

Teacher/Staff Survey

RATIONALE:

This survey tool is designed to help you gather some feedback about your program from teachers and other school staff (e.g., administrators, guidance counsellors). Their feedback will help you evaluate your program and make decisions about how to adjust or improve it.

INSTRUCTIONS:

This survey is intended to be delivered annually towards the end of the school year. Be sure to give teachers and school staff enough time to complete the survey before the busy year-end period (e.g., exams, wrap-up) gets underway.

1. Review the survey. Adjust the content as needed to better reflect your specific context and information gathering priorities.
2. Draft an email inviting teachers and staff to take the survey. If you're not sure what to include in your email, here is an example you can draw from:

Hi there,

We're getting close to the end of the school year and I am looking for feedback on the [name of program] this year. Please take 10-15 minutes to fill out the attached survey and send it back to me.

The aim of this survey is to help me understand and document the impact of [name of program] so that I can (1) adapt program design and delivery based on the feedback I get, and (2) communicate the impact of the program to partners (e.g., the school board, Chief and Council, community members, funders, etc.).

Thanks in advance for taking the time to complete the survey.

3. Send out the email in mid May.
4. Send out a reminder email a week later or as needed.
5. Alternatively, print out paper copies of the survey and distribute them.
6. Gather up the completed surveys.
7. Share the information you've collected with appropriate audiences, and/or use it to help you plan the program the following year.

ROLE:

1. From your perspective, what is most valuable about the *classroom environment*?
2. In your experience, does the *classroom environment* have a positive impact on students who are doing well in the classroom environment? If so, please provide an example.
3. In your experience, does the *classroom environment* have a positive impact on students for whom the classroom environment is not a good fit? If so, please provide an example.
4. Do you have any feedback, suggestions or new ideas for the next year?