

# Staff Engagement Survey

## ARE YOU LOOKING TO:

- ✓ Create a positive environment for student learning?
- ✓ Increase student achievement?
- ✓ Improve morale?
- ✓ Retain your best staff?
- ✓ Lower absenteeism?
- ✓ Improve operational and budget efficiencies?
- ✓ Attract high-quality applicants?

An "engaged employee" is one who is fully absorbed by and enthusiastic about their work and takes positive action to further their school's reputation and success. Research shows that employee engagement is the result of employees feeling connected and valued as well as report a strong sense of balance in their lives. As a result, engaged employees are producers. They work hard, stay late and give their best day in and day out.

A highly engaged staff will allow you to answer "YES" to all of these questions.

You can't expect to engage your employees if you don't understand their feelings and perceptions on specific engagement drivers.

The **School Perceptions Staff Engagement Survey™** will give you the data you need to take your district from good to great.

The **School Perceptions Staff Engagement Survey™**, will help you gather and quantify your District's employee engagement strengths and weaknesses. Our survey collects data on **School Perceptions' 12 Indexes of Employee Engagement** including:

- Control over work environment
- Health/wellness
- Workload
- Affirmation
- Tools and training
- Collaboration/teamwork
- Trust in building leadership
- Culture of educational excellence
- Public/parent support and trust
- Trust in District leadership
- Communications
- Planning/improvement process



"IT IS TEACHERS WHO INSPIRE STUDENTS, AND ENTHUSIASTICALLY ENGAGED TEACHERS DO THAT BEST."

Bruce Bearsto  
The Critical Thinking Consortium

## Services Include:

- Survey Administration
- Online Result Access
- Communication Plan
- Dynamic Analysis Tools
- Data Disaggregated By:
  - Teachers
  - Specialists
  - Aides/Paraprofessionals
  - Other Support Staff
  - Administration

## Additional Services Available:

- Survey Customization
- In-depth Report/Analysis
- Longitudinal Analysis
- Similar School Comparison

Look to School Perceptions for all your data collection and strategic decisions.

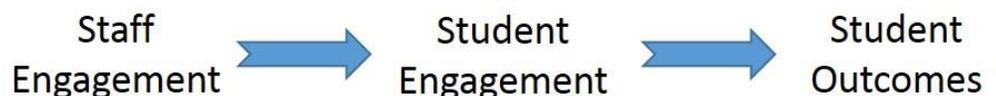
- ✓ Parent Surveys
- ✓ Students Surveys
- ✓ Community Surveys
- ✓ Communication Audits
- ✓ Referendum Planning
- ✓ Strategic Communications

CONTACT US TODAY

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Measuring what matters



# SCHOOL PERCEPTIONS STAFF ENGAGEMENT INDEX DEFINITIONS

## People

- 1. Control over your work environment**  
I can control the variables that determine success
- 2. Health/Stress management/Wellness**  
My stress level is sustainable
- 3. Workload**  
My workload/life balance is sustainable
- 4. Affirmation**  
I am valued, including compensation, recognition from leadership and supported by our community

### What is an INDEX SCORE?

The Staff Engagement Survey has key questions that feed each of the indexes and thus, produces an index score for each indicator. The score is the average from the response scale from the key questions.

## Place

- 5. Equipped**  
I have the tools and training to be successful
- 6. Collaboration/Teamwork**  
I have the support of my coworkers and healthy working relationships
- 7. Culture of educational excellence**  
We have high expectations and pride in our work
- 8. Trust in building leadership**  
I trust our building leadership

