2018-19 Staff Survey-FINAL

Evaluation of 21st Century Community Learning Centers Staff Survey 2019

PURPOSE OF RESEARCH. This survey will help us understand how after-school programs work from the perspective of staff. This is not a test. YOUR SUPERVISOR WILL NOT BE INFORMED of your individual answers. You have been selected as a possible participant because you are a paid or volunteer staff member or vendor providing activities at a Michigan 21st Century Community Learning Centers (21st CCLC) site.

WHAT YOU WILL DO. If you agree to participate in this research study, we will ask you to complete a survey about your experiences at the 21st CCLC site. The survey will take 20-30 minutes to complete.

POTENTIAL BENEFITS. You will not directly benefit from your participation in this research study. However, your participation will help your program and Michigan Department of Education understand what working conditions are like for those who work in 21st CCLC programs and the kinds of practices that staff report about working with youth. They will use this information to improve the program. The information also may contribute to the understanding of what aspects of staff interaction and activities are associated with positive student outcomes.

POTENTIAL RISKS. One risk of participating in this study is breach of confidentiality. We take many steps to protect the privacy of your information, including assigning code numbers, keeping information locked in file cabinets and on password-protected computers, only allowing research team members to see the data, and never reporting any individual responses. Summarized responses will be reported to your program administrators only if at least three people answered the question. You may skip any questions you do not feel comfortable answering. This study is completely voluntary.

PRIVACY AND CONFIDENTIALITY. The data for this project will be kept confidential. Information about you will be kept confidential to the maximum extent allowable by law. Your data will be assigned a code number and the key that links your name to the code number will be kept separately from the data. Your supervisors will not be able to see your individual survey responses. After code numbers are assigned, all identifying information will be removed and the key destroyed. The results of this study may be published or presented at professional meetings and in reports, but the identities of all research participants will remain anonymous. Data will be kept at MSU for at least 7 years, and at least 3 years after the end of the project. Data will be stored in a locked file cabinet and on secure password-protected computers in the research office on the MSU campus. The only people who will have access to identified data are members of the research team and MSU's Institutional Review Board, which monitors protection of human subjects.

This survey is **NOT** for site coordinators or program directors. Do not proceed if you are a site coordinator or program director.

Are you a **staff member** in a 21st Century Community Learning Center after-school program according to the following definition?:

Staff: You work at a 21st Century Community Learning Centers after-school program with youth and are regular staff, vendor staff, volunteer staff, high school staff etc., whether you are paid or not. You have received this survey link as a staff member.
(***If you're a staff member at GAFF/Youthquest, check Yes)

 NOTE: If you check NO for this then you will be logged off the survey. If you have received this link in error and you do not work for the 21st Century Program check NO.

○ Yes

○ No

Q1 What is your gender?

○ Male

○ Female

○ Other (please specify) _____

Q2 What is the HIGHEST level of education you have COMPLETED? (choose ONE best answer)

○ Not yet graduated high school

○ High school diploma or GED

○ Vocational training or certificate

○ Some college

○ Associate's Degree

○ Bachelor's Degree

○ Master's Degree

○ Doctorate

Q3 Are you of Hispanic, Latino(a), or Spanish origin?

○ Yes

○ No

Q4 What race(s) do you identify with? (Check all that apply)

☐ White or Caucasian

☐ Black or African American

☐ Middle Eastern/Arabic

☐ Asian (Indian, Chinese, Filipino, Japanese, Korean, Vietnamese, Hmong, Laotian, etc.)

☐ Native Hawaiian or Pacific Islander

☐ American Indian or Native Alaskan

☐ Unknown

☐ Other (Please specify)

_____

Q5 Are you a certified teacher?

○ Yes

○ No

Q6 Do you currently work as a certified teacher during the school day?

○ Yes

○ No

Q7 Are you a certified social worker?

○ Yes

○ No

Q8 Do you run or lead any activities in this program?

○ Yes

○ No

Q9 Which of the following is most like your position in THIS program? (Select the ONE that is closest to your situation)

○ I am regular staff hired and paid by this program

○ I am from another organization that has agreed to provide enrichment activities at this program

○ I am an independent contractor who has agreed to provide enrichment activities at this program

○ I am a volunteer

○ Other (please specify) _____

Q10 Which of the following BEST represents you? (Select the ONE that is closest to your situation at THIS program)

○ School day/substitute teacher (1)

○ Retired school teacher (2)

○ Other school personnel (counselor, paraprofessional, etc) (3)

○ Youth worker, youth activity/program leader, youth development specialist (4)

○ College student (5)

○ High-school student (6)

○ Parent (7)

○ Other member of the community (business person, etc) (8)

○ Other (please specify) (9) _____

Q11 How many years have you worked in **ANY program** or school with youth?

