**NOTICE** – This report is authorized by law (20 U.S. Code 1221e). Your answers will be kept confidential and will be used only for statistical purposes.

FORM **SASS-2A** (9-2-93)

U.S. Department of Education
National Center for Education Statistics

# PUBLIC SCHOOL PRINCIPAL QUESTIONNAIRE

## **SCHOOLS AND STAFFING SURVEY**

## **1993-94 SCHOOL YEAR**

Conducted by:

U.S. Department of Commerce Bureau of the Census



#### THIS SURVEY HAS BEEN ENDORSED BY:

American Association of School Administrators

American Counseling Association

American Federation of Teachers

Council of Chief State School Officers

Council of the Great City Schools

National Association of Elementary School Principals

National Association of Secondary School Principals

National Center for Improving Science Education

**National Education Association** 

National Science Foundation

#### **DEAR PRINCIPAL:**

#### WHO IS CONDUCTING THIS SURVEY?

The National Center for Education Statistics (NCES) of the U.S. Department of Education requests your participation in this survey. The U.S. Bureau of the Census is conducting this survey by the authority of Section 406(b) of the General Education Provisions Act, as amended (20 USC 1221e).

#### WHY IS NCES SPONSORING THIS SURVEY?

The purpose of this survey is to obtain information about the training, experience, professional background and characteristics of school principals. We will treat the data as confidential and will report it only in statistical summaries.

#### WHY SHOULD YOU PARTICIPATE IN THIS SURVEY?

We are conducting this survey with only a sample of school principals. Therefore, the value of your individual contribution is greatly increased because it represents many other school principals. We, therefore, encourage you to participate in this voluntary survey.

#### WHERE SHOULD YOU MAIL YOUR COMPLETED QUESTIONNAIRE?

Mail your completed questionnaire in the enclosed envelope to:

Bureau of the Census Current Projects Branch 1201 East 10th Street Jeffersonville, IN 47132-0001

THANK YOU FOR YOUR COOPERATION IN THIS VERY IMPORTANT EFFORT.

SINCERELY.

EMERSON J. ELLIOTT COMMISSIONER

**NATIONAL CENTER FOR EDUCATION STATISTICS** 

#### **INFORMATION ABOUT REPORTING BURDEN**

Public reporting burden for this collection of information is estimated to average 30 minutes, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, DC 20202-4651 and to the Office of Management and Budget, Paperwork Reduction Project 1850-0598, Washington, DC 20503.

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1.	YOUR NAME:
	TITLE:
	AREA CODE TELEPHONE NUMBER  — — — — — — — — — — — — — — — — — — —
	BEST TIME TO REACH YOU (if we have questions about any of your responses):  DAYS:  TIME:
	a.m. p.m.
2.	If either of the following applies, <i>please mark (X) the appropriate box.</i>
055	1 ☐ This school has no principal.
	This school is out of operation – Please explain on the lines below.
3.	If you marked either of the boxes above, do not complete this questionnaire. Return it in the enclosed envelope to:
	Bureau of the Census Current Projects Branch 1201 East 10th Street Jeffersonville, IN 47132-0001
	If you did not mark either box in item 2 above, continue with item 4.
4.	At the end of this questionnaire, you are asked to record the amount of time required to complete this form. Please record the current date and time: $\vec{k}$

#### **INSTRUCTIONS**

### It is important that this questionnaire be completed by the school PRINCIPAL, not by anyone else.

We suggest using a pencil to answer this questionnaire.

**EDUCATION FIELDS** 

**General education** 

If you have any questions, call the Bureau of the Census at 1–800–221–1204. Someone will be available to take your call Monday through Friday, between 8:30 a.m. and 5:00 p.m. (Eastern time).

Please return this questionnaire within 2 weeks in the enclosed envelope.

