Newly Hired Principal Survey

Principal Policy and Practice (P³) Study

Introduction/Purpose: The purpose of this study is to better understand how candidates for the Principal position are recruited and hired in the Chicago Public Schools (CPS). Additionally, we want to better understand how newly hired Principals are supported during their first two years on the job. You are being asked to participate in this study because you have recently been hired as a Principal of a school in the Chicago Public School system.

Procedures: As a participant in this study, you are being asked to complete an online survey. Completing the survey should take about 25-30 minutes. At any time while completing the survey, you may decide to withdraw from the study. Your decision to participate and your individual responses will not be shared with individuals at the Chicago Public Schools. If you opt to participate, any information you provide will be encrypted to ensure its security and maintain confidentiality. The data will be accessible only to members of the research team. At some point your survey responses may be matched to information provided by CPS, but the information will be de-identified prior to analysis to protect your identity. Results of this study may be used for research, publications, or presentations at scientific meetings. If your individual results are discussed, your identity and the identity of your school will be protected by using pseudonyms rather than actual names or other identifying information.

Contact Persons: Any questions you have about this study may be directed to the Research Investigators, James P. Spillane, Ph.D., at (847) 467-5577 or Michelle Reininger, Ph.D. at (847) 491-4597. Any questions about your rights as a research subject may be directed to the Office for the Protection of Research Subjects of Northwestern University, at (312) 503-9338.

Preparation and Previous Experience

1. What is	the name of the school where you have been hired as Principal?
2. When w	ere you notified you were selected to be the Principal?
3. What wa position?	s your most recent occupation/activity prior to accepting this Principal
	Teaching Experience ny years were you a teacher (the sum of these three responses should
	tal number of years you have been a teacher)
in th	e school where you have just been hired as Principal?
	her CPS schools (not your current school)?
	her schools NOT within CPS?
If you were	a teacher within CPS, please indicate the name(s) of the school(s):
5. In which (check all the	
	Pre-K - Grade 3
	Grades 4-6 Grades 7-8
	Grades 7-6 Grades 9-12
	Post-Secondary
	None of the above

Previous Administrative Experience

6. How many years were you a school administrator... (the sum of these three responses should equal the total number of years you have been a school administrator)

in the school where you have just been hired as Principal?	
in other CPS schools (not your current school)?	
in other schools NOT within CPS?	

If you were	a school	administrator	within	CPS,	please	indicate	the	name(s)	of the
school(s):									

7.	Which (if any) of the following school-site leadership positions have you held	1?
(c	check all that apply)	

 Grade Level Chair or Department Chair
Reading, Literacy or English Program Coordinator/Specialist
Math Program Coordinator/Specialist
Other Subject Area Program Coordinator/Specialist
Committee Leader (e.g., Mathematics Committee)
Union Representative
Whole School Reform Program Coach/Facilitator
School Improvement Coordinator
Special Program Coordinator (e.g., Title I)
Instructional Coach (e.g., Literacy Coach)
Curriculum Specialist
Master/Mentor Teacher
Teacher Consultant
LSC Member
Assistant Principal
None of the above
Other (please specify)

8. Please describe any of your other education OR non-education related experiences/jobs/positions that you believe have prepared you for being a Principal.	

9. Who (if any) of the following people approached you to suggest that you become a Principal? (check all that apply)

Principal from your previous school
Assistant Principal from your previous school
Teacher from your previous school
Principal, Assistant Principal, or teacher at another school
Someone in the Area/Regional Office
Someone in the Central Office
Parent at your school
Community member
LSC member
Principal preparation program staff
Your family
Your friends
Former colleague from outside of education
None of the above
Other

gra		ist all of the degrees you have or r degrees were awarded, and me.		
	Degree	Institution/Program	Year	Major/Specialty
1.				
2.				
3.				
4.				
5.				
		and the filter and the state of		,

11. Certificates: Please list all of the certificates you have earned, institution/program granting certificates, year certificates were awarded, and concentrations (be sure to include teacher certification, Type 75, etc.).

	Certificate	Institution/Program	Year	Concentration
1.				
2.				
3.				
4.				
5.				

About Your New Job

12. During your search for a Principal position for this school year...

how many schools did you apply to?	
how many schools interviewed you?	
how many schools extended you an offer?	

13. Was the school you will be working in your first choice?

yes	
no	

*14. When you were considering the type of school you wanted to work in as Principal, how important were the following characteristics?

	Not at all important	Not very important	Important	Very important
a. Elementary school				
b. Middle school				
c. High school				
d. Charter school				
e. Magnet school				
f. School within close proximity of home				
g. Small school size				
h. Ethnically diverse student population				
i. Socioeconomically diverse student population				
j. Many English language learners				
k. Many low-income students				
I. Collegial school culture				
m. Sense of safety on campus				
n. Availability of resources				
o. Good condition of school facilities				
p. Similar to a school you attended as a student				
q. Similar to a school you taught in				
r. Low performing school in need of reform				
s. High performing school				
t. Recently demonstrated significant academic improvement				
u. Many teacher vacancies				
v. Supportive parent participation				
w. Supportive LSC				

15. From the list above, please indicate the letter of the characteristic that was the most important to you in your search.

