**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.



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

## INDIAN 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 American Indian Higher Education Consortium Association of Community Tribal Schools Bureau of Indian Affairs Council of Chief State School Officers Council of the Great City Schools National Advisory Council on Indian Education

National Association of Elementary School Principals National Association of Secondary School Principals National Center for Improving Science Education National Education Association National Indian Education Association National Indian School Board Association National Science Foundation Navajo Area School Board Association Office of Indian Education Programs

#### **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.

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.
	<sup>2</sup> This school is out of operation – <i>Please explain on the lines below.</i>
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.

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.

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

#### EDUCATION FIELDS

**GENERAL FIELDS** General education Special education **06** Agriculture and natural resources **Foreign languages** 86 American Indian studies 67 Special education, general 01 Pre-elementary/early 51 French (Native American) childhood education 68 Emotionally disturbed 52 German 03 Elementary education **87** Other area and ethnic studies 69 Mentally retarded 53 Latin 04 Secondary education **08** Architecture and environmental design 70 Speech/language impaired 54 Russian 10 Art, fine and applied 71 Deaf and hard-of-hearing 55 Spanish **14** Business and management 72 Visually handicapped 56 Other foreign languages Subject area education Communications and journalism 73 Orthopedically impaired 16 07 Agricultural education **17** Computer and information sciences 74 Mildly handicapped **11** Art education 19 Drama, theater 75 Severely handicapped **Bilingual education** 13 76 Specific learning disabilities 20 Engineering Natural sciences 15 Business, commerce, and **57** Biology/life science 77 Other special education **21** English (literature, letters, speech, distributive education 58 Chemistry classics) 89 Crosscultural education 25 General studies 59 Geology/earth science 22 English education **27** Health professions and occupations **60** Physics 23 English as a second language 61 Other natural sciences **28** Home economics **24** Foreign languages education **85** Humanities 29 Home economics education 31 Law 88 Indian education (Native Other education 32 Library science American) 78 Curriculum and instruction **Social sciences 30** Industrial arts, vocational 33 Mathematics 79 Educational administration and technical, trade and 62 Economics 35 Military science 80 Educational psychology industry education 36 Multi/interdisciplinary studies 63 History 81 Counseling and guidance 34 Mathemátics education 64 Political science 37 Music **38** Music education 82 Other education and government 39 Philosophy 40 Physical education/health 65 Sociology 41 Psychology education 66 Other social **42** Public affairs and services **43** Reading education sciences **44** Religion, theology 45 Religious education **46** Science education 48 Social studies/social sciences education 84 All others 5a. Do you have a bachelor's degree? -1 Yes 060 <mark>∠ 2 □ No</mark> GO to item 8a, page 5. b. What was your major field of study? Record the two-digit field code from the list above and the field name. 065 Code Major field c. In what year did you receive your bachelor's degree? 1 9 d. Did you have a second major field of study?  $1 \square Yes \longrightarrow$  Continue with item 5e, page 5.  $_2$  No  $\rightarrow$  **GO** to item 5f, page 5.

5e.	What was your second the two-digit f	ond major field of study? field code from the list on page 4 and the field name.		
080	Code	Second major field		
f.	Did you have a mine			
085	-1□Yes -2□No <b>GO to item 6a.</b>			
∳ g.	What was your min Record the two-digit f	or field of study? field code from the list on page 4 and the field name.		
090				
090	Code	Minor field		
6a.	What is the name of bachelor's degree?	f the college or university where you earned your		
095				
	(Office use only)	Name of college or university		
b.	In what city and sta	ite is it located?		
100				
	(Office use only)	City State		
105	Located outside Ur	nited States		
110	Do you have a seco	nd bachelor's degree?		
<b>b.</b> 115		field code from the list on page 4 and the field name.		
	Code	Major field		
<b>C.</b> 1 120	1 9	u receive your second bachelor's degree?		
	<b>Do you have a mast</b> 1 Yes 2 No	er's degree?		
GO to item 10a, page 6.				
b.	What was your maje Record the two-digit f	or field of study? field code from the list on page 4 and the field name.		
130		Nation State		
	Code	Major field u 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?	
↓ b. \	What was your major field (	<b>of study?</b> If from the list on page 4 and the field name.	
145	Code	Major field	
c. l	In what year did you receive	e your second master's degree?	
150	1 9		
155	<b>Do you have any other type</b>	e of degree?	
↓ C	GO to item 11a.		
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	1 9
175	Education specialist or professional diploma (at least one year beyond master's level)	180 Code Major field	1 9
190	<ol> <li>Doctorate or first professional degree (Ph.D., Ed.D., M.D., L.L.B., J.D., D.D.S.)</li> </ol>	195 Code Major field	200 1 9
	did you have PRIOR to beco Count part of a year as 1 year.		
	• None or `		
b.	How many years of elemen have you had SINCE becon	ntary or secondary teaching experience ning a principal?	
	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.	

