

## **INSTRUMENT 5**

### **Teaching Staff Roster**

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## Early Care and Education Leadership Study (ExCELS) Teaching Staff Roster

Center name: \_\_\_\_\_ Center phone: \_\_\_\_\_  
Primary site leader/on-site coordinator name: \_\_\_\_\_ Primary site leader/on-site coordinator phone: \_\_\_\_\_

### ***Purpose and instructions:***

*The teaching staff roster will help us obtain a list of center staff in teaching positions to invite them to participate in the teaching staff survey.*

*Teaching staff refers to all staff who provide care and education to children in the classroom including lead, head, or co-teachers and assistant teachers. This may include short-term positions or service members from organizations like Teach for America or AmeriCorps if they are paid to provide care and education to children in the classroom.*

*For the purpose of this study, we are only interested in teaching staff who work with or support activities for children from birth to age 5 and not yet in kindergarten. Do not include staff who focus only on kindergarten, school-aged child care, or summer camps for older children.*

*In the table below, please list the first name, last name, position, email address, and classroom name for all teaching staff working with children from birth to age 5 and not yet in kindergarten at this center. Please provide a work email address, but if one is not available, we will accept a personal email address. All information will be kept private.*

A	B	C	D
First and last name	Position	Email address	Classroom name
1)	1)	1)	1)
2)	2)	2)	2)
3)	3)	3)	3)
4)	4)	4)	4)
5)	5)	5)	5)
6)	6)	6)	6)
7)	7)	7)	7)
8)	8)	8)	8)
9)	9)	9)	9)
10)	10)	10)	10)
11)	11)	11)	11)
12)	12)	12)	12)
13)	13)	13)	13)
14)	14)	14)	14)

A	B	C	D
First and last name	Position	Email address	Classroom name
15)	15)	15)	15)
16)	16)	16)	16)
17)	17)	17)	17)
18)	18)	18)	18)
19)	19)	19)	19)
20)	20)	20)	20)
21)	21)	21)	21)
22)	22)	22)	22)
23)	23)	23)	23)
24)	24)	24)	24)
25)	25)	25)	25)

Paperwork Reduction Act Statement: This collection of information is voluntary and will be used to provide descriptive information about leadership in center-based early care and education settings. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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 control number and expiration date for this collection are XXXX-XXXX, Exp: XX/XX/XXXX. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Gretchen Kirby, Mathematica, 1100 1st Street, NE, 12th Floor, Washington, DC 20002.

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