Special education

## MAJOR AND MINOR FIELD OF STUDY CODES FOR QUESTIONS 5, 7, 8, 9 AND 10

**GENERAL FIELDS** 

06 Agriculture and natural resources Foreign languages

03 04 Su 07 11 13 15 89 22 23 24 29 88	Pre-elementary/early childhood education Elementary education Secondary education Secondary education  bject area education  Agricultural education Art education Bilingual education Bilingual education Crosscultural education English education English education English education English education Indian education (Native American) Industrial arts, vocational and technical, trade and industry 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 78 Curriculum and instruction 79 Educational administration 80 Educational psychology  87 Other area and ethnic studies 87 Other area and environmental design 88 Architecture and environmental design 89 Architecture and environmental design 80 Architecture and environmental design 81 Architecture and environmental design 82 Architecture and environmental design 83 Architecture and environmental design 84 Architecture and environmental design 85 Architecture and environmental design 86 Architecture and environmental design 87 Other area and ethnic studies 86 Architecture and environmental design 87 Art, fine and applied 87 Computer and information sciences 89 Drama, theater 80 Educations 80 Educational education 81 Law 82 Library science 83 Multi/interdisciplinary studies	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
38 40 43 45 46	Mathematics education Music education Physical education/health education Reading education Religious education Science education Social studies/social sciences education	81 Counseling and guidance 82 Other education  37 Music 39 Philosophy 41 Psychology 42 Public affairs and services 44 Religion, theology	64 Political science and government 65 Sociology 66 Other social sciences  84 All others
060	GO to item 8a, pag b. What was your ma	ne 5.	
065	Code	Major field	
070	1 9	ou receive your bachelor's degree?	
075		ond major field of study?  ue with item 5e, page 5.	
Page	$2\square No \longrightarrow GO to i$	item 5f, page 5.	FORM SASS-2A (9-2-93)

5	e. V	<b>Vhat was your</b> Record the two-	second major field of study? digit field code from the list on page 4 and the field name.	
080		Code	Second major field	
			minor field of study?	
085	T 1	∟Yes 2□No		
	G	O to item 6a.		
,			minor field of study? digit field code from the list on page 4 and the field name.	
	,	lecord the two-	agit held tode from the list on page 4 and the held hame.	
090		Code	Minor field	
6		Vhat is the na	me of the college or university where you earned your	
	b	achelor's deg	ree?	
095		(Office use only)	Name of college or university	
	– h li	•	ad state is it located?	
			a state is it issuesu.	
100		(Office use only)	City State	
105	1		ide United States	
			second bachelor's degree?	
110		□Yes □No		
		O to item 8a.		
,	γ b. V	Vhat was your	major field of study?	
	R	Record the two-	digit field code from the list on page 4 and the field name.	
115				
	_ c lı	Code	Major field id you receive your second bachelor's degree?	
	o	1 9	you receive your second business a degree.	
120			wastada dawaa?	
125		Yes	master's degree?	
	<b>↓</b> 2	2 □ No		
,	G	O to item 10a	, page 6.	
			major field of study? digit field code from the list on page 4 and the field name.	
400				
130	_	Code	Major field	
	c. Ir	n what year di	d you receive your master's degree?	
135		1 9		

140	Do you have a second mast -1 □ Yes -2 □ No GO to item 10a.	ter's degree?	
	What was your major field of Record the two-digit field code	of study? e from the list on page 4 and the field name.	
145			
	Code	Major field	
C.	In what year did you receive	e your second master's degree?	
150	1 9		
155	Do you have any other type -1 ☐ Yes -2 ☐ No	e of degree?	
<b>1</b>	GO to item 11a.	I	I
b.	What other degrees have you earned?	c. What was your major field of study for each degree?	d. In what year did you receive each degree?
	Mark (X) all that apply below.	Record the two-digit field code from the list on page 4 and the field name.	
160	1 ☐ Associate degree	165 Code Major field	170 1 9
175	□ Education specialist or professional diploma (at least one year beyond master's level)	180 Code Major field	185
190	Doctorate or first professional degree (Ph.D., Ed.D., M.D., L.L.B., J.D., D.D.S.)	195 Code Major field	200 1 9
11a.	How many years of elemen did you have PRIOR to become	tary or secondary teaching experience	
	Count part of a year as 1 year.		
205		Years of teaching	
b.	How many years of elementary you had SINCE become Count part of a year as 1 year		
210	o□ None or	Years of teaching	
	Note: If you have no tea	aching experience, GO to item 13, page 7.	

