

# **Attachment K: Early Childhood Work Environment Survey (ECWES)**

## **Culture of Continuous Learning Project: A Breakthrough Series Collaborative for Improving Child Care and Head Start Quality**

The purpose of the information collection is to understand the organizational climate of early childhood programs and how teachers and caregivers experience their work.

This information is planned to be used to further the proper performance of the functions of the agency by understanding teacher and caregiver experiences that may be important for full engagement in the BSC.

Public reporting burden for this collection of information is estimated to average 15 minutes per response. This collection of information is voluntary and all responses collected will be kept private to the extent permitted by law.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number for this information collection is 0970-XXXX and the expiration date is XX/XX/XXXX.

*Early Childhood Work Environment Survey*

**Consent email:**

Dear [PARTICIPANT NAME]:

Thank you very much participating in the Early Childhood Work Environment Survey! Your participation is very important to the study. The purpose of this survey is to learn more about how you and your colleagues feel about your program as a place to work. Topics covered by this survey include, but are not limited to: general work conditions, staff relations, supervisor support, pay and promotion opportunities, and the physical setting. The survey takes approximately 15 minutes to complete. Respondents will receive a \$25 honoraria in the form of a gift card for completing this survey.

Completing this survey is up to you, and you can choose to not answer a question if you wish. We will not share your comments with anyone outside of the research team in any way that will reveal your identity. Our report will describe the experiences and viewpoints expressed, but comments will not be attributed to specific individuals. No individuals will be quoted by name and your answers will be kept private and compiled with other respondents. No one will be identified by name. Participation is voluntary and refusal to participate will not affect you in any way. Thank you for taking the time to candidly and thoughtfully talk with us today, we greatly appreciate your help!

If you agree to participate in the survey, please click the link below to begin:

[Link to ECWES survey](#)

Best,

[NAME], on behalf of the Culture of Continuous Learning Project Feasibility Study Team

## Early Childhood Work Environment Survey

Dear Early Childhood Professional:

The Early Childhood Work Environment Survey (ECWES) is designed to find out how you and your colleagues feel about your early childhood center as a place to work. The questionnaire provides you with an opportunity to express your feelings and opinions concerning various center policies and practices. It includes questions about general work conditions, staff relations, supervisor support, pay and promotion opportunities, and the physical setting. The success of this survey depends on your candid and honest responses. An individual's responses to the survey will not be identified. Results will be reported as group averages that assure anonymity.

The questionnaire should take about 15 minutes to complete but you may take as much time as you need. Plan to complete this survey in one sitting, though, as a partially completed survey cannot be saved. When you have completed all the sections of the ECWES, click 'Submit.'

Once all the surveys from your center have been submitted, a Work Environment Profile for your center will be generated. From this profile, staff will be able to systematically identify group perceptions related to ten dimensions of organizational climate. The profile highlights program strengths as well as areas for improvement.

Thank you for your participation in this organizational climate assessment. I hope you find the summary of your center's results both interesting and useful.

Cordially,



Paula Jorde Bloom, PhD

## Background Information

Gender:  Male  Female

Age: \_\_\_\_\_ Years

What is the highest educational level you have completed?

- |  |  |
|--|--|
| <input type="checkbox"/> High School or GED equivalent | <input type="checkbox"/> Some graduate work      |
| <input type="checkbox"/> Some college                  | <input type="checkbox"/> Master's Degree (MA/MS) |
| <input type="checkbox"/> Associate's Degree (AA)       | <input type="checkbox"/> Post Master's work      |
| <input type="checkbox"/> Bachelor's Degree (BA/BS)     | <input type="checkbox"/> Doctorate (Ed.D/Ph.D.)  |

How long have you worked in the field of early childhood? \_\_\_\_\_ Years \_\_\_\_\_ Months

How long have you worked for your current employer? \_\_\_\_\_ Years \_\_\_\_\_ Months

How long have you worked in your current position? \_\_\_\_\_ Years \_\_\_\_\_ Months

Indicate the category that most nearly describes your present employment:

- employed full-time (more than 35 hours per week)  
 employed part-time (10 to 34 hours per week)

How many months of the year do you work?

