PROFESSIONAL DEVELOPMENT NEEDS ASSESSMENT - SURVEY INSTRUMENT

May 2020

In the following document, Hanover Research presents the questionnaire to be used to survey school staff about perceptions of professional development needs and current offerings.

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INTRODUCTION

[DISTRICT NAME] has partnered with Hanover Research, a custom research firm based in Washington, D.C., to design, administer, and analyze a Professional Development Needs Assessment Survey. The survey will target staff to explore their perceptions around professional development in the district.

Ultimately, [DISTRICT NAME] will be able to use the analysis of these survey results to understand a variety of staff perceptions. These will be useful in determining the district's strengths with regards to current professional development offerings and how to prioritize professional development needs.

This document contains the survey instrument. Throughout this document, survey logic is presented in **bold red** text. Required items are indicated by an asterisk (*).

SURVEY INSTRUMENT

WELCOME

Welcome!

Hanover Research is conducting a survey on behalf of [DISTRICT NAME] to understand staff perceptions of professional development (PD). Specifically, this survey addresses what educators perceive as the strengths and areas for improvement in their existing school/district PD. Findings will help inform the district's PD priorities.

This study is for research purposes only: all information you provide will be maintained on a confidential basis by Hanover Research and will only be reported to [DISTRICT NAME] in an aggregate form, so please be candid in your responses.

This survey will only take about 10 minutes to complete. Thank you for your participation!

1. *Which of the following best describes your role at your school?**
- ❍ Classroom Teacher
- ❍ Instructional Coach/Specialist
- ❍ Instructional Support Staff (e.g., instructional aide, teaching assistant)
- ❍ School Administrator (e.g., principal, assistant principal)
- ❍ Other (please specify):_____

Display if Q1 = "Classroom Teacher" OR "Instructional Coach," OR "Instructional Support Staff"

2. What grade levels do you currently teach? Please select all that apply. *

- ❑ Pre-K
- ❑ Kindergarten
- ❑ Grade 1
- ❑ Grade 2
- ❑ Grade 3
- ❑ Grade 4
- ❑ Grade 5
- ❑ Grade 6
- ❑ Grade 7
- ❑ Grade 8
- ❑ Grade 9
- ❑ Grade 10
- ❑ Grade 11
- ❑ Grade 12
- ❑ Adult Learners

Display all options if Q5 = "School Administrator" OR "Other"

3. Where do you work (2018-2019 school year)? If you work across multiple school sites, please respond to the school-level questions in this survey for the site where you spend the majority of your time.*

- ❍ [SCHOOL NAMES]
- ❍ District Office
- ❍ None of the above **Disqualify**

4. What are your total years of experience in the field of education?*

- ❍ Less than 1 year
- ❍ 1 to 3 years
- ❍ 4 to 6 years
- ❍ 7 to 10 years
- ❍ 11 to 15 years
- ❍ 16 to 20 years
- ❍ More than 20 years
- ❍ Prefer not to respond

5. How long have you been employed by [DISTRICT NAME]?*

- ❍ Less than 1 year
- ❍ 1 to 3 years
- ❍ 4 to 6 years
- ❍ 7 to 10 years
- ❍ 11 to 15 years
- ❍ 16 to 20 years
- ❍ More than 20 years
- ❍ Prefer not to respond

Display if Q2 = "Classroom Teacher" OR "Instructional Coach' OR "Instructional Support Staff"

6. *What do you teach? Please select all that apply.**

❑ Art

❑ Business, Computer, or Information Technology

❑ English Language Arts

❑ General classroom instruction

❑ Health and Physical Education

❑ Math

❑ Music

❑ Performing Arts

❑ Science

❑ Social Studies

❑ Special Education

❑ Visual Arts

❑ World Languages

❑ Other (please specify):_____

❑ Support with no direct student instruction or assignment **Exclusive answer**

Display if Q2 = "Classroom Teacher" OR "Instructional Coach" OR "Instructional Support Staff"

7. *Do you teach or directly work with any of the following student populations? Please select all that apply.**

❑ English Language (EL) learner

❑ Gifted and Talented

❑ Special Education

❑ None of the above **Exclusive answer**

PROFESSIONAL DEVELOPMENT PARTICIPATION

8. *In which of the following types of professional development (PD) programs or workshops did you participate during the 2018-2019 school year that were offered by your school or district? Please select all that apply.**