### What is the target score for each index?

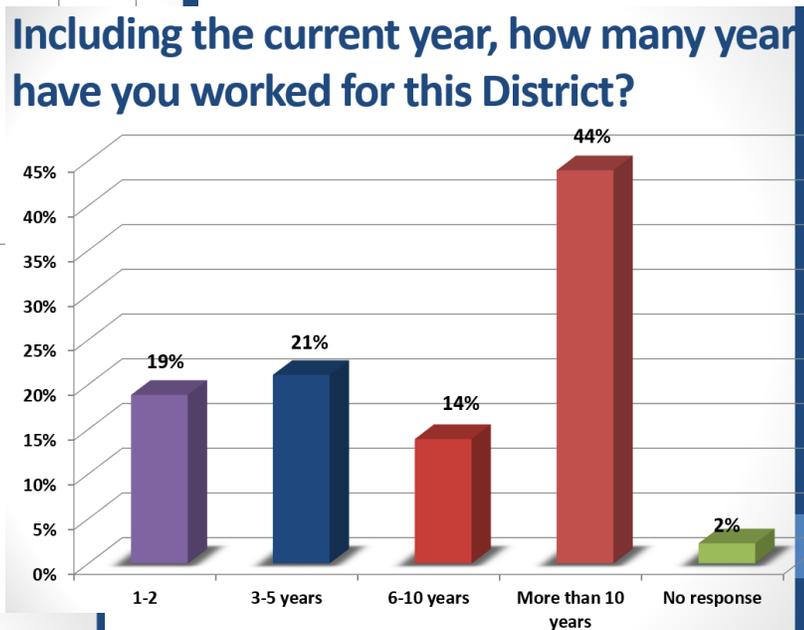
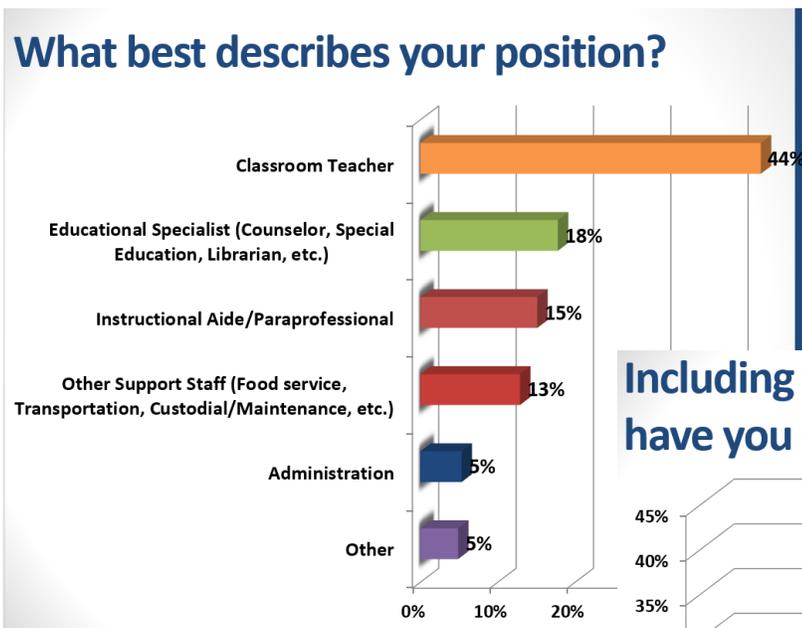
The response scale for each key question is 1-4. Therefore, the highest index score one can receive is a 4. Research shows that an index score of greater than a 3 indicates strength in the engagement indicator.

## Process

- 9. Public/Parent support/trust**  
We are supported and trusted by our parents/community
- 10. Planning/Improvement process**  
We have an effective planning process with continuous feedback, review and adjustment
- 11. Trust in District leadership**  
I trust our District Administration and School Board
- 12. Communications**  
Information is shared with me in a timely and effective manner

## OVERALL REPORT

An overview report that is produced in the form of a PowerPoint and provides information on survey respondents and overall general data for the entire District. This report will show the percent of respondents that strongly agree/agree with survey questions, a simple average from the responses of questions and rank order of various initiatives or items surveyed. It is common that this presentation is shared at a board meeting, at staff meetings and then posted on a District’s website.



### Change Readiness

*Strongly agree (5), Agree (4), Disagree (2), Strongly disagree (1)*

Item	% Strongly agree/Agree	Average
I am confident that our District will be able to develop and execute an improvement plan.	79%	3.64
Our District has a culture of open dialogue around difficult issues.	72%	3.48
There is consensus on areas that need improvement in our District.	58%	3.13
There is a process for evaluating the effectiveness of new initiatives.	54%	3.02