- 11 or 12 months  
 9 or 10 months  
 fewer than 9 months

Check the job title that most nearly describes your role in your organization. If you have a dual role, what position do you spend **more** time doing?

- assistant teacher, aide, or apprentice  
 teacher  
 lead teacher  
 assistant director  
 director  
 component coordinator (education, family support, health/nutrition)  
 support staff (administrative assistant, cook)

## Work Attitudes

Check **all** that describe how you feel about your organization:

- I intend to work here at least two more years  
 I often think of quitting  
 I'm just putting in time  
 I take pride in my center  
 I put a lot of extra effort into my work  
 I feel very committed to this center  
 I don't care what happens to this place after I leave  
 It would be difficult for me to find another job as good as this one  
 It's hard to feel committed to this place  
 I sometimes feel trapped in this job

If you could design the ideal job, how close would your present position resemble this ideal position with respect to the following? (check 1–5)

	<i>not like my ideal at all</i>		<i>somewhat like my ideal</i>		<i>is my ideal</i>
	1	2	3	4	5
relationship with your co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
opportunities to learn and grow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
relationship with your supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
clarity in roles and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
fairness of pay and promotion opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
decision-making structure of the center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
agreement among staff on program goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
task orientation, program efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
equipment, materials, and the physical setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
innovativeness and creative problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Different people want and expect different things from their work. Check the **3** aspects of your work that are most important to you:

- collegiality, co-worker relations
- opportunities for professional growth
- support and feedback from supervisor
- clarity in policies and procedures
- fairness in pay, benefits, and promotions
- involvement in decision making
- consensus on program goals and objectives
- accomplishing work in an efficient manner
- physical setting, sufficient materials
- innovativeness and creative expression

## Organizational Climate

Check **all** that describe the staff relations in your center most of the time:

- cooperative and friendly
- competitive
- people are reluctant to express their feelings
- teachers are very helpful to new staff
- good team spirit
- staff are generally frank and candid
- morale is low]
- people socialize outside of work
- people feel isolated
- people complain a lot

Check **all** that apply. Does your center...

- provide on-site professional development opportunities?
- encourage staff to share ideas and resources with one another?
- support teachers' growth with individual learning plans?
- provide guidance for career advancement?
- cover expenses for staff to attend workshops and conferences?
- provide release time to visit other schools?
- provide tuition reimbursement to take college courses?
- purchase professional books, journals, and teaching resources for staff?
- implement a career ladder for professional advancement?
- use coaches and/or mentors to promote professional growth?
- none of the above

Check **all** that characterize the supervision provided at your center most of the time:

- provides support and helpful feedback
- hard to please
- unavailable
- conducts fair evaluations of staff
- too critical
- sets high but realistic standards
- delegates too much
- compliments and praises staff
- talks down to staff
- very knowledgeable
- none of the above

Check **all** that apply. Does your program...

- distribute a parent handbook detailing policies and procedures?
- have a staff manual outlining staff policies?
- provide written contracts for employees?
- have written job descriptions for each position?
- distribute a monthly newsletter to parents?
- none of the above

Check **all** that characterize your center most of the time:

- written communication is clear
- there are seldom conflicting demands made on staff
- policies and procedures are well-defined
- rules are consistent

Check **all** that describe the pay and promotion system at your center:

- salaries are fair considering the center's income
- promotions are not handled fairly
- pay and benefits are equitably distributed
- some people are paid more than they are worth
- raises are based on favoritism
- steps are being taken to increase pay and benefits
- pay is fair compared to what other centers pay
- this place is a revolving door, no job security
- people are taken advantage of
- chances for promotion are good
- none of the above

Check **all** that describe how decisions are made at your center most of the time:

- people are encouraged to be self-sufficient in making decisions
- the director likes to make most of the decisions
- people don't feel free to express their opinions
- everyone provides input on the content of staff meetings
- conformity is the name of the game here
- there are scheduled staff meetings at least twice a month
- people provide input but decisions have already been made
- teachers make decisions about things that directly affect them
- teachers are seldom asked their opinion on issues
- the director values everyone's input for major decisions
- none of the above