^{*} adapted from SLR item (Loeb, 2009.): http://www.stanford.edu/group/irepp/slr/docs/M-DCPS%20Principal%20Survey.pdf

Appeal of the Principal Position

*16. How appealing to you are the following aspects of becoming a Principal?

	Very unappealing	Unappealing	Neither unappealing nor appealing	Appealing	Very appealing
a. Work hours required					
b. Job security					
c. Salary					
d. Autonomy					
e. Perceived status					
f. Responsibility for gains in student achievement					
g. Influencing school change					
h. Working with district's area and central offices					
i. Variety of different tasks and responsibilities					
j. Administrative leadership tasks (e.g., managing resources or schedules)					
k. Instructional leadership tasks (e.g., coaching teachers, planning PD)					
I. Relationship builder tasks (e.g., working with staff or local community members)					
m. Potential to have long- term impact on students					
n. Working with students					
o. Respect from family, colleagues, community					

^{*} adapted from SLR item (Loeb, 2009.): http://www.stanford.edu/group/irepp/slr/docs/M-DCPS%20Principal%20Survey.pdf

17. Are there other aspects of the Principal position that you find appealing that were not listed above? If so, please describe them.							
18. From the list above, please indicate the letters of the three aspects of the Principal position that are most appealing to you. Level of Preparedness *19. How prepared do you feel to be responsible for the following tasks?							
	Under prepared	Somewhat under prepared	Somewhat prepared	Prepared	Very prepared		
Managing budgets and resources							
Hiring personnel							
Dealing with day-to-day concerns from staff							
Managing non-instructional staff							
Utilizing school meetings (e.g., staff meetings) to enhance school goals							
Utilizing district office meetings or communications to enhance school goals							
Interacting/networking with other Principals							
Engaging in your own self- improvement/PD							
Fulfilling compliance requirements and paperwork (not including special education)							

Managing school schedules (e.g., school wide instructional schedules)

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*19. (cont.) How prepared do you feel to be responsible for the following tasks?

	Under prepared	Somewhat under prepared	Somewhat prepared	Prepared	Very prepared
Managing your own school- related schedule					
Maintaining campus facilities					
Developing and monitoring a safe school environment					
Managing student discipline					
Managing student services (e.g., records, activities)					
Managing student attendance					
Coordinating administration of standardized tests					
Supervising students (e.g., lunch duty)					
Informally coaching teachers to improve their general instruction					
Informally talking to teachers about non-instructional student issues					
Formally evaluating teachers and providing instructional feedback					
Fulfilling special education requirements (e.g., meetings with parents and lawyers)					
Conducting classroom visits / walk-throughs					
Implementing required PD for yourself, teachers or staff					
Using data to inform instruction					
Holding teachers accountable for meeting performance standards					
Articulating specific steps to help teachers meet the school's performance goals					

^{*} adapted from SLR item (Loeb, 2009.): http://www.stanford.edu/group/irepp/slr/docs/M-DCPS%20Principal%20Survey.pdf

*19. (cont.) How prepared do you feel to be responsible for the following tasks?

	Under prepared	Somewhat under prepared	Somewhat prepared	Prepared	Very prepared
Working with school staff members to implement changes					
Adjusting to unexpected changes you experience in the Principalship					
Teaching students (e.g., tutoring, afterschool)					
Developing a coherent curricular program across the school					
Evaluating curriculum					
Using assessment results for program evaluation and development					
Planning or facilitating PD for teachers					
Planning or facilitating PD for staff (APs and others) who are interested in pursuing a Principal position					
Releasing or counseling out teachers					
Planning or directing supplementary, after-school or summer school instruction					
Developing relationships with students					
Communicating with parents					
Interacting socially with staff					
Counseling staff about conflicts with other staff members					
Counseling students and/or parents					
Attending school activities (e.g., sports events)					
Working with local community members or organizations					
Fundraising (e.g., grant writing, candy sales)					
Communicating with the district office to obtain resources for your school					

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Anticipated Challenges

20. In your own words, what do you anticipate will be the three biggest challenges you will face at your school this year?

1.	
2.	
3.	

21. If it turns out you need advice in the three areas you listed in the previous question, who are you likely to approach for that advice?

(check as many or as few boxes that apply)

	Challenge #1	Challenge #2	Challenge #3
a. Peers from your preparation program			
b. Faculty/staff from your preparation program			
c. Coach			
d. CPS Area Office staff			
e. CPS District Office staff (Central Office)			
f. CPS OPPD staff			
g. Teachers at your new school			
h. Administrators at your new school			
i. Administrative assistant or other non-teaching staff at your new school			
j. LSC members at your new school			
k. Teachers at another school			
I. Administrators at another school			
m. Chicago Principals & Administrators Association			
n. Former colleagues from previous occupation outside education			
o. Members of the community or community organizations			
p. Family			
q. Friends			

22. If there are people who you are likely to approach for advice who are NOT listed above, please list their position or role below.

