

## Take the 2016 TELL Oregon Survey

### Sample 2016 TELL Oregon Flyer

The following is a joint message from Salem-Keizer Public Schools, the Salem Keizer Education Association, and the Salem Association of School Administrators:

Dear Licensed Staff and Administrators,

Two years ago, Oregon school districts participated in the TELL Oregon Survey, sponsored by the Oregon Department of Education, the Oregon Education Association, and the Confederation of Oregon School Administrators.

The results from the survey were used by the State of Oregon to help determine how to invest state dollars into our education system. This included the continued investment in mentoring and additional dollars to begin to reduce class size.

Soon you will have a chance to participate in the second phase of the TELL Oregon Survey and we encourage your participation. We think this research is important for improving teaching conditions in our district and in our state.

The TELL Oregon Survey results will be used internally within schools and the district, but the results are also shared publicly for all Oregon districts.

Both SKPS and SKEA encourage all school-based licensed staff to participate in this survey in February. The information provided in the results is vital for school improvement planning and they provide the state with a clear picture of teaching conditions.

Thank you,

Christy Perry  
Superintendent  
Salem-Keizer  
Public Schools

Eric Miller  
President  
Salem Keizer  
Education Association

Eric Richards  
President  
Salem Association of  
School Administrators

## TELL Oregon Survey February 1-29, 2016

### One example of how the 2014 TELL Oregon Survey data was used:

A principal and a building representative reviewed the data individually and jointly, looked for strengths and opportunities for improvement.

The principal and building representative jointly presented trends to the entire school staff.

The leadership team determined a need for additional information so they crafted an additional survey to obtain more specific information.

As a result of both surveys, the leadership team developed a plan to improve support for new teachers in their school.



## **Principals: Guidelines for survey administration**

- School-based licensed staff and administrators will receive anonymous access codes to take the survey online.
  - We would like all eligible staff to participate. The more individuals who participate in the survey, the more valid and comprehensive the results will be.
  - Though the survey will be linked to your specific building, individual responses are anonymous.
  - Allow time within the workday for staff to complete the survey. Please consider holding your staff meeting in a computer lab and having staff complete the survey on the computer in the lab. Our goal is 100 percent participation.
  - Survey administration time is estimated to be 20 - 30 minutes.
  - Results by school will be made available to the public. Results may be used by various groups in different ways.
  - Be proactive. Meet with your building leadership team and school staff to determine how best to administer the survey and how to use the survey results.
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## **How we used the survey data**

- Principals used the results to guide their school improvement planning, to adjust their leadership practices, and to identify areas that needed extra support. Some of the identified topics included additional behavioral support, PLC expectations, and work load.
  - Since the TELL Oregon Survey was not administered in 2015, one school conducted an additional survey allowing the leadership team at the school to monitor progress in their school's improvement planning process.
  - Some administrators, who are new to their schools, used the TELL Oregon Survey data to acquaint themselves with their new work location. As we were hiring new school-level administrators, some candidates used the TELL Oregon Survey data in their interview process.
  - Our district used the survey results in a variety of ways depending on the work site. The overall district results were discussed with the budget committee when we were discussing an investment in the infrastructure to improve technology.
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## **What happens after the survey data is finalized**

Once survey results have been compiled, administrators will share the data in a staff meeting or a similar venue, giving staff the chance to dialogue and ask questions. During this meeting, administrators, or members of the leadership team, should share at least one item that demonstrates success at their school and why it is working well.

In addition, school leaders will share at least one item that is an opportunity for improvement and ideas on how that will be addressed in the future. Schools are encouraged to present items that are closely related to the school's CSIP if possible.

In addition, the entire TELL Oregon Survey data should be distributed to staff whether that is by using the link from ODE or downloading the survey as a PDF document and sending it to staff via email.