(Select "0" if this is your first year)

▼ 0 (1) ... 25 or more (26)

Q12 How many years have you worked in **THIS program** with youth?
(Select "0" if this is your first year)

▼ 0 (1) ... 25 or more (26)

Q13 How many MONTHS PER YEAR do you work in THIS program?

(Enter "1" if you work less than 1 month per year. Enter a whole number.)

▼ 1 (1) ... 12 (12)

Q14 On average, how many HOURS PER WEEK do you work in THIS program?

_____

Q15 If more than 40 hours per week please explain why.

_____

_____

_____

_____

Q16 Are you paid to work at this program?

○ Yes

○ No

Q17 On average, how much are you paid by this program per hour?

○ Less than $10 per hour

○ $10.00 to $14.99 per hour

○ $15.00 to $19.99 per hour

○ $20.00 to $24.99 per hour

○ $25.00 to $29.99 per hour

○ $30.00 to $34.99 per hour

○ $35.00 to $39.99 per hour

○ $40.00 or higher per hour

○ I am not comfortable answering this question

Q18 Does this afterschool program provide you with the following benefits?

	Yes	No
Health care benefits	○	○
Retirement benefits	○	○

Q19 Think about your first months at this program. Indicate how much you agree or disagree with the following.

	Strongly disagree	Disagree	Neither disagree nor agree	Agree	Strongly agree
I was offered a "beginners seminar" or pre-service orientation about how to work with youth.	○	○	○	○	○
I was given shared planning time with a staff member who had been here longer.	○	○	○	○	○
I was informed about how staff at this program are expected to work with youth.	○	○	○	○	○
I was mentored by more experienced staff.	○	○	○	○	○
I was informed about what this	○	○	○	○	○

program is trying to accomplish with youth.					
I was in daily communication with my supervisor about how things were going.	○	○	○	○	○

Q20 In the past year, how often did you participate in training or professional development on:

	I am not sure	Never	Once	2-4 times	More than 4 times
Social-emotional learning (i.e., emotion management, empathy, teamwork, responsibility, initiative, problem-solving)	○	○	○	○	○
STEM (i.e., Science, Technology, Engineering, Math)	○	○	○	○	○
Youth leadership (i.e., youth advisory council, team-building)	○	○	○	○	○
Risk prevention (i.e., drug/alcohol prevention, anti-bully	○	○	○	○	○

event)		
Other subjects (i.e., arts, literacy)	○ ○ ○ ○ ○	

Q21 When working with youth, do you use a specific curriculum around the following:

	No or I am not sure	Yes	N/A: This is not the subject I teach
Social-emotional learning (i.e., emotion management, empathy, teamwork, responsibility, initiative, problem-solving)	○	○	○
STEM (i.e., Science, Technology, Engineering, Math)	○	○	○
Youth leadership (i.e., youth advisory council, team-building)	○	○	○
Risk prevention (i.e., drug/alcohol prevention, anti-bully event)	○	○	○

Q22 If yes, what are the names of the curriculum?

_____

_____

_____

_____

_____

Q23 I participated in our continuous quality improvement process in the following ways: (check all that apply)

☐ I attended a formal PQA Basics training through the Weikart Center (online or live)

☐ I received training on how to do self-assessment from my organization

☐ I used the PQA to observe another staff member

☐ I was observed by another staff member using the PQA

☐ I participated in a consensus PQA scoring meeting

☐ I reviewed and discussed our Leading Indicators Report

☐ I reviewed and discussed our PQA scores

☐ I co-developed program improvement plans with my supervisor

☐ I participated in follow-up discussions or progress meetings related to our goals

Q24 I am familiar with after-school standards; that is…

	Strongly disagree	Disagree	Neither disagree nor agree	Agree	Strongly agree
I would be able to describe the main points of the Michigan state standards for after-school programs to someone else.	○	○	○	○	○
I would be able to	○	○	○	○	○

describe the main points of at least one other written standard that applies to after-school or youth development work (for example, National After School Association, American Camping Association) to someone else.

I would be able to describe the specific objectives for this program, as written in the proposal that this program's organization submitted to the Michigan Department of Education, to someone else.

○   ○   ○   ○   ○

I refer to the state standards or other written standards when identifying what this program should be doing with youth.

○   ○   ○   ○   ○

Q25 Below, we ask about how you feel about your job. Remember, no one at the program will be given your individual answers. Your answers will be kept private.

