

Staff Questionnaire – Teacher

| Interview Details | |
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| Program Name: | Past and Current Position(s) at Program: |
| Level of Care: | Date/Time of Interview: |
| Full Name: | Interviewer: |

*Note: Before beginning the interview and/or providing this questionnaire to staff, provide a brief introduction, including monitor role and purpose of monitoring visit, confidentiality of staff interview, and clarify any questions. See *Introduction Prompt for Staff* for additional guidance as needed.

| | NOTES |
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| Tell me about your role and main responsibilities. | |
| Explain how UAC education services are documented in the UAC case file and in the UAC Portal. <ul style="list-style-type: none"> • Which documents do you prepare? Which documents, if any, do you upload to the UAC Portal? How does that process work? • How do you document daily class attendance? | |
| Do you feel that you receive adequate training to perform your educational duties? If not, please explain. | |

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| <ul style="list-style-type: none"> • What additional training do you think a person in your position would benefit from? <p>(Lead Teacher) Describe your system to assess ongoing staff training needs and opportunities for development? How is this working?</p> <ul style="list-style-type: none"> • As a supervisor, explain how you work with the training coordinator and staff to ensure completion of required and developmental trainings? • Please describe any training needs that your staff currently has. | |
| <p>What does <i>trauma-informed care</i> mean to you?</p> <ul style="list-style-type: none"> • How do you deliver trauma-informed care as part of the education team? | |
| <p>(Lead Teacher) Explain how you communicate with your teachers and teacher aids. Explain how you monitor their effectiveness in the classroom.</p> <ul style="list-style-type: none"> • How do you communicate ORR policy updates to the education team? | |
| <p>How do you collaborate with other teams to ensure that UACs developmental, social, and educational needs are being met?</p> <ul style="list-style-type: none"> • What recommendations do you have to strengthen the collaboration and communication with other departments? | |

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| Do you feel that you have enough supplies and equipment to teach the minors successfully? If not, explain. | |
| Are there any adjustments to the educational curriculum/schedule during the summer months and/or during long holidays/breaks? If so, please describe. | |
| How is the educational assessment used by the education department? <ul style="list-style-type: none"> • How is it administered? • How are educational activities individualized for UAC? | |
| How do you meet the individual academic needs of a child be it language, special needs (i.e. mental health), learning preferences, readiness level, etc.? | |
| (Optional) Describe your vocational education curriculum and how do you track it? <i>(if applicable)</i> | |
| Explain the methods that you use to check that youth are learning and that the material is meeting each child's needs. | |

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| <p>(Lead Teacher) How do you evaluate the quality of educational services that are being provided by the teaching staff? <u>Examples:</u> Education curriculum? Various levels of education? Effectiveness/quality of the classroom instruction?</p> | |
| <p>Describe the process for providing educational records at discharge.</p> | |
| <p>How do you handle behavior problems that occur in the classroom? Can you provide an example of recent behavior issues that you have experienced?</p> <ul style="list-style-type: none"> • Have you received trainings on Behavior Management? How would you briefly describe the Behavior Management system at your facility? • How do you implement the Behavior Management system in the classroom? | |
| <p>Describe how you receive support, guidance, and evaluations from your supervisor.</p> <ul style="list-style-type: none"> • Do you feel that your supervisor provides appropriate and timely support, guidance, and feedback? | |
| <p>Do you have any concerns about the treatment of UACs in care? Do you have any concerns about any particular staff members (any staff members you think should</p> | |

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| NOT be working with UAC)? | |
| What general recommendations do you have to strengthen the program? What improvements would you put in place? <ul style="list-style-type: none">• Have you shared these ideas with your supervisor or any other program staff? | |
| What are the things that you love/enjoy about your job? What are the challenges you face in your job? | |
| What recommendations do you have for ORR that I can take back to share with our headquarter teams? | |