



Before the Survey: Leader Checklist

Considerations when administering a survey for teacher efficacy

Work through each consideration below before you launch a teacher-efficacy survey. Check each box once you've thought it through, and jot notes as needed.

1. Who is taking it? Who is administering?

Identify the key players, how many of your teachers are taking this survey? Which departments or divisions and why? Identify whose voice you need to hear and who is responsible for receiving and responding to that data.

☐ CONSIDERED

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2. What is the purpose of this tool?

This is not an evaluative tool, it is a diagnostic. Teachers are encouraged to provide honest responses. Decide if anonymity and confidentiality support this and any future growth from results. Be cautious when interpreting data. Consider whether you are measuring skills or beliefs in your teachers.

☐ CONSIDERED

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3. When should you administer?

The survey can take up to 30 minutes. Timing is everything, so choose yours wisely. At the start of the school year, teachers arrive with "start of the school year" optimism, which can impact results. By the end of the year, you are competing with calendar events and teacher burnout.

☐ CONSIDERED

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4. Where does this take place?

The survey is best distributed in-house, by someone they know and trust.

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5. Why should you administer?

What are you hoping to learn about your teachers? Creating a survey can measure teacher beliefs about faculty capability, conditions, school, and environment on the individual and collective level. This diagnostic tool can give you the perspective needed to change your school culture.

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Questions about administering a teacher-efficacy survey? Inquire directly at efficacylabconsult.com