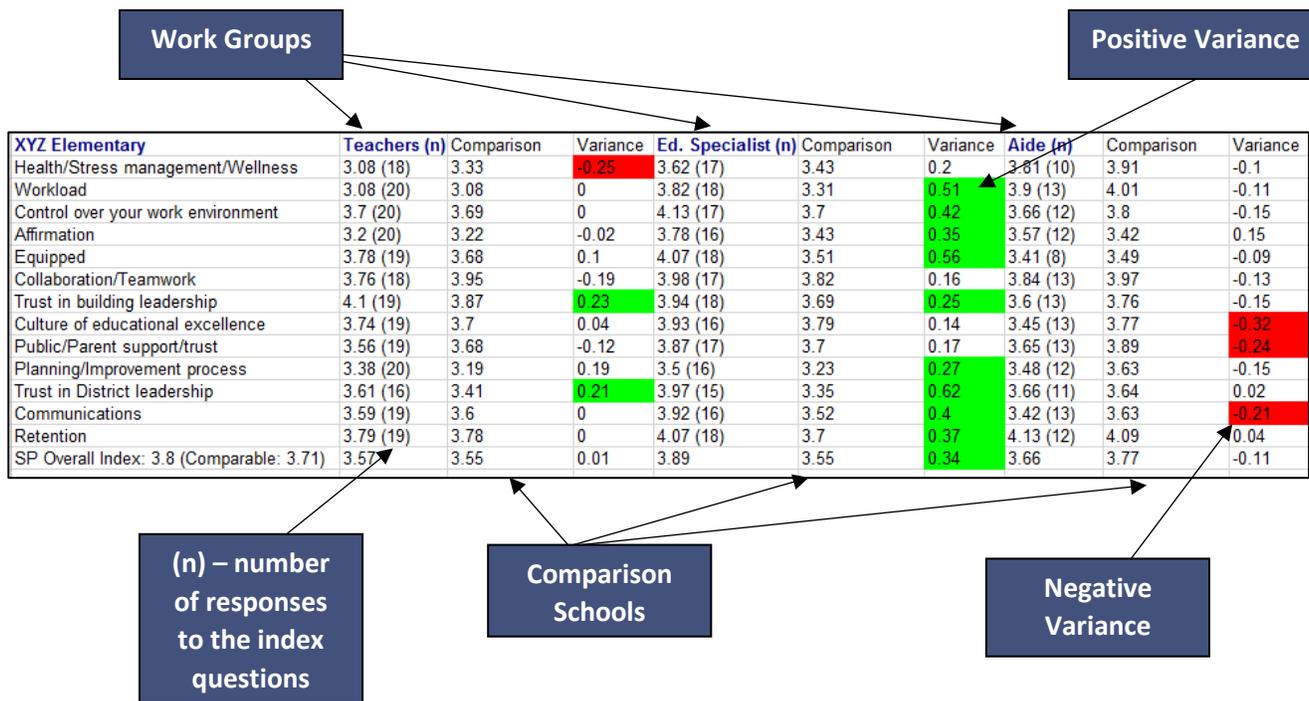
# INDEX REPORT

The Staff Engagement Survey has key questions that feed each of the indexes and thus, produces an index score. The score is the average from the response scale from these key questions. This report is separated out by the 4 work groups and also includes a similar District/school comparison. It is designed for administrators and principals to identify areas of strength and weakness at a glance.

**Work Groups:** Survey respondents self-select their employee category of teacher, educational specialist, aide or support staff. This allows responses to be compared to employees with similar responsibilities at other Districts.

**Similar District/School Comparison:** Your District’s data will be compared to 10 Districts that have similar student enrollment, socio-economic status and geographical location.

**Variances** of .2 are identified as significant and color coded (**green for performing better than comparison groups** and **red for scoring lower than comparison groups**).



## Unbiased, Reliable Data

By using a set of research-based indexes and survey questions through our proprietary survey software, there’s no internal bias to foster mistrust, and your individual results can be compared with other schools.

## SIMILAR SCHOOL ITEM LEVEL ANALYSIS

The Similar School Analysis shows every question on the survey and compares your District/school average to similar Districts/schools. Variances of .2 are identified as significant and color coded (**green for performing better than comparison groups** and **red for scoring lower than comparison groups**). It is designed for administrators and principals to identify question-specific areas of strength and weakness.

Page	Statement	ABC School Average	Similar School Average (SSA)	SSA Variance
Respondents were asked to rate their level of agreement for each item based on the following scale: <i>Strongly agree (5), Agree (4), Disagree (2), Strongly disagree (1), Don't know/doesn't apply (0)</i>				
Change Readiness	There is consensus on areas that need improvement in our District.	3.35	3.31	0.04
Change Readiness	I am confident that our District will be able to develop and execute an improvement plan.	3.89	3.48	0.41
Change Readiness	Our District has a culture of open dialogue around difficult issues.	3.34	2.9	0.44
Change Readiness	There is a process for evaluating the effectiveness of new initiatives.	3.25	2.77	0.48
Student Achievement	Student discipline is handled in a consistent manner by all staff.	2.74	2.94	-0.2
Student Achievement	Overall, the school offers a high quality academic program.	3.95	4.04	-0.09
Student Achievement	The social and emotional needs of students are being met.	3.51	3.51	0
Student Achievement	The academic needs of students are being met.	3.76	3.74	0.02
Student Achievement	Students have access to additional support when needed.	3.8	3.78	0.02
Student Achievement	I have been provided the resources to achieve District learning targets and curriculum objectives.	3.57	3.51	0.06
Student Achievement	Learning targets and curriculum objectives for my job assignment are clear.	3.85	3.75	0.1

**Question-Level Comparisons**

By comparing your data to similar size schools at a question-level you can quickly identify your school's engagement strength and areas that need attention.

