**Please be sure to save this document** to your own drive after downloading it.

**What we mean by “working conditions”**

The seven conditions listed below are shown to have a substantial influence on teacher satisfaction and effectiveness—and can also apply to non-teaching staff. ([Center on Great Teachers and Leaders](https://gtlcenter.org/technical-assistance/professional-learning-modules/understanding-teaching-conditions))

* + Time
	+ Facilities and resources
	+ Community support and involvement
	+ Managing student conduct
	+ Teacher leadership
	+ School leadership *(including communication; school systems and processes; culture)*
	+ Professional development *(not limited to structured large-group training sessions)*
	+ Instructional practices and support *(including opportunities for ongoing and actionable feedback)*

Of the conditions listed, what are one or two conditions for which it would be most valuable to know how satisfied your staff are and to know what changes they would most like to see? Why?

**Data analysis**

Skim the list of [Focus Group Analysis Tips](https://drive.google.com/file/d/1DS3AcdND0B-cfkZ_3np42wcy95apSVbb/view) (Richard Krueger, University of Minnesota). Though written for analyzing feedback from focus groups, these tips can also apply to analyzing feedback from conversations and/or surveys.

Which one or two considerations from this list are given *most* attention in feedback analysis or other data analysis in your school/LEA? Which are given *least* attention? How might you change this?

Review [a page of hypothetical data](https://drive.google.com/file/d/1ve2UdcQAsnVtg7xFMZtRaAjUCzbc0n63/view?usp=sharing) from teacher surveys at several schools in an LEA (Center on Great Teachers and Leaders and the New Teacher Center). Write notes to respond to the following questions.

1. In what other ways would you want to disaggregate this data?
2. Based on this data, what other sources of quantitative or qualitative data should be analyzed or collected? Why?
3. Do any clear trends stand out within or across schools?
4. Are there any data points that you find surprising or inconsistent with the overall trends?
5. If you were a leader in School E (or the supervisor of the school leader), what might your next steps be? In particular, how might you communicate to teachers and other staff that you are paying attention to their opinions and that you want to address their concerns?

**Next steps**

Looking over your notes, what next steps would be useful in implementing/enhancing the ways your school or LEA gathers information about staff perspectives?

What steps would be most useful in beginning/enhancing the way you analyze and apply data?

Who would you need to involve in these next steps?

**Additional resources**

* [How-to Guide](https://www.iu13.org/wp-content/uploads/2021/10/PDE_HC_How_to_Survey_Stakeholders.pdf) on Surveying Stakeholders (IU13)
* [Focus Group Facilitation Tips](http://app.idph.state.il.us/docs/Tips%20for%20Facilitating%20a%20Focus%20Group.pdf) (Illinois Dept. of Public Health)
* [Retention Conversations with Educators](https://info.iu13.org/hubfs/Statewide%20Initiatives/Toolkit_RetentionConversationswithEducators.pdf) (IU13 and TNTP)
* [Conduct Insight Interviews](https://drive.google.com/file/d/1QQPUZSqDrOW6EM76eYZfASSvmui4Wrty/view?usp=sharing) (Center for Black Educator Development)

**Example sources of survey items**

* [Panorama Education](https://www.panoramaed.com/resources) tools and question banks
* [PA School Improvement Survey for School Staff](https://www.iu13.org/wp-content/uploads/2022/04/PDESI_SchoolSurveys_Staff_FillableForm.pdf)
* [PDE Safe and Respectful School Climate](https://www.paschoolclimate.pa.gov/home.aspx) survey (requires LEA staff credentials for access)
* The New Teacher Center’s Teaching, Empowering, Leading and Learning (TELL) survey is used by states and LEAs across the country—see [Kentucky’s survey items](https://tellkentucky.org/uploads/File/KY17_survey_main.pdf) as an example.

**We appreciate your feedback.**

Please respond to a brief survey about this workshop: <https://forms.gle/Vj1MRNQ5MqT1JD2j7>