#### **TEACHING ASSIGNMENT FIELD CODES FOR QUESTION 12**

<ul> <li>General</li> <li>91 Prekindergarten</li> <li>92 Kindergarten</li> <li>93 General elementary</li> <li>93 General elementary</li> <li>94 Special areas</li> <li>96 American Indian/Native American studies</li> <li>10 Art</li> <li>12 Basic skills and remedial education</li> <li>13 Bilingual education</li> <li>14 Computer science</li> <li>18 Dance</li> <li>19 Drama/Theater</li> <li>21 English/Language arts</li> <li>23 English as a second language</li> <li>26 Gifted</li> </ul>	<ul> <li>Special areas — Continued</li> <li>28 Home economics</li> <li>16 Journalism</li> <li>33 Mathematics</li> <li>35 Military science</li> <li>37 Music</li> <li>39 Philosophy</li> <li>40 Physical education, health</li> <li>43 Reading</li> <li>44 Religion</li> <li>47 Social studies/ social science</li> </ul> Foreign language 51 French 52 German 53 Latin 54 Russian 55 Spanish 56 Other foreign language	<ul> <li>Science</li> <li>57 Biology/Life science</li> <li>58 Chemistry</li> <li>59 Geology/Earth science/ Space science</li> <li>09 Physical science</li> <li>60 Physics</li> <li>61 General and all other science</li> </ul> Vocational- technical education <ul> <li>05 Accounting</li> <li>06 Agriculture</li> <li>14 Business, marketing</li> <li>27 Health occupations</li> <li>30 Industrial arts</li> <li>49 Trade and industry</li> <li>50 Technical</li> <li>83 Other vocational-technica education</li> </ul>	<ul> <li>Special education</li> <li>G7 Special education, general</li> <li>68 Emotionally disturbed</li> <li>69 Mentally retarded</li> <li>70 Speech/Language impaired</li> <li>71 Deaf and hard-of-hearing</li> <li>72 Visually handicapped</li> <li>73 Orthopedically impaired</li> <li>74 Mildly handicapped</li> <li>75 Severely handicapped</li> <li>76 Specific learning disabilities</li> <li>77 Other special education</li> </ul> 84 All others
	ear of teaching, what was e field in which you taugh		FEACHING
	ld code from the list above ar n two fields, record either fiel		
215 Code	Main assignmen	t field	
13. Are you currently tea	ching in the school in whi	ch you are now serving a	as principal?
220 1 Yes 2 No			
14a. Did you hold any othe	r school position BEFORE	you became a principal?	,
<ul> <li>225 1 Yes</li> <li>2 No</li> <li>GO to item 15a, page</li> <li>b. Which of the following principal and for how</li> </ul>	g school positions did you	hold before becoming a	a
Count part of a year as			
(1) Department head	, jour		
$\begin{array}{ccc}  & 1 & Yes \longrightarrow How \\  & 2 & No \end{array}$	nany years? 235		
(2) Curriculum specia	alist or coordinator		
$\begin{array}{c} 1 \ \Box \ Yes \longrightarrow How r \\ 2 \ \Box \ No \end{array}$	many years? 245		

14b	Cor	ntinued		
	Which of the following school positions did you hold before becoming a principal and for how many years?			
	Сог	unt part of a year as 1 year.		
	(3)	Assistant principal or program director		
250		$1 \square Yes \longrightarrow How many years? 2552 \square No$		
	(4)	Guidance counselor		
260		$1 \square Yes \longrightarrow How many years? 2652 \square No$		
	(5)	Library media specialist/Librarian		
270		$1 \square Yes \longrightarrow How many years? 275 \2 \square No$		
	(6)	Athletic coach		
280		1 ☐ Yes → How many years? 285 2 ☐ No		
	(7)	Sponsor for student clubs, debate teams		
290		1 ☐ Yes → How many years? 295 2 ☐ No		
	(8)	Other		
300		$1 \square \text{Yes} \longrightarrow \text{How many years?} \qquad 305 \_ \_ \_ Describe other school position}_{\overrightarrow{k}}$ $2 \square \text{No}$		
15a.	Pric trai	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 adn	ve you ever participated in a training program for Indian education ninistration?		
315		1 Ves 2 No		
16.	We	re you the principal of this school in the spring of 1991?		
320		1 Ves 2 No		

17.	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	• 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?			
	Mark (X) only one box.			
335	Served in SAME public school district as the one in which you are currently serving			
	<ul> <li>2 Served in a different public school district in this state</li> <li>3 Served in a public school district in another state</li> </ul>			
	4 Served in a private school			
	5 Other – Specify <sub>₹</sub>			
b	. In what grade levels were the students in the school in which you LAST served as principal?			
	Mark (X) all that apply.			
340	<sup>1</sup> Ungraded			
345				
350	1 Cindergarten			
355	1□1st			
360	1 <b>2</b> nd			
365	1 🗆 3rd			
370	1 🗆 4th			
375	1 🗆 5th			
380	1 □ 6th			
385	1 🗆 7th			
390	1 □ 8th			
395	1 □ 9th			
400	1 10th			
405	1□11th			
410	1 🗌 12th			