	Strongly disagree	Disagree	Neither disagree nor agree	Agree	Strongly agree
I am satisfied with this job at this after-school program.	○	○	○	○	○

Q26 How often do you attend formal staff meetings at THIS SITE? (choose ONE answer that is closest to your situation)

○ Never or hardly ever

○ Once every two months

○ Once per month

○ Once every two weeks

○ Once per week

Q27 Staff Meetings at this site are...

	Strongly disagree	Disagree	Neither disagree nor agree	Agree	Strongly agree
Open to disagreement from staff	○	○	○	○	○
Well organized	○	○	○	○	○
Open to input from staff	○	○	○	○	○
Able to achieve agreement from all participants when necessary	○	○	○	○	○

Q28 In your view, what is the order of importance of goals for this 21st CCLC program as a whole (not just the activities you provide)?

DRAG and DROP items to reflect your priority. Move the most important goal to the top (1), and reorder the rest so the bottom one is the least important goal (7) to you.
_____ Improve the academic achievement of all youth (1)
_____ Enable the lowest-performing students to achieve grade-level proficiency (2)
_____ Provide opportunities for youth to learn STEM or other academic subjects in a fun way (3)
_____ Help youth keep up with homework (4)
_____ Engage youth in fun leisure activities otherwise unavailable to them (i.e., arts, music, fitness, sports, etc .) (5)
_____ Keep youth in a safe environment that allows them to relax, play, and socialize (6)
_____ Improve the social and emotional development of youth (7)

Q29 How often are the activities that you lead or participate in….

	Rarely	Sometimes	Frequently	Always
Well-planned in advance?	○	○	○	○
Based on written plans for the session, assignments, and projects?	○	○	○	○
Tied to specific learning goals?	○	○	○	○
Meant to build upon skills cultivated in a prior activity or lesson?	○	○	○	○
Explicitly designed to promote skill-building and mastery in relation to one or more state standard?	○	○	○	○
Explicitly meant to address students' social-emotional developmental needs	○	○	○	○
Structured to respond to youth feedback on what the content or format of the activity should be?	○	○	○	○
Informed by the expressed interests, preferences, and/or satisfaction of the participating youth?	○	○	○	○

Q30 How much do you agree or disagree with the following family engagement efforts and experiences in the after-school program?

	Strongly disagree	Disagree	Agree	Strongly agree
I keep parents informed about how their child is doing in the after-school program.	○	○	○	○
We offer family events at this program.	○	○	○	○
When parents arrive at the program, I greet them.	○	○	○	○
I inform parents of family events they can go to.	○	○	○	○
I treat parents in a positive way.	○	○	○	○
When we send an email or flyer to the parents, we make sure it is easy for them to read or understand.	○	○	○	○
When parents have a question, concern, or comment about the program, I or somebody else gets back to them right away.	○	○	○	○
I ask parents about their child's progress or activities at home or school.	○	○	○	○

Q31 How often do you or other staff do the following:

	Never	A couple of times per year	About three to five times per year	About once a month	Nearly every week
Send materials about program offerings home to parents.	○	○	○	○	○
Send information home about how the student is progressing in the program.	○	○	○	○	○
Hold events or meetings to which parents are invited.	○	○	○	○	○
Have conversations with parents over the phone.	○	○	○	○	○
Meet with a student's parents to talk about the student's progress.	○	○	○	○	○
Ask for input from parents on what and how activities should be provided.	○	○	○	○	○

Q32 Rate how much you agree or disagree with the following statements about linkages between the after-school program and the school day:

	Strongly disagree	Disagree	Neither disagree nor agree	Agree	Strongly Agree	Not sure
On a week-to-week basis, I know what academic content will be covered during the school day with the students I work with in the after-school program.	○	○	○	○	○	○
I coordinate the content of the afterschool activities I provide with my students' school day work.	○	○	○	○	○	○
I know who to contact at my students' day-time school if I have a question about their progress or status.	○	○	○	○	○	○
The activities I provide in the after-school program are tied to specific learning goals that are related to the school-day curriculum.	○	○	○	○	○	○
I use student assessment data to provide different types of instruction to students attending my after-school activities based on their achievement level.	○	○	○	○	○	○

Q33 Rate how much you agree or disagree with the following statements about linkages between the after-school program and the school day: *(Continued)*

	Strongly disagree	Disagree	Neither disagree nor agree	Agree	Strongly agree	Not sure
I help manage a 3-way communication system that links parents, program, and day-time school information.	○	○	○	○	○	○
I participate in regular joint staff meetings for after-school and day-time school staff where steps to discuss linkages between the school day and after-school are discussed.	○	○	○	○	○	○
I meet regularly with school-day staff not working in the after-school program to review the academic progress of individual students.	○	○	○	○	○	○
I participate in parent-teacher conferences to provide information about how individual students are doing (NOTE: If you are a school-day teacher, please answer this question in relation to student you do not have in your school-day classroom).	○	○	○	○	○	○

Q34 Please indicate whether you receive each of the following, and to what extent you use it in planning for activities you provide.

