

## **APPENDIX D**

### **5. CENTER STAFF SURVEY**

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Thank you for taking the time to complete this survey. We are conducting this survey in order to gather information from multiple Comprehensive Centers about the successes and challenges of building constituent capacity and providing technical assistance. All the information you provide will be reported as aggregate or grouped data and will only be used for the purposes of this study.

The focus of this survey is on technical assistance in two areas identified by the Department of Education as priorities:

1. Identifying, recruiting, developing, and retaining highly effective teachers and leaders
2. Ensuring school readiness and success of preschool-age children and their successful transition to kindergarten.

We are interested in your responses as someone who provides technical assistance to state departments of education (SEAs) or to Regional Comprehensive Centers. However, there may be some questions on the survey that you feel do not apply to you. Please feel free to indicate that on those questions by selecting “don’t know.” Because we are surveying several people from each Center, those questions will likely be answered by your colleagues.

The survey should take 20 minutes to complete.

Information collected for this study comes under the confidentiality and data protection requirements of the Institute of Education Sciences (The Education Sciences Reform Act of 2002, Title I, Part E, Section 183). Responses to this data collection will be used only for research purposes. The reports prepared for this study from the survey findings will be summarized and aggregated and should not associate responses with a specific district, school, or individual. However, respondents’ roles and the CC they work with may be identified in the report, which may lead to individuals’ being identified. Other than this situation that we have made respondents aware of, we will not provide information that identifies you to anyone outside the study team, except as required by law.

This survey is voluntary. You can decide not to participate, or you can discontinue participation at any time without consequence. You do not have to answer any questions you do not want to, but we encourage you to answer as many as you can.

If you have any questions, please contact Michaela Gulemetova at 443-367-0088 extension 2335 or [NCCEvaluation@impaqint.com](mailto:NCCEvaluation@impaqint.com).

Thank you for your help!

The OMB Control Number for this information collection is <insert number> and the expiration date is <insert date>.

According to the Paperwork Reduction Act of 1995, persons are not required to respond to this collection of information unless it displays a currently valid OMB control number and expiration date. Responding to this survey is voluntary. Public reporting burden for this collection of information is estimated to average 20 minutes per response. Send comments regarding this burden estimate or any other aspect of this collection of information to XXXXXXXXXXXXXXXX at XXXXXXXXXXXXXXXX@ed.gov.

[Note: The following questions will be asked for each verified project in each Center’s workplan that addresses one of the two selected federal priority areas. Each Center’s survey will draw upon a customized project list compiled from its current work plan and other information sources.]

**1. Are you a member of the project team or do you work on this project in any capacity?**

- Yes [Display questions 2-6 below for this project]
- No [Go on to next project]

**2. What is your role on the project? (select all that apply)**

- Project lead/project manager
- State liaison/state manager
- Consultant
- Content expert
- Data analyst
- Meeting planner or facilitator
- Professional development provider
- Quality assurance reviewer
- Evaluator
- Other

**3. Which of these factors have been the *most significant* challenges in this project? Select up to three.**

[Allow only 3 selections]

a. Turnover in chief state school officer and/or other SEA leadership	<input type="checkbox"/>
b. Turnover among state education agency (SEA) staff	<input type="checkbox"/>
c. Turnover among Center staff	<input type="checkbox"/>
d. Changing priorities at an SEA	<input type="checkbox"/>
e. Mismatch between stated SEA needs and Center federal priorities	<input type="checkbox"/>
f. Difficulty establishing relationships with an SEA	<input type="checkbox"/>
g. Policy shifts in a state government	<input type="checkbox"/>
h. Cuts in SEA staffing/budgets	<input type="checkbox"/>
i. Meeting diverse needs across SEAs (and/or regions)	<input type="checkbox"/>
j. Lack of communication within an SEA	<input type="checkbox"/>
k. Lack of Center financial resources	<input type="checkbox"/>

l. Lack of access to appropriate expertise	<input type="checkbox"/>
m. Other	<input type="checkbox"/>

**If you indicated an “Other” challenge please describe the challenge**

**4. Which of these have been *most significant* in supporting success in this project? Select up to three.**

[Allow only 3 selections]

a. Content expertise among Center staff	<input type="checkbox"/>
b. Knowledge of state context among Center staff	<input type="checkbox"/>
c. Expertise among SEA staff	<input type="checkbox"/>
d. Supportive leadership in Center	<input type="checkbox"/>
e. SEA Leadership commitment to the project	<input type="checkbox"/>
f. Strong relationships between Center staff and SEA leadership	<input type="checkbox"/>
g. Strong relationships between Center staff and SEA staff	<input type="checkbox"/>
h. Collaboration with Content Comprehensive Center	<input type="checkbox"/>
i. Collaboration with Regional Comprehensive Center	<input type="checkbox"/>
j. Collaboration with a Regional Education Laboratory	<input type="checkbox"/>
k. Collaborate with an institution of higher education	<input type="checkbox"/>
l. Collaboration with a government agency	<input type="checkbox"/>
m. Collaboration with a professional association (e.g., ASCD, CCSSO)	<input type="checkbox"/>
n. Collaboration with a subcontractor	<input type="checkbox"/>
o. Other	<input type="checkbox"/>

**If you indicated an “Other” supporting factor, please describe it:**

**5. Who are your collaborators on this project? (specific Comprehensive Centers, Regional Education Laboratories, institutions of higher education, etc.)**

**6. To what extent is this project succeeding (or has succeeded) in building the capacity of your constituents (SEA staff or other participants)?**

- To a great extent
- To a moderate extent
- To some extent
- Not at all

Please explain your response:

***{GO TO next project and ask questions 1-6, until all projects have appeared. Then ask the following question once.}***

**7. Of all these projects, which one do you think would be the most suitable for a project profile (an in-depth description of a project), in that it is high-leverage (is likely to lead to extensive capacity building) and long-term (longer than one year)? In what ways is it likely to be high-leverage?**