19	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	
	Were any of these breaks due to a reduction-in-force or a layoff?	
425	1 ☐ Yes → <b>How many?</b> 430 2 ☐ No	
	How long was the most recent break in service?	
435	Years	
	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.	
445 450	<ul> <li>In-service training in evaluation and supervision</li> <li>Training in management techniques</li> </ul>	
455 460	<ul> <li>An administrative internship</li> <li>None of the above</li> </ul>	
21	In what year will you be ELIGIBLE to retire from your position as principal?	
465	OR  470    How long do you plan to remain a principal?   OR 475	
	Mark (X) only one box.	
480	_ 1	
	$3 \square$ Will probably continue unless something better comes along 4 $\square$ Definitely plan to leave as soon as possible	
	5 Undecided at this time	
	GO to item 22a.	
	In what year do you PLAN to retire from your position as a principal?	
485	1 9 OR 490 2 0	
22	What is your current ANNUAL salary for this position before taxes and deductions?	
495	\$ Annual salary	
	For how many months of the year are you employed as the principal in this school?	
500	Months employed	

## 23. Which of these benefits do you receive, in whole or in part, from this district in addition to your salary?

Mark (X) all that apply.

- 505 1 General medical insurance
- 510 2 Dental insurance
- 515 3 Group life insurance
- 520 4 Pension contributions
- 525 5 Housing or housing expenses
- <sup>530</sup> 6 Meals (including free or reduced-price lunch)
- 535 7 Car/transportation expenses
- 8 Reimbursement for tuition and course fees
- 550 10 Child care
- 555 0 None of the above

## 24. To what extent is each of the following matters a problem in this school? 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. Student tardiness 560 1 b. Student absenteeism c. Teacher absenteeism d. Students cutting class e. Physical conflicts among students f. Robbery or theft g. Vandalism of school property h. Student pregnancy i. Student use of alcohol j. Student drug abuse k. Student possession of weapons I. Verbal abuse of teachers m. Student disrespect for teachers n. Students dropping out o. Student apathy p. Lack of academic challenge q. Lack of parent involvement r. Parental alcoholism and/or drug abuse s. Poverty t. Racial tension u. Students come to school unprepared to learn v. Poor nutrition w. Poor student health x. Student problems with the English language FORM SASS-2C (9-1-93) Page 11

# 25. Using the scale 0–5, where 0 is "None" and 5 is "A great deal," indicate how much ACTUAL influence you think each group or person has on decisions concerning the following activities.

a. Establishing curriculum	at al
	al
(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	
(8) Parent association 715 0 1 2 3 4 5	
None <	eat
b. Hiring new full-time teachers	
(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	
A	1
c. Setting discipline policy	eat
(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) <u>Teachers</u> 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 "A great deal," indicate how much ACTUAL influence you think each group or person has on decisions concerning the following activities.

	Mark (X) one box on each line.					
. Deciding how the school budget will be spent	None	<				A great deal
(1) State Department of Education	780 0	1	2	3	4	5
(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
	None	<			;	A ■ great
Determining content of in-service programs				_	_	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
Evaluating teachers	None	<				A 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
(0) Parent association SS-2C (9-1-93)		•	~ []		- L_	Page 1

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?				
	<ul> <li>1 - Building basic literacy skills (reading, math, writing, speaking)</li> <li>2 - Encouraging academic excellence</li> <li>3 - Promoting occupational or vocational skills</li> <li>4 - Promoting good work habits and self-discipline</li> <li>5 - Promoting personal growth (self-esteem, self-knowledge, etc.)</li> <li>6 - Promoting human relations skills</li> <li>7 - Promoting specific moral values</li> <li>8 - Promoting multicultural awareness or understanding</li> </ul>				
875	Most important				
880	Second most important				
885	Third most important				
27.	Are you male or female?				
890	1 🗌 Male 2 🗌 Female				
<b>28</b> a.	What is your race?				
	Mark (X) only one box.				
895	<ul> <li>American Indian or Alaska Native (Aleut, Alaska Indian, Yupik, Inupiat)</li> <li>Asian or Pacific Islander (Japanese, Chinese, Filipino, Korean, Asian Indian, Vietnamese, Hawaiian, Guamanian, Samoan, other Asian)</li> <li>Black</li> <li>White</li> </ul>				
↓ 	Are you enrolled in a state or federally recognized tribe?				
900	1 Yes 2 No				
29.	Are you of Hispanic origin?				
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				

#### 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