- ❑ Technology-related (e.g., integration, skill development)
- ❑ Differentiated instruction
- ❑ Promoting equitable education (e.g., cultural competency, equity practices)
- ❑ Data collection and analysis (e.g., analyzing or tracking student assessment or progress)
- ❑ Safety (e.g., bullying, mandatory reporting OSHA)
- ❑ Subject-specific programs (e.g., math, literacy, foreign language)
- ❑ Supporting special student populations (e.g., EL, Special Education, At-Risk)
- ❑ Social and Emotional Learning (SEL)
- ❑ Classroom management
- ❑ Lesson planning/curriculum development
- ❑ Parent communication and engagement
- ❑ Professional responsibility (e.g., legal and ethical responsibilities)
- ❑ Developing and using formative/summative assessments
- ❑ Other (please specify):_____
- ❑ Other (please specify):_____
- ❑ Other (please specify):_____
- ❑ I did not participate in any PD during the 2018-2019 school year. **Exclusive answer**

PD SATISFACTION

9. Overall, how satisfied are you with the PD programs offered by…*

	VERY UNSATISFIED	UNSATISFIED	NEITHER SATISFIED NOR UNSATISFIED	SATISFIED	VERY SATISFIED	DON'T KNOW/NA
…your school?	❍	❍	❍	❍	❍	❍
…your school district?	❍	❍	❍	❍	❍	❍

10. How satisfied are you with the quality of training you received in the following PD programs/workshops?*

	VERY UNSATISFIED	UNSATISFIED	NEITHER SATISFIED NOR UNSATISFIED	SATISFIED	VERY SATISFIED	DON'T KNOW/NA
Piped selected responses from Q12	❍	❍	❍	❍	❍	❍

11. How satisfied are you with the ongoing support and reinforcement of material following training for the following PD programs/workshops?*

	VERY UNSATISFIED	UNSATISFIED	NEITHER SATISFIED NOR UNSATISFIED	SATISFIED	VERY SATISFIED	DON'T KNOW/NA
Piped selected responses from Q12	❍	❍	❍	❍	❍	❍

12. How satisfied are you with the convenience and accessibility of training for the following PD programs/workshops?*

	VERY UNSATISFIED	UNSATISFIED	NEITHER SATISFIED NOR UNSATISFIED	SATISFIED	VERY SATISFIED	DON'T KNOW/NA
Piped selected responses from Q12	❍	❍	❍	❍	❍	❍

13. Please indicate how much you disagree or agree with the following statements about professional development at your school:

In general, the professional development opportunities offered by <u>my school…</u>*

	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE	DON'T KNOW/NA
…meet my needs as an educator.	❍	❍	❍	❍	❍	❍
…are relevant to my work.	❍	❍	❍	❍	❍	❍
…positively impact my instructional practice.	❍	❍	❍	❍	❍	❍
…include offerings for participants of different skill/experience levels.	❍	❍	❍	❍	❍	❍
…offer practical information or skills for me to implement.	❍	❍	❍	❍	❍	❍

14. Please indicate how much you disagree or agree with the following statements about professional development at [DISTRICT NAME]:

In general, the professional development opportunities offered by <u>the district…</u>*

	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE	DON'T KNOW/NA
…meet my needs as an educator.	❍	❍	❍	❍	❍	❍
…are relevant to my work.	❍	❍	❍	❍	❍	❍
…positively impact my instructional practice.	❍	❍	❍	❍	❍	❍
…include offerings for participants of different skill/experience levels.	❍	❍	❍	❍	❍	❍
…offer practical information or skills for me to implement.	❍	❍	❍	❍	❍	❍

PROFESSIONAL DEVELOPMENT INTERESTS

15. In which of the following areas would you be <u>most interested</u> in receiving additional PD? Please select up to 5 options.*

❑ Technology-related (e.g., integration, skill development)

❑ Differentiated instruction

❑ Promoting equitable education (e.g., cultural proficiency, differentiated instruction)

❑ Data collection and analysis (e.g., analyzing or tracking student assessment or progress)

❑ Safety (e.g., bullying, mandatory reporting OSHA)