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#### **TEACHING ASSIGNMENT FIELD CODES FOR QUESTION 12** General Special areas — Continued Science Special education 57 Biology/Life science **67** Special education, general **01** Prekindergarten 28 Home economics **68** Emotionally disturbed **16** Journalism **58** Chemistry **02** Kindergarten 59 Geology/Earth science/ 69 Mentally retarded 33 Mathematics 03 General elementary 70 Speech/Language impaired **35** Military science Space science 71 Deaf and hard-of-hearing 09 Physical science **37** Music 72 Visually handicapped 39 Philosophy 60 Physics **Special areas 73** Orthopedically impaired **40** Physical education, 61 General and all 86 American Indian/Native 74 Mildly handicapped health other science American studies 43 Reading 75 Severely handicapped 10 76 Specific learning disabilities 44 Religion 12 Basic skills and remedial 47 Social studies/ 77 Other special education Vocationaleducation social science **13** Bilingual education technical education 17 Computer science **05** Accounting 18 Dance **06** Agriculture 19 Drama/Theater Foreign language 14 Business, marketing 21 English/Language arts 51 French 84 All others **27** Health occupations 23 English as a second language 52 German 30 Industrial arts 26 Gifted 53 Latin 49 Trade and industry **54** Russian **50** Technical **55** Spanish 83 Other vocational-technical **56** Other foreign language education In your most recent year of teaching, what was the field of your MAIN TEACHING **12**. ASSIGNMENT, i.e., the field in which you taught the most classes? Record the two-digit field code from the list above and the field name. If your teaching schedule was divided equally between two fields, record either field as your main assignment field. 215 Code Main assignment field 13. Are you currently teaching in the school in which you are now serving as principal? 1 Yes 220 2 No 14a. Did you hold any other school position BEFORE you became a principal? - 1 Yes GO to item 15a, page 8. b. Which of the following school positions did you hold before becoming a principal and for how many years? Count part of a year as 1 year. (1) Department head $1 \square \text{ Yes} \longrightarrow \text{How many years?}$ 230 235 2 No (2) Curriculum specialist or coordinator $_1$ $_$ Yes → How many years? 245 240 <sub>2</sub> No

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14b.	Whi	itinued ich of the following school positions did you hold before becoming a
	•	ncipal and for how many years?  Int part of a year as 1 year.
		Assistant principal or program director
250		1 ☐ Yes → How many years? 255 2 ☐ No
	(4)	Guidance counselor
260		1
	(5)	Library media specialist/Librarian
270		1 ☐ Yes → How many years? 275
	(6)	Athletic coach
280		1 ☐ Yes → How many years? 285
	(7)	Sponsor for student clubs, debate teams
290		1 ☐ Yes → <b>How many years?</b> 295
	(8)	Other
300		1 ☐ Yes → <b>How many years?</b> 2 ☐ No  Describe other school position   ✓
15a.	Prio	or to becoming a principal, did you participate in any district or school ning or development program for ASPIRING school principals?
310		1 ☐ Yes 2 ☐ No
b.	Hav	e you ever participated in a training program for Indian education inistration?
315		1 Yes 2 No
16.	Wer	re you the principal of this school in the spring of 1991?
320		1 ☐ Yes 2 ☐ No

