</i>	<i>almost always</i>	<i>don't know</i>
10. This assistant principal delegates leadership roles to parents or parent groups and helps them achieve success in these roles.	1	2	3	4	x
11. This assistant principal believes in celebrating the achievements of our children.	1	2	3	4	x
12. This assistant principal maintains open, two-way communication with parents.	1	2	3	4	x
13. This assistant principal sets high standards for student performance.	1	2	3	4	x
14. This assistant principal actively seeks resources for our school.	1	2	3	4	x
15. This assistant principal communicates information clearly and succinctly.	1	2	3	4	x
16. This assistant principal actively involves parents or parent groups in developing and implementing policies and procedures in areas for which he/she is responsible.	1	2	3	4	x
17. This assistant principal takes an active role in improving instruction of our children.	1	2	3	4	x
18. This assistant principal works to make the school a place for learning.	1	2	3	4	x
19. This assistant principal collects and shares data from parents about the needs in our school.	1	2	3	4	x
20. This assistant principal responds to parents in a professional manner.	1	2	3	4	x
21. This assistant principal makes parents a part of the decision making process.	1	2	3	4	x
22. This assistant principal communicates the importance of focusing on the needs of students and parents.	1	2	3	4	x
23. This assistant principal actively promotes the school.	1	2	3	4	x
24. This assistant principal is innovative.	1	2	3	4	x
25. Parents know what this assistant principal expects of them.	1	2	3	4	x
26. This assistant principal manages well those funds for which he/she is responsible.	1	2	3	4	x
27. This school is a safe place for my children.	1	2	3	4	x

Survey Constructs

<u>Knowledge/Skill</u>	<u>Staff</u>	<u>Student 7-12</u>	<u>Student 4-6</u>	<u>Parent</u>
Communication	Q 1, 12, 15, 22	Q 1, 10, 12	Q 1, 12	Q 1, 12, 15, 22
Collaboration	Q 2, 21, 31	Q 2,15	Q 2	Q 2, 21
Assessment	Q 4, 5, 19, 29, 34	---	---	Q 4, 5, 19
Organization	Q 11, 13, 17, 23, 25	Q 8, 11, 13, 14	Q 10, 11	Q 11, 13, 17, 23, 25
Planning	---	---	---	---
Laws and Policies	Q 6, 16	---	---	Q 6, 16
Problem Solving	Q 3, 7	---	---	Q 3, 7
Innovation	Q 8, 24	---	---	Q 8, 24
Technology Mgt	Q 27, 33	Q 4, 7	Q 4, 7	---
School Operations	Q 9, 18, 30, 35	Q 3, 5, 6, 9, 16	Q 3, 5, 6, 8, 9	Q 9, 18, 27
Fiscal Leadership	Q 14, 26	---	---	Q 14, 26
Professional Responsibilities	Q 20, 28	---	---	Q 20
Human Resources	Q 10, 32	----	----	Q 10

Survey Constructs

Staff		Grades 7-12		Grades 4-6		Parent	
Qst	Know/Skill	Qst	Know/Skill	Qst	Know/Skill	Qst	Know/Skill
1	Commun	1	Commun	1	Commun	1	Commun
2	Collaboration	2	Collaboration	2	Collaboration	2	Collaboration
3	Prob. Sol.	3	Operations	3	Operations	3	Prob.Sol.
4	Assessment	4	Technology	4	Technology	4	Assessment
5	Assessment	5	Operations	5	Operations	5	Assessment
6	Laws	6	Operations	6	Operations	6	Laws
7	Prob.Sol.	7	Technology	7	Technology	7	Prob.Sol.
8	Innovation	8	Organization	8	Operations	8	Innovation
9	Operations	9	Operations	9	Operations	9	Operations
10	Hum. Res.	10	Commun	10	Organization	10	Hum. Res.
11	Organization	11	Organization	11	Organization	11	Organization
12	Commun	12	Commun	12	Commun	12	Commun
13	Organization	13	Organization			13	Organization
14	Fiscal	14	Organization			14	Fiscal
15	Commun	15	Collaboration			15	Commun
16	Laws	16	Operations			16	Laws
17	Organization					17	Organization
18	Operations					18	Operations
19	Assessment					19	Assessment
20	Prof Resp					20	Prof. Resp.
21	Collaboration					21	Collaboration
22	Commun					22	Commun
23	Organization					23	Organization
24	Innovation					24	Innovation
25	Organization					25	Organization
26	Fiscal					26	Fiscal
27	Technology					27	Operations
28	Prof. Resp.						
29	Assessment						
30	Operations						
31	Collaboration						
32	Hum. Res.						
33	Technology						
34	Assessment						
35	Operations						