❑ Subject-specific programs (e.g., math, foreign language)

❑ Supporting special student populations (e.g., EL, Special Education, At-Risk)

❑ Social and Emotional Learning (SEL)

❑ Classroom management

❑ Lesson planning/curriculum development

❑ Parent communication and engagement

❑ Professional responsibility (e.g., legal and ethical responsibilities)

❑ Developing and using formative/summative assessments

❑ None of the above **Exclusive answer**

Display if "Technology-related (e.g., integration, skill development)" is selected

16. Select the areas in which you would like technology-related professional development. Please select all that apply.

❑ Using technology for interactive instruction (e.g., SMART Boards)

❑ Using technology for productive classroom tools (e.g., Word and Excel)

❑ Using technology for collaborative apps (e.g., Bring Your Own Technology/BYOT)

❑ Other (please specify):_____

Display if "Differentiated instruction" is selected

17. Select the areas in which you would like professional development in providing differentiated instruction to students. Please select all that apply.

❑ Implementing specially designed instruction

❑ Managing a differentiated classroom

❑ Differentiating lessons and assignments

❑ Other (please specify):_____

Display if "Promoting equitable education" is selected

18. Select the areas in which you would like professional development in promoting equitable education. Please select all that apply.

- ❑ Creating culturally sensitive classrooms or schools
- ❑ Cultural diversity discussions
- ❑ Cultural proficiency
- ❑ Culturally responsive instruction
- ❑ Culturally sensitive communications
- ❑ Culturally sensitive family outreach and engagement
- ❑ District equity practices
- ❑ Identifying diverse student needs
- ❑ Response to Intervention (RtI)
- ❑ Supporting diverse student needs
- ❑ Tiered disciplinary practices
- ❑ Other (please specify):_____

Display if "Data collection and analysis (e.g., analyzing or tracking student assessment or progress)" is selected

19. Select the areas in which you would like professional development in data collection and analysis. Please select all that apply.

- ❑ Data analysis to drive instructional practices
- ❑ Strategies to analyze student work
- ❑ Using classroom data to provide feedback to students
- ❑ Other (please specify):_____

Display if "Safety (e.g., bullying, mandatory reporting to OSHA)" is selected

20. Select the areas in which you would like professional development in safety. Please select all that apply.

- ❑ Student-on-students violence and harassment
- ❑ Student-on-teacher violence and harassment
- ❑ Bullying in schools
- ❑ Child abuse and neglect
- ❑ Reporting to OSHA
- ❑ Other (please specify):_____

Display if "Subject-specific programs (e.g., math, foreign language)" is selected

21. Select the areas in which you would like professional development in subject-specific programs. Please select all that apply.

- ❑ Strategies for teaching reading
- ❑ Strategies for teaching writing
- ❑ Strategies for teaching math
- ❑ Strategies for teaching science
- ❑ Strategies for teaching social studies
- ❑ Strategies for teaching foreign language
- ❑ Other (please specify):_____

Display if "Supporting special student populations (e.g., EL, Special Education, At-Risk)" is selected

22. Select the areas in which you would like professional development in supporting special student populations. Please select all that apply.

- ❑ Supporting economically disadvantaged students
- ❑ Supporting English learners (ELs)
- ❑ Supporting Gifted and Talented students
- ❑ Supporting minority students
- ❑ Supporting Special Education students
- ❑ Supporting at-risk students
- ❑ Strategies for targeted interventions
- ❑ Other (please specify):_____

Display if "Social Emotional Learning (SEL)" is selected"

23. Select the areas in which you would like professional development in Social Emotional Learning. Please select all that apply.

- ❑ Understand MTSS components and tiers of support
- ❑ Understand the components of Positive Behavioral Interventions and Supports (PBIS)
- ❑ Understand the components of a Trauma informed/compassionate classroom
- ❑ Understand the basics of suicide prevention
- ❑ Other (please specify):_____

Display if "Classroom management" is selected

24. Select the areas in which you would like professional development in classroom management. Please select all that apply.

- ❑ Establishing classroom rituals and routines
- ❑ Engaging students
- ❑ Managing student learning and achievement
- ❑ Disruptive and unresponsive students
- ❑ Increasing positive student behavior
- ❑ Other (please specify):_____

Display if "Lesson planning/curriculum development" is selected

25. Select the areas in which you would like professional development in instructional lesson planning/curriculum development. Please select all that apply.