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	Prior to this school year, how many years were you employed in each of the following positions?						
	Count part of a year as 1 year. If none, mark (X) the box.						
а	As the principal in this school?						
325	o□None or Years						
b	As the principal in other schools?						
330	o□None or Years						
	Note: If "None" is marked for item 17b above, GO to item 19a, page 10.						
18a	If you have served as a principal in other schools, which of the following best describes the location in which you LAST served?						
335	Mark (X) only one box.  1 ☐ Served in SAME public school district as the one in which you are currently serving						
	2 ☐ Served in a different public school district in this state						
	3 ☐ Served in a public school district in another state 4 ☐ Served in a private school						
	5 □ Other – Specify						
	In such as area de la color accordance in the color alian which area LACT						
b	In what grade levels were the students in the school in which you LAST served as principal?						
b	In what grade levels were the students in the school in which you LAST served as principal?  Mark (X) all that apply.						
<b>b</b>	served as principal?  Mark (X) all that apply.  1□Ungraded						
	served as principal?  Mark (X) all that apply.  1□Ungraded  1□Prekindergarten						
340 345 350	served as principal?  Mark (X) all that apply.  1□Ungraded  1□Prekindergarten  1□Kindergarten						
340 345 350 355	served as principal?  Mark (X) all that apply.  1 Ungraded  1 Prekindergarten  1 Kindergarten  1 Ist						
340 345 350 355 360	served as principal?  Mark (X) all that apply.  1 Ungraded  1 Prekindergarten  1 Kindergarten  1 1st  1 2nd						
340 345 350 355 360 365	served as principal?  Mark (X) all that apply.  □ Ungraded  □ Prekindergarten  □ Kindergarten  □ 1st  □ 2nd  □ 3rd						
340 345 350 355 360 365 370	served as principal?  Mark (X) all that apply.  Ungraded  Kindergarten  I st  2nd  I 3rd  4th						
340 345 350 355 360 365 370 375	served as principal?  Mark (X) all that apply.  1 Ungraded  1 Prekindergarten  1 Ist  1 2nd  1 3rd  1 4th  1 5th						
340 345 350 355 360 365 370 375 380	served as principal?  Mark (X) all that apply.  1 Ungraded  1 Prekindergarten  1 Kindergarten  1 2nd  1 3rd  1 4th  1 5th  1 6th						
340 345 350 355 360 365 370 375 380 385	served as principal?  Mark (X) all that apply.  1 Ungraded  1 Prekindergarten  1 Ist  1 2nd  1 3rd  1 4th  1 5th  1 6th  1 7th						
340 345 350 355 360 365 370 375 380 385 390	served as principal?         Mark (X) all that apply.           Ungraded           Prekindergarten           1st           2nd           3rd           4th           5th           6th           7th           8th						
340 345 350 355 360 365 370 375 380 385 390	served as principal?         Mark (X) all that apply.         1 Prekindergarten         1 Ist         1 2nd         1 3rd         1 4th         1 5th         1 6th         1 7th         1 8th         1 9th						
340 345 350 355 360 365 370 375 380 385 390	served as principal?         Mark (X) all that apply.           Ungraded           Prekindergarten           1st           2nd           3rd           4th           5th           6th           7th           8th						

19	a. How many times since serving in the field of education have you had a break in service of one year or more, prior to or after becoming a principal?
415	o ☐ None → GO to item 20.
	OR
420	Breaks in service
	b. Were any of these breaks due to a reduction-in-force or a layoff?
425	1 ☐ Yes → <b>How many?</b> 430 2 ☐ No
	c. How long was the most recent break in service?
435	Years
	d. Since your most recent break in service, how many consecutive years have you served as a principal?
	Include the current year and count each year, whether full-time or part-time, as one year.
440	Years
20	. Aside from college coursework for a degree or participation in a program for
	ASPIRING school principals, have you had any of these types of training for your current position?
	Mark (X) all that apply.
445	1 ☐ In-service training in evaluation and supervision
450 455	2☐Training in management techniques 3☐An administrative internship
460	o □None of the above
21	a. In what year will you be ELIGIBLE to retire from your position as principal?
	1 9 2 0
465	OR 470 OR 475 1 Already eligible
	b. How long do you plan to remain a principal?  Mark (X) only one box.
480	1 □ As long as I am able
	2 Until I am eligible for retirement
	[₃ Will probably continue unless something better comes along
	4☐ Definitely plan to leave as soon as possible  5☐ Undecided at this time
	GO to item 22a.
	c. In what year do you PLAN to retire from your position as a principal?
485	1 9 OR 490
22	a. What is your current ANNUAL salary for this position before taxes and deductions?
495	\$00 Annual salary
	b. For how many months of the year are you employed as the principal in this school?
500	Months employed