## LONGITUDINAL REPORTS

Once a District repeats the survey a **Longitudinal Index Report** and **Longitudinal Item Level Analysis** can also be produced. On each of these reports variances of .2 are identified as significant and color coded (**green for performing better than the previous survey** and **red for scoring lower than the previous survey**). It is designed for administrators and principals to identify areas of growth and areas that have growing concern from the previous survey administration.

The following table displays each item in rank order after a simple average calculation for various statements based on the following scale: **Strongly agree (5), Agree (4), Disagree (2), Strongly disagree (1)**

Please indicate your level of agreement for each item.	2016	2015	Difference
I feel valued by our community.	3.50	3.59	-0.09
Our classrooms, building and grounds are well maintained.	3.35	3.43	-0.08
I am satisfied with the technology resources available to me.	3.52	3.58	-0.06
Based on my interactions with students, I feel safe at work.	4.33	4.36	-0.03
I am satisfied with the technology support available to me.	3.80	3.82	-0.02
Based on my interactions with other adults, I feel safe at work.	4.43	4.43	0.00
I have been given the materials and supplies I need to do my job effectively.	3.25	3.55	-0.30
I feel supported by leadership when I make a decision.	3.94	3.89	0.05
I have the flexibility to do my job the way that I think is most effective.	3.84	3.70	0.14
I have enough time to do my job effectively.	3.46	3.17	0.29
I receive the training I need to do my job well.	3.69	3.34	0.35

Labels and arrows in the diagram:

- Survey Question** points to the first column.
- Current Average** points to the 2016 column.
- Previous Average** points to the 2015 column.
- Variance** points to the Difference column.
- Negative Variance** points to the -0.30 cell.
- Positive Variance** points to the 0.29 and 0.35 cells.

### Year-to-Year Comparisons

Using data to gauge the impact of change is critical. A longitudinal analysis allows a District and/or school to see where improvements have been made and areas that require continued attention.

## ADDITIONAL SURVEY RESULTS AND DISAGGREGATION

The School Perceptions' web-based survey portal allows a District to disaggregated data in a variety of ways. This will allow a District to "dig deeper" as they look at staff engagement. The survey coordinator at your school district has access to this feature.

What best describes your position?

<input checked="" type="checkbox"/> Classroom Teacher	<input type="checkbox"/> Other Support Staff (Food service, Transportation, Custodial/Maintenance, etc.)
<input type="checkbox"/> Educational Specialist (Counselor, Special Education, Librarian, etc.)	<input type="checkbox"/> Administration
<input type="checkbox"/> Instructional Aide/Paraprofessional	<input type="checkbox"/> Other

Example: Survey response data can be disaggregated by work group as well as by the number of years the employee has worked in the District.

Including the current year, how many years have you worked for this District?

<input checked="" type="checkbox"/> 1-2
<input type="checkbox"/> 3-5 years
<input type="checkbox"/> 6-10 years
<input type="checkbox"/> More than 10 years

Please indicate your level of agreement for each item.

	Strongly agree	Agree	Disagree	Strongly disagree	Don't know/doesn't apply
Our school does a good job assimilating new employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our school/department operates as a team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our school/department works hard to find ways to improve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can bring about change in my school/department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have adequate opportunities to participate in decisions that affect me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My co-workers are willing to help me when I have a heavy workload.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Example: Survey response data can be disaggregated based on participant response to a question.

## COMMENT ANALYSIS

School Perceptions will organize the comments into “themes,” or topics commonly mentioned, and a sampling of comments will be provided for each theme.

**SCH%L PERCEPTIONS**  
*Measuring what matters*

**Staff Survey Comment Analysis**

The Comment Analysis Summary is intended to identify and represent the prevailing themes collected through the comments gathered in the staff survey. A major theme is identified as a result of having multiple participants referencing similar issues or concerns. Supporting comments are included verbatim within each theme.

**Contents**

Staff members would like more respect/involvement in decisions that affect them.....	2
Staff members would like more support/transparency from leadership. ....	3
Staff members expressed concerns regarding the fairness/consistency of pay practices.....	4
Staff members would like more consistency when dealing with matters of student discipline. ....	5
Staff members felt improving security should be a priority throughout the District.....	6
Staff members listed a number of the “best things” about the District, including community support, course offerings/opportunities for students, and a dedicated staff. ....	7

Comment themes identified from all comments in the survey.

Additional survey reports and data analysis are also available from School Perceptions.

## ABOUT SCHOOL PERCEPTIONS

School Perceptions LLC is an independent educational research firm that works with school districts, regional service agencies, as well as state and national organizations. We provide customized survey tools to measure school climate, community satisfaction and engagement, communications and staff feedback. Our mission is to help educational leaders gather, organize and use data to make strategic decisions.

Since our founding in 2002, over 10,000 schools have used School Perceptions to collect millions of survey responses from students, staff, parents and community stakeholders.