

Central Office Administrator Survey: Administrators/School Principals and Staff

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

Because you are an administrator/principal or staff member in the system of the central office administrator named on the front cover, you have been randomly selected to complete this survey. 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. 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 central office administrator using the following rating scale with the corresponding response choices:

- 1 - rarely
- 2 - sometimes
- 3 - usually
- 4 - almost always
- x - don't know/does not apply

<i>rarely</i>	<i>sometimes</i>	<i>usually</i>	<i>almost always</i>	<i>don't know/ does not apply</i>
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<u>Statement</u>	1	2	3	4	x
1. This central office administrator keeps me informed of matters within his/her area of responsibility that are pertinent to me.	1	2	3	4	x
2. I am given the opportunity to provide input to activities and projects led by this central office administrator.	1	2	3	4	x
3. This central office administrator resolves conflicts when they occur.	1	2	3	4	x
4. This central office administrator leads us in evaluating operations and activities for which he/she is responsible.	1	2	3	4	x
5. This central office administrator uses information about student performance and/or evaluation results to improve programs and operations for which he/she is responsible.	1	2	3	4	x

Statement	<i>rarely</i>	<i>sometimes</i>	<i>usually</i>	<i>almost always</i>	<i>don't know/ does not apply</i>
6. This central office administrator is knowledgeable of laws and policies that govern the schools and school system.	1	2	3	4	x
7. This central office administrator is good at identifying and solving problems.	1	2	3	4	x
8. This central office administrator finds new ways to do things better.	1	2	3	4	x
9. This central office administrator contributes positively to the operation of this school system and its schools.	1	2	3	4	x
10. This central office administrator delegates leadership to administrators, teachers, and others in his/her areas of responsibility and helps them achieve success in these activities.	1	2	3	4	x
11. This central office administrator believes in celebrating improvement.	1	2	3	4	x
12. This central office administrator maintains open, two-way communication with school system administrators and staff.	1	2	3	4	x
13. This central office administrator sets high standards for administrators, staff, and when appropriate to his/her area of responsibility, student performance.	1	2	3	4	x
14. This central office administrator actively seeks resources for his/her programs, our school system and schools.	1	2	3	4	x
15. This central office administrator communicates information clearly and succinctly.	1	2	3	4	x
16. This central office administrator actively leads us in developing and implementing appropriate policies and procedures in his/her areas of responsibility.	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/ does not apply</i>
17. This central office administrator takes an active role in improving the school system and programs for which he/she is responsible.	1	2	3	4	x
18. This central office administrator works to make the school system a place for learning.	1	2	3	4	x
19. This central office administrator promotes the importance of measuring progress systematically.	1	2	3	4	x
20. This central office administrator performs duties in a professional manner.	1	2	3	4	x
21. This central office administrator makes me a part of the decision making process in matters pertinent to me.	1	2	3	4	x
22. This central office administrator communicates the importance of focusing on customer needs.	1	2	3	4	x
23. This central office administrator actively promotes the schools and school system.	1	2	3	4	x
24. This central office administrator promotes and supports innovations.	1	2	3	4	x
25. This central office administrator 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. This central office administrator manages well those funds for which he/she is responsible.	1	2	3	4	x
27. This central office administrator promotes the use of technology in all aspects of the schools and school system.	1	2	3	4	x
28. This central office administrator is a positive person who maintains his/her composure in difficult situations.	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/ does not apply</i>
29. This central office administrator monitors programs and services for which he/she is responsible.	1	2	3	4	x
30. This central office administrator establishes routines and procedures in his/her areas of responsibility that contribute to learning and teaching.	1	2	3	4	x
31. This central office administrator creates opportunities for administrators, staff, and others to share ideas, suggestions, etc.	1	2	3	4	x
32. This central office administrator seeks to provide me with professional growth opportunities.	1	2	3	4	x
33. This central office administrator provides assistance in utilizing technology.	1	2	3	4	x
34. This central office administrator conducts personnel evaluations in accordance with established procedures.	1	2	3	4	x
35. This central office administrator works to make this school system a safe and secure place to work.	1	2	3	4	x