

Missouri's First-Year Educator Surveys

2021

Technical Manual Updates

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Background

Beginning in 2007, the Department of Elementary and Secondary Education (DESE), in collaboration with the University of Missouri's Office of Social and Economic Data Analysis (OSED), began administering an annual survey of first-year teachers in Missouri public schools, along with a companion survey of supervisors of first-year teachers. This person was typically the principal of the school building where the teacher spent the greatest proportion of their time. This was followed in 2009 with the introduction of another set of surveys given to first-year school leaders, along with their supervisors, which were typically the district superintendents.

In 2015 these two sets of surveys were extensively revised to bring them into alignment with the Missouri Teacher Standards and Quality Indicators that were adopted in 2011. An earlier Technical Manual titled "Missouri's First-Year Educator Surveys" was distributed in 2015. It describes the process that was followed and the questionnaires that resulted. Since that time, there have been several minor changes to the set of questionnaires introduced in 2015, as well as the introduction in 2017 of a new set of annual questionnaires directed toward first-year school counselors working in Missouri's public schools. The principal of the building in which the counselor spent the greatest share of their time was assumed to be the counselor's supervisor—and they were also surveyed.

In the summer of 2016, a website was created to display the results of the newly redesigned questionnaires and to provide an enhanced capability for preparation programs to examine their program's strengths and areas needing improvement—from the perspective of the responding first-year educators and their supervisors.

On August 18, 2020, in an online meeting, DESE Educator Preparation and Institute of Public Policy¹ staff developed plans for the surveys for spring 2021 and discussed needed changes. The purpose for this technical manual update is to provide a description of modifications made to the First-Year questionnaires, as well as to the procedures followed for the administration of the questionnaires in 2021.

¹ OSED merged with the University of Missouri's Institute of Public Policy in 2019.

Changes to the First-Year Questionnaires

Other than updating the current year values on the questionnaires to reflect the fact that we were administering the questionnaires in the 2020-2021 school year, there were no changes to the set of six questionnaires that were used for the 2019-2020 school year. However, changes were required to the Qualtrics software due to the modifications to the output file structure formats used by Qualtrics. Therefore, new routines were implemented for the SAS software used to process questionnaire data produced by Qualtrics.

Administrative Procedures Followed for First-Year Surveys: Sampling and Survey Dates

As in previous years, DESE's COREDATA files were used extensively in identification of the First-Year Teachers, Principals, Counselors, and their supervisors. The CRSASSGN table provides information on the courses and assignments of educators working in public schools. Using a secure SAS environment provided by DESE, all records in the CRSASSGN table from 1990-1991 school year to the 2020-2021 were reviewed, and those records that appeared for the first time during the 2020-21 school year as a Teacher, Principal, or Counselor were identified. Other COREDATA tables were used to assist in identifying the supervisors of the First-Year Educators and to provide address information for all those who needed to be contacted. The COREDATA tables that were used were dated February 9, 2021. The sample identification work took place between February 15 and March 10, 2021. During the period February 17-March 8, an IPP graduate student assistant helped to locate email addresses for the 456 First-Year Teachers that had missing email fields in DESE's COREDATA tables. The initial invitations for the 2021 set of six surveys were sent out between March 16 through 22, with weekly follow-up reminders to non-respondents. DESE Education Preparation sent a post card reminder to schools on April 8, and the survey website was closed at the end of the day on June 11. The planning document for the surveys is attached to this report as Appendix A.

A First Year Survey Reporter tool for the current set of First Year Educator surveys was released in 2015 and has been updated annually with new survey data as they become available. Data and supporting materials from the spring 2021 surveys were added to the reporter on July 13, 2021. This reporting tool can be accessed at the following location:

<http://apps.oseda.missouri.edu/firstyear>

Appendix A. Planning Document for Tasks and Survey Timeline

Plans for First-Year Teachers, School Counselors, and Principals Surveys – Spring 2021		
List of Tasks and Timeline		
August 18, 2020		
Tasks	Responsibility	Timeline
Meet to Discuss Previous Surveys & Plans for 2021	OSEDA & OEQ-EPP	August 18, 2020
Work with DESE Communications Office to prepare information about the 1 st Year Surveys for Teachers, School Counselors, School Leaders, their Supervisors, and School Superintendents	Fouk, Alberson, Jensen, and DESE Communications	October 2020
Contact Professional Associations to Encourage Participation Through Their Publications: Teachers – MSTA/MNEA/AFT; Counselors – MSCA; & Leaders – MAESP/MASSP/MASA/MPEA & MCSA	Fouk, Alberson & DESE Communications	January/February 2021
Identify Cohorts of Beginning Teachers, School Counselors, & Principals, and their Supervisors; and Begin Review and Secure Accurate Email Addresses for All Members of Each Cohort	OSEDA	March 1, 2021
Begin Review and Secure Accurate Email Addresses for All Members of Each Cohort – Teachers, School Counselors, Principals and their Supervisors	OSEDA	March 1, 2021
Contact Special School District in St. Louis to Identify Supervisors and Secure Email Addresses	Fouk, Alberson, & Jensen	March 1, 2021
Review Survey Definitions & Procedures and Draft Communications	OSEDA, Fouk, & Alberson	March 1, 2021
Send Email with Survey Link to Teachers, School Counselors, Principals and their Supervisors	OSEDA	March 15, 2021
Speak with Area Supervisors to Remind Districts to Have 1 st Year Educators Complete the Survey	Fouk, Alberson, & Jensen	Between March 15, 2021 – April 16, 2021

Analyze Non-Response Data and Send Emails as Appropriate with Biweekly Reminders	OSEDA	Between March 15, 2021 and June 9, 2021
OSEDA send File to DESE to create Postcards	OSEDA	March 26, 2021
Review File, Submit Requisition to State Printing, Receive and Review Postcards Sample	Jensen	Between March 26, 2021 and April 5, 2021
Send Reminder Post Cards	OSEDA	April 8, 2021
Online Survey – End Date on Post Cards	OSEDA	June 4, 2021
Online Survey Actually Closes	OSEDA	June 11, 2021
Scrub Identifiable Information from Open-Ended Records	OSEDA, Jensen, & Cash	Between June 11, 2021 and July 5, 2021
Reports Ready for Internal Review	OSEDA	July 5, 2021
Data File to OSEDA for EPPs to View Survey Results	OSEDA	July 12, 2021
Add Data File from OSEDA Survey Results to Ed Prep APR Tables	Fouk, Alberson, & Jensen	TBD (Prior to August 1, 2021)