(up to three individuals per area)

Person's Position/Role	Challenge #1	Challenge #2	Challenge #3

Transition into the Principal's Office

23. As you have been transitioning into the Principal position, who have you approached for advice?

(check all that apply)

Peers from your preparation program
Faculty/staff from your preparation program
Coach
CPS Area Office staff
CPS District Office staff (Central Office)
 CPS OPPD staff
Teachers at your new school
 Administrators at your new school
 Administrative assistant or other non-teaching staff at your new school
 LSC members at your new school
 Teachers at another school
 Administrators at another school
 Chicago Principals & Administrators Association
 Former colleagues from previous occupation
 Members of the community or community organizations
 Family
 Friends
Other (please specify)

Teacher Hiring

24. How many teachers have yo	u hired foi	r this scho	ool year?					
25. How many teachers do you have left to hire for this school year?								
26. How many non-teaching staff members have you hired for this school year?								
27. How many non-teaching staff members do you have left to hire for this school year?								
28. How important do you consider each of the following characteristics in hiring a teacher?								
Not at all A little Moderately Very important important important								
a. Ability to manage a classroom								
b. Ability to relate well with parents								
c. Philosophy of learning is a good fit with the school's								
d. Ability to articulate strategies for raising student test scores								
e. Belief that they can impact the achievement of every student								
f. Ability to create a stimulating classroom environment for students								
g. Prior teaching experience (beyond student teaching)								
h. Ability to relate well with other teachers and administrators in your school								
i. Ability to provide a positive role model for students								
j. Holds a master's degree								

28. (cont.) How important do you consider each of the following characteristics in hiring a teacher?

	Not at all important	A little important	Moderately important	Very important	Essential
k. Ability to impact students in ways that may not be reflected by standardized test scores					
I. Attended a traditional university- based teacher preparation program					
m. Experience working or living in a community similar to that of your school					
n. Enthusiasm for teaching					
o. Letters of recommendation					
p. Quality of the candidate's portfolio					
q. Holds multiple endorsements					
r. Communication skills					
s. Ability to use multiple teaching strategies					
t. Other					
29. If you indicated "Other" above important: 30. From the list above, please in consider most important when here.	dicate the	e letters of			

31. When hiring a new teacher do you have preferences for any of the following characteristics? Someone who...

	Strongly prefer NOT to have	Prefer NOT to have	Neutral	Prefer to have	Strongly prefer to have
aattended an alternative certification program?					
bis a first year teacher?					
cattended a highly selective university?					

Future Career Plans

*32. At some point in your future career, how likely is it that you will...

	Very unlikely	Unlikely	Likely	Very likely
aremain a Principal in this school until you retire?				
bremain a Principal but in another CPS school?				
cremain a Principal but in a school outside of CPS?				
dbe an Assistant Principal?				
ebe a classroom teacher?				
fwork in a K-12 school in another role (e.g., curriculum specialist, instructional coach)?				
gwork in an area/regional center or central district office?				
hwork in education, outside of K-12 schools (e.g., educational entrepreneur, researcher)?				
ileave the labor force temporarily (e.g., sabbatical, child-rearing)?				
jpursue a career outside of education?				
kbecome a Superintendent?				

 $^{* \}textit{adapted from SLR item (Loeb, 2009.):} \underline{ \textit{http://www.stanford.edu/group/irepp/slr/docs/M-DCPS\%20Principal\%20Survey.pdf} \\$

Background

35. In	ner		Biracial/Multiethnic Other 35. In what year were you born?	
			35. In what year were you born? 36. Where did you graduate from high school?	
00. 111		ol?		
	Chicago Dublio Cobool	ol?	Chicago Public School	
	Chicago Public School Chicago private or parochial school		Suburbs surrounding Chicago	
	Chicago private or parochial school	school	Other urban area in the U.S.	
	Chicago private or parochial school Suburbs surrounding Chicago	school	Other suburban area in the U.S.	
	Chicago private or parochial school Suburbs surrounding Chicago Other urban area in the U.S.	school		
	Chicago private or parochial school Suburbs surrounding Chicago Other urban area in the U.S. Other suburban area in the U.S.	school		
	Chicago private or parochial school Suburbs surrounding Chicago Other urban area in the U.S. Other suburban area in the U.S. Rural area in the U.S.	school	Outside of the LLC	
	Chicago private or parochial school Suburbs surrounding Chicago Other urban area in the U.S. Other suburban area in the U.S.	school		
	nerican Indian or Alaskan Native		American Indian or Alaskan Native	
			Asian or Pacific Islander	
			White, not of Hispanic origin	
	ian or Pacific Islander		Black, not of Hispanic origin	
	nite, not of Hispanic origin ian or Pacific Islander		Hispanic, regardless of race	

THANK YOU. We value your participation.