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23.	Which of these benefits do you receive, in whole addition to your salary?	e or i	n part,	from this distric	t in	
	Mark (X) all that apply.					
505 510 515 520 525 530 535 540 550 555	1 ☐ General medical insurance 2 ☐ Dental insurance 3 ☐ Group life insurance 4 ☐ Pension contributions 5 ☐ Housing or housing expenses 6 ☐ Meals (including free or reduced-price lunch) 7 ☐ Car/transportation expenses 8 ☐ Reimbursement for tuition and course fees 10 ☐ Child care 0 ☐ None of the above	ve a n	roblom	in this school?	Indicato wh	nothor it
27.	is a serious problem, a moderate problem, a m					
	Mark (X) one box on each line.	S	erious	Moderate	Minor	Not a problem
,	a. Student tardiness	560	1 🗆	2 🗆	3	4
	o. Student absenteeism	565	1 🗆	2 🗆	3	4
	c. Teacher absenteeism	570	1 🗌	2	3	4
	d. Students cutting class	575	1 🗌	2	3	4
(	e. Physical conflicts among students	580	1 🗌	2	3	4
	f. Robbery or theft	585	1 🗌	2	3	4
9	g. Vandalism of school property	590	1 🗌	2 🔲	3	4
ı	n. Student pregnancy	595	1 🗌	2	3	4
	i. Student use of alcohol	600	1 🗌	2	3	4
	j. Student drug abuse	605	1 🗌	2	3	4
ı	c. Student possession of weapons	610	1 🗌	2	3	4
	I. Verbal abuse of teachers	615	1 🗌	2	3	4
n	n. Student disrespect for teachers	620	1	2	3	4
	n. Students dropping out	625	1 🗌	2	3	4
•	o. Student apathy	630	1 🗌	2	3	4
	o. Lack of academic challenge	635	1 🗌	2	3	4
(	q. Lack of parent involvement	640	1 🗌	2	3	4
	r. Parental alcoholism and/or drug abuse	645	1	2 🗆	3	4
;	s. Poverty	650	1 🗌	2	3	4
	t. Racial tension	655	1	2 🗌	3 🗌	4 🗌
	ı. Students come to school unprepared to learn	660	1	2	3	4
,	v. Poor nutrition	665	1	2	3	4
v	v. Poor student health	670	1	2	3 🗌	4
	Student problems with the English language	675	1	2	2	4

<ol> <li>Using the scale 0–5, where 0 is "None" and much ACTUAL influence you think each go concerning the following activities.</li> </ol>					V		
			Mark	(X) one b	ox on eac	h line.	
a. Establishing curriculum		None	←				A great deal
(1) State Department of Education	680	0	1 🗌	2	3 🗌	4	5 🗌
(2) School district staff	685	0 🗆	1 🗆	2 🗌	3 🔲	4 🗌	5 🗌
(3) School board	690	0 🔲	1 🔲	2	3 🗌	4	5 🗌
(4) Principal	695	0	1 🗌	2	3 🗌	4	5 🗌
(5) Teachers	700	0	1 🔲	2 🗌	3 🗌	4 🗌	5 🗌
(6) Curriculum specialists	705	0	1 🔲	2 🗌	3 🗌	4 🗌	5 🗌
(7) Library media specialists/Librarians	710	0	1 🗌	2 🗌	3 🗌	4 🗌	5 🗌
(8) Parent association	715	0	1 🔲	2 🗌	3 🗌	4	5 🗌
b. Hiring new full-time teachers		None	◀				A great deal
(1) State Department of Education	720	0	1 🗌	2	3	4	5
(2) School district staff	725	0	1 🔲	2	3 🗌	4	5 🗌
(3) School board	730	0 🗆	1 🔲	2 🗌	3 🔲	4 🔲	5 🗌
(4) Principal	735	0	1 🗌	2 🗌	3 🗌	4 🗌	5
(5) Teachers	740	0	1 🗌	2	3 🗌	4	5
(6) Parent association	745	0	1 🔲	2	3 🔲	4	5
c. Setting discipline policy		None	<b>~</b>				A great deal
(1) State Department of Education	750	0	1 🗆	2 🗌	3 🔲	4 🗌	5
(2) School district staff	755	0	1 🗌	2	3 🗌	4	5
(3) School board	760	0	1 🗌	2	3 🗌	4 🗌	5 🗌
(4) Principal	765	0	1 🔲	2 🗌	3 🔲	4 🔲	5 🗌
(5) Teachers	770	0	1 🗌	2 🗌	3 🗌	4	5 🗌
(6) Parent association	775	0	1 🗌	2	3	4	5 🗌