- ❑ Understanding, planning for, and assessing the standards
- ❑ Strategies for raising rigor or depth of knowledge
- ❑ Using rubrics
- ❑ Other (please specify):_____

Display if "Parent communication and engagement" is selected

26. Select the areas in which you would like professional development in parent communication and engagement. Please select all that apply.

- ❑ Encouraging collaboration between educators and parents
- ❑ Creating a friendly school environment
- ❑ Working with cultural/language barriers
- ❑ Other (please specify):_____

Display if "Professional responsibility (e.g., legal and ethical responsibilities)" is selected

27. Select the areas in which you would like professional development in professional responsibilities. Please select all that apply.

- ❑ Ethics in education
- ❑ Legal rights as an educator
- ❑ Legal rights of school districts
- ❑ Legal rights of parents and students
- ❑ Other (please specify):_____

Display if "Developing and using formative/summative assessments" is selected

28. Select the areas in which you would like professional development in formative/summative assessments. Please select all that apply.

❑ Monitoring student progress using formative assessments

❑ Assessing student achievement using summative assessments

❑ Differentiating student instruction using formative/summative assessments

❑ Other (please specify):_____

29. Please share any other topics that you would like to be offered for professional development in the future.

_____

_____

_____

_____

PROFESSIONAL DEVELOPMENT FORMAT

30. What do you perceive to be the quality of the following professional learning models?*

	VERY POOR	**POOR**	**FAIR**	**GOOD**	**EXCELLENT**	**DON'T KNOW/NA**
Professional Learning Communities/Collaborative Planning	❍	❍	❍	❍	❍	❍
District-led Professional Learning Sessions	❍	❍	❍	❍	❍	❍
School-led Professional Learning Sessions	❍	❍	❍	❍	❍	❍
Outside of District Professional Learning (e.g., RESA, Universities, Professional Organizations)	❍	❍	❍	❍	❍	❍
Peer Observation with Feedback	❍	❍	❍	❍	❍	❍
Instructional Coaching	❍	❍	❍	❍	❍	❍
Online Academic Courses	❍	❍	❍	❍	❍	❍
Online Modules (e.g., PD 360, PD Now)	❍	❍	❍	❍	❍	❍
Book Studies	❍	❍	❍	❍	❍	❍

31. What is your preferred mode of delivery to receive professional development? Please select up to 5 options.*

- ❑ Academic coaching
- ❑ Classroom lesson modeling
- ❑ Colleagues observing me and providing feedback
- ❑ Conferences or workshops with external partners
- ❑ In-person workshops/seminars run by the district
- ❑ Intensive summer training
- ❑ Mentoring from other teachers
- ❑ Observing colleagues
- ❑ Online, on-demand "how-to" videos
- ❑ Online repository of example lesson plans
- ❑ Online training sessions/seminars
- ❑ Self-guided professional development
- ❑ Structured teacher planning time
- ❑ Teacher collaboration time (e.g., Professional Learning Communities)
- ❑ Other (please specify):_____
- ❑ Don't Know/No Preference

32. What time of day do you prefer to participate in professional development? Please select up to 3 options.*

- ❑ During planning time
- ❑ During school-day release time
- ❑ During designated staff meetings
- ❑ During designated district early-release days
- ❑ After school hours
- ❑ Before school hours
- ❑ Other (please specify):_____
- ❑ Don't Know/No Preference

33. What <u>time of year</u> do you prefer to participate in professional development? Please select up to 3 options.*

- ❑ During the summer
- ❑ Right before the school year begins
- ❑ At the beginning of the school year
- ❑ At regular intervals throughout the school year
- ❑ Closer to the end of the school year
- ❑ At the beginning of each quarter/semester
- ❑ Over holiday break (e.g., winter break)
- ❑ On weekends
- ❑ During designated district early-release days
- ❑ During designated district days off allocated for teacher professional development
- ❑ Other (please specify):_____
- ❑ Don't Know/No Preference

PROJECT EVALUATION FORM

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http://www.hanoverresearch.com/evaluation/index.php

CAVEAT

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