	Do not receive	Use occasionally	Use regularly
Individual students' academic plans.	○	○	○
Individual students' standardized test scores.	○	○	○
Individual students' grades.	○	○	○
Input from individual students' school-day teachers.	○	○	○

Q35 How frequently do you do the following with other staff working in the after-school program?

	Never	A couple of times per year	About three to five times per year	About once a month	Nearly every week
Review and interpret evaluation data.	○	○	○	○	○
Conduct program planning based on a review of data.	○	○	○	○	○
Use evaluation data to set program improvement goals.	○	○	○	○	○
Discuss progress on meeting program improvement goals.	○	○	○	○	○
Observe other afterschool staff delivering programming in order to provide feedback on their practice.	○	○	○	○	○
Get observed by other afterschool staff while I deliver programming in order to get feedback on my practice.	○	○	○	○	○

Q36 How frequently do you do the following with other staff working in the after-school program? *(Continued)*

	Never	A couple of times per year	About three to five times per year	About once a month	Nearly every week
Conduct program planning in order to meet specific learning goals in coordinated ways across multiple activities.	○	○	○	○	○
Share ideas on how to make programming more engaging for participating students.	○	○	○	○	○
Follow-up about individual students.	○	○	○	○	○
Receive feedback from school-day teachers and/or administrators on how the program could better support student learning needs.	○	○	○	○	○
Discuss current research-based instructional practices.	○	○	○	○	○
Worked with or seen presentations from the local evaluator for this program.	○	○	○	○	○

Q37 How frequently does your supervisor do the following things?

	Never	A couple of times per year	About three to five times per year	About once a month	Nearly every week
Review your activity plans.	○	○	○	○	○
Make sure that program goals and priorities are clear to you.	○	○	○	○	○
Give you positive feedback.	○	○	○	○	○
Be visible during activities.	○	○	○	○	○
Gives you useful feedback about how you work with youth.	○	○	○	○	○

Q38 At this program...

	Strongly disagree	Disagree	Neither disagree nor agree	Agree	Strongly agree	Not sure
Staff listen to youth more than talk at them.	○	○	○	○	○	○
Staff actively and continuously consult and involve youth.	○	○	○	○	○	○
Staff facilitate youth to lead activities.	○	○	○	○	○	○
Staff have youth help or mentor other youth in completing a project or task.	○	○	○	○	○	○
Staff provide opportunities for the work, achievements, or accomplishments of youth to be publicly recognized.	○	○	○	○	○	○
Staff have youth make formal presentations to the larger group of students.	○	○	○	○	○	○
Staff include time in activities for youth to reflect on their experiences (e.g., formal journal writing, conversational feedback)	○	○	○	○	○	○
Staff are effective at providing youth with meaningful choices during activities.	○	○	○	○	○	○

Staff provide structured and planned activities explicitly designed to help youth get to know each other.	○	○	○	○	○	○
Staff are effective at providing youth with opportunities to set goals and make plans within the program.	○	○	○	○	○	○
Staff ask for and listen to student opinions about the way things should work in the program.	○	○	○	○	○	○
Staff have youth work collaboratively with other youth in small groups.	○	○	○	○	○	○
Staff have youth work on group projects that take more than one day to complete.	○	○	○	○	○	○
Youth are able to take responsibility for their own program.	○	○	○	○	○	○
Youth can set goals for what they want to accomplish in the program.	○	○	○	○	○	○
Youth help make plans for what activities are offered at the program.	○	○	○	○	○	○
Youth make choices about	○	○	○	○	○	○

WHAT content is covered in program offerings.						
Youth make choices about HOW content is covered in program offerings.	○	○	○	○	○	○
Youth help create rules and guidelines for the program.	○	○	○	○	○	○

Q39 Is there anything else that you would like to share about this program, working with youth, etc.?

_____

_____

_____

_____

Q40 Please enter your name here. This is optional, this is for tracking and quality control purposes only and will be deleted from all data files.

_____

Thank you very much for completing this survey. Your answers will be used to help improve 21st Century and other youth programs in Michigan.