25.	Continued						
	Using the scale 0–5, where 0 is "None" and 5 is much ACTUAL influence you think each group concerning the following activities.				W		
			Mark	(X) one b	ox on eac	h line.	
		None	<b>←</b>				A great
d.	Deciding how the school budget will be spent	780 0	1 🔲	2	3 🔲	4 🔲	deal
	(1) State Department of Education						
	(2) School district staff	785 0	1 🗌	2 🗔	3 🗌	4	5
	(3) School board	790 0	1 🗌	2	3	4	5
	(4) Principal	795 0	1 🗌	2	3	4	5
	(5) Teachers	800 0	1 🗆	2	3	4	5
	(6) Library media specialists/Librarians	805 0	1 🗌	2	3 🗌	4 🗌	5 🗌
	(7) Parent association	810 0	1 🗌	2	3	4	5 🗌
e.	Determining content of in-service programs	None	•				A • great deal
	(1) State Department of Education	815 0	1 🗌	2	3	4	5 🗌
	(2) School district staff	820 0	1 🗌	2	3	4	5
	(3) School board	825 0	1 🗌	2	3 🗌	4	5 🗌
	(4) Principal	830 0	1 🗌	2	3 🗌	4	5 🗌
	(5) Teachers	835 0	1 🗌	2	3 🗌	4	5 🗌
	(6) Parent association	840 0	1 🗌	2	3 🗌	4	5 🗌
							А
f.	Evaluating teachers	None	•			,	great deal
	(1) State Department of Education	845 0	1 🗌	2	3	4	5 🗌
	(2) School district staff	850 0	1 🗌	2	3	4	5 🗌
	(3) School board	855 0	1 🗌	2	3	4 🗌	5 🗌
	(4) Principal	860 0	1 🗌	2	3 🗌	4 🗌	5 🗌
	(5) Teachers	865 0	1 🗌	2	3	4	5 🗌
	(6) Parent association	870 0	1 🗌	2	3	4	5 🗌

26.	. 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 – Promoting multicultural awareness or understanding
875	Most important
880	Second most important
885	Third most important
27.	. Are you male or female?
890	1 ☐ Male 2 ☐ Female
28	a. What is your race?
	Mark (X) only one box.
895	1 American Indian or Alaska Native (Aleut, Alaska Indian, Yupik, Inupiat)  2 Asian or Pacific Islander (Japanese, Chinese, Filipino, Korean, Asian Indian,  Vietnamese, Hawaiian, Guamanian, Samoan, other Asian)  3 Black  4 White
	GO to item 29.
i	b. Are you enrolled in a state or federally recognized tribe?
900	1 ☐ Yes 2 ☐ No
29.	7,44,4
905	1 ☐ Yes 2 ☐ No
30.	. What is your year of birth?
910	1 9
31.	. Not counting interruptions, how long did it take to complete this questionnaire?
915	Minutes
32.	. Please record the date you completed this form.
920	Month Day Year

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## THIS COMPLETES THE QUESTIONNAIRE. THANK YOU FOR ASSISTING US IN THIS IMPORTANT SURVEY. YOUR TIME AND EFFORT ARE APPRECIATED.

#### PLEASE RETURN THE QUESTIONNAIRE IN THE ENCLOSED ENVELOPE TO:

Bureau of the Census Current Projects Branch 1201 East 10th Street Jeffersonville, IN 47132-0001

Remarks

(Please correct any error in name, address, and ZIP Code.)



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