Listed below are some common organizational decisions and actions. How much influence does the teaching staff **currently have** in each of the areas below:

	<i>very little influence</i>	<i>some influence</i>	<i>considerable influence</i>
Ordering materials/supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interviewing/hiring new staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determining program objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training new aides/teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning daily schedule of activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How much influence do you think the teaching staff **would like to have** in each of these areas:

	<i>very little influence</i>	<i>some influence</i>	<i>considerable influence</i>
Ordering materials/supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interviewing/hiring new staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determining program objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check **all** that apply with respect to the goals of your program:

- goals are left vague
- everyone agrees on program goals
- people know how to compromise
- center does not have a written philosophy
- staff share a common vision of what the center should be like
- staff seldom talk about educational objectives
- staff are committed to program goals
- staff are not unified in their philosophy
- people disagree on what should be taught to children
- program has well-defined educational objectives
- none of the above

Check **all** that describe the way things get done at your center most of the time:

- meetings are a waste of time
- this place is run very efficiently
- there is a focus on results and program outcomes
- time is wasted; there are lost opportunities
- deadlines are missed regularly
- people are held accountable
- employees work hard
- people come to work late
- people procrastinate often
- meetings are productive
- none of the above

Check **all** that apply to the physical environment of your center:

- efficient use of space
- cramped and crowded conditions
- seems either too hot or too cold
- neat, tidy, and safe
- decorations are drab
- teachers have a place to store personal belongings
- classroom noise disrupts office business
- there are sufficient supplies and materials
- the building needs major repairs
- storage space is well-organized
- none of the above

Check **all** that describe your program as a whole:

- emphasizes creativity
- not very innovative
- quite traditional
- implements needed changes
- encourages diverse opinions
- regularly looks at new educational approaches
- things stay pretty much the same
- new ideas are tried out
- people avoid taking risks at all costs
-



Rank order the following program objectives according to their importance at your center during the next year. Put a "1" by the most important, a "2" by the next most important and so on until you get to "6" for the least important. Each objective must have only *one* number next to it.

*In our program, it is important to promote children's . . .*

- \_\_\_\_\_ language and literacy skills
- \_\_\_\_\_ social-emotional well-being, friendships, and positive self-esteem
- \_\_\_\_\_ concepts and skills needed for mathematics, science, and technology
- \_\_\_\_\_ self-help skills and independence in caring for themselves
- \_\_\_\_\_ health, wellness, and physical development
- \_\_\_\_\_ creativity, critical thinking, and problem-solving skills

What **three** words best describe the climate of this center as a place to work?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Boring        | <input type="checkbox"/> Friendly      | <input type="checkbox"/> Nurturing      |
| <input type="checkbox"/> Caring        | <input type="checkbox"/> Frustrating   | <input type="checkbox"/> Orderly        |
| <input type="checkbox"/> Collaborative | <input type="checkbox"/> Fun           | <input type="checkbox"/> Professional   |
| <input type="checkbox"/> Competitive   | <input type="checkbox"/> Goal-oriented | <input type="checkbox"/> Rewarding      |
| <input type="checkbox"/> Disorganized  | <input type="checkbox"/> Hostile       | <input type="checkbox"/> Stimulating    |
| <input type="checkbox"/> Energizing    | <input type="checkbox"/> Innovative    | <input type="checkbox"/> Stormy         |
| <input type="checkbox"/> Enjoyable     | <input type="checkbox"/> Inspiring     | <input type="checkbox"/> Strict         |
| <input type="checkbox"/> Fair          | <input type="checkbox"/> Intense       | <input type="checkbox"/> Supportive     |
| <input type="checkbox"/> Fast-paced    | <input type="checkbox"/> Negative      | <input type="checkbox"/> Transparent    |
| <input type="checkbox"/> Flexible      | <input type="checkbox"/> No nonsense   | <input type="checkbox"/> Unprofessional |

Thank you for taking the time to answer the questions in this survey.