

GEAR UP Affiliate Educator Survey

INSTRUCTIONS & TIPS



OVERVIEW

The purpose of the GEAR UP Educator Survey is to gauge staff's knowledge, attitudes, and perceptions around college and career readiness, and to gather their feedback on your school's efforts to prepare students for school, college, and careers. This survey is online only.

Your school should survey **all school staff** (including paraprofessionals, adult mentors/volunteers, registrar, etc.) – *anyone who significantly or regularly serves or has contact with students or whose role affects school culture*. The more educators you are able to reach within the shortest timeframe possible, the more representative and informative your survey results will be. 100% is ideal, and we recommend no less than 85% of educators complete the survey. All surveys should be completed within a short time frame, no longer than 3 weeks.

TIPS & STRATEGIES FOR MAXIMIZING RESPONSE RATE

- Before administering online surveys, test the technology to make sure it is equipped with the appropriate software. The online survey works best with the **latest versions** of the following browsers: **Internet Explorer**, **Google Chrome**, **Apple Safari**, and Mozilla Firefox (least recommended), and also works over Wi-Fi on browser-ready tablets. Smartphones are not recommended for this survey. **Contact your district IT professional if you've had any past difficulties** (ex. firewalls, anti-virus software blocks, low bandwidth).
- **Send an initial email to all school staff** (teachers, counselors, administrators, paraprofessionals) to explain the purpose of the survey, with either the survey link included or advance notice of the upcoming survey and information about how to access the survey online. Explain the importance of these surveys and plans to share survey results with staff members. If possible, this email should come from administrators.
- **Provide a deadline for completing the survey:** If emailing surveys to educators, give them a window of no more than 2 weeks to complete the survey, due no later than **February 15, 2019**.
- **Administer to staff during regular staff meetings** or as part of scheduled professional development.
- **Offer an incentive for turning in the survey:** Reward educators with a small treat or favorite snack when they are done. Have a raffle with prizes for turning in a survey, or a competition at the school for whichever group of staff gets the most surveys back.