

GEAR UP 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.

Administrators and/or GEAR UP Coordinators should administer the educator survey to **all school staff** (including paraprofessionals, adult mentors/volunteers, registrar, etc.) and should complete the survey themselves – *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.

The online survey is open **between January 2 and February 15, 2020** and available at:

<http://bit.ly/GEARUPedSurvey>

MINIMUM SURVEYING REQUIRED FOR 2019-20 SCHOOL YEAR

Cohort Schools	<u>All school staff</u> who serve or have contact with 7th - 12th grade students
Priority Schools	Surveying is recommended (all staff)

After completing the survey, GEAR UP schools' respondents will be directed to a separate form and asked for their name and school so that GEAR UP Coordinators can request a list of educators who have already completed the survey. **Please let your staff know that the survey is anonymous and it is not linked in any way to the post-survey form.**

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 and smartphones. **Contact your district's 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** – from administrators if possible (to teachers, counselors, paraprofessionals, etc.) 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 (ex. *Educator Handout* dashboard report) with staff members.
- **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, 2020**.
- **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.
- **Follow up:** Contact Julia at jalemany@metisassoc.com or jennica.vincent@oregonstate.edu to get a list of staff who have completed the survey, so you can follow up with educators who have not yet taken the survey.