

Program Administrator Survey

AZ was one of twelve states selected by the Center for Applied Linguistics (CAL) staff to receive national guidance through the CAELA Network project in developing AZ's ELAA professional learning system. To assist with this initiative, Adult Education Services formed the *English Language Acquisition for Adults Planning Team*. The *ELAA team* is conducting a survey of state funded adult education program administrators and ELAA teachers. Your input is very important and will help guide the planning and implementation of high quality professional development for ELAA adult educators in our state.

This survey is designed for program administrators. If you supervise instructional and/or non-instructional staff or volunteers, please complete this survey. Your ELAA teachers will be sent a separate survey to complete.

The survey will take approximately 30 minutes for you to complete.

Program Operations

1. Please select your Adult Education Program. (drop down menu)
2. How many hours per week are you employed by your parent organization?
 - a. 40 hours or more
 - b. 30-39 hours
 - c. 20-29 hours
 - d. 10-19 hours
 - e. 9 hours or less
3. What is your **primary** job responsibility? (Select one)
 - a. Adult education program director or manager
 - b. Learning center or site coordinator
 - c. Instructional coordinator
 - d. ABE/ASE instructor
 - e. ELAA instructor
 - f. Volunteer coordinator
 - g. Other (please specify) _____
4. On the average, what percentage of your time do you spend on your primary job responsibilities? (Select one)
 - a. 100%
 - b. 75%-99%
 - c. 50%-74%
 - d. 25%-49%
 - e. 10%-24%
 - f. 9% or less
5. Please select the additional job responsibilities you have that represent 20% or more of your weekly duties? (Check all that apply)
 - a. Adult education program director or manager
 - b. Learning center or site coordinator
 - c. Instructional coordinator
 - d. ABE/ASE instructor

- e. ELAA instructor
 - f. Volunteer coordinator
 - g. Grants management
 - h. Data management and/or entry
 - i. Other (please specify) _____
6. How many months per year do you work as a program director/administrator?
 - a. 11-12 months
 - b. 9-10 months
 - c. 7-8 months
 - d. 4-6 months
 - e. 3 months or less
 7. How long have you been employed as an Adult education program administrator in Arizona?
 - a. 21 years or more
 - b. 16-20 years
 - c. 10-15 years
 - d. 5-9 years
 - e. 1-4 years
 - f. Less than 1 year
 8. How many paid instructional staff do you directly supervise?
 - a. 25 or more
 - b. 20-24
 - c. 15-19
 - d. 10-14
 - e. 5-9
 - f. 1-4
 - g. None
 9. Do you supervise instructional staff at: (Select all that apply)
 - a. One primary learning center
 - b. Multiple learning centers
 - c. One community class site
 - d. Multiple community class sites
 - e. Other (please specify) _____
 - f. I do not supervise instructional staff
 10. Of the instructional staff you supervise, how many are ELAA instructors?
 - a. 25 or more
 - b. 20-24
 - c. 15-19
 - d. 10-14
 - e. 5-9
 - f. 1-4
 - g. None
 - h. Do not serve ELAA students
 11. Of the instructional staff you supervise, how many are ABE/ASE instructors?
 - a. 25 or more
 - b. 20-24
 - c. 15-19

- d. 10-14
 - e. 5-9
 - f. 1-4
 - g. None
12. On the average, how many volunteers do you directly or indirectly supervise?
- a. 20 or more
 - b. 15-19
 - c. 10-14
 - d. 5-9
 - e. 4 or less
 - f. None
13. Of the volunteers that you supervise, how many of these volunteers work directly with ELAA students?
- a. 20 or more
 - b. 15-19
 - c. 10-14
 - d. 5-9
 - e. 4 or less
 - f. None
 - g. Do not serve ELAA students
14. How many non-instructional staff do you directly supervise?
- a. 25 or more
 - b. 20-24
 - c. 15-19
 - d. 10-14
 - e. 5-9
 - f. 1-4
 - g. None
15. Are you solely responsible for hiring adult education instructors for your program?
- a. Yes
 - b. No
16. Do you have a role in hiring adult education instructors for your program?
- a. Yes
 - b. No
17. What are the three primary factors your program considers when hiring an ELAA instructor?
(Select up to three choices)
- a. Adult education teaching experience in any area
 - b. Adult education teaching experience in ELAA
 - c. EFL teaching abroad
 - d. K-12 teaching experience in any area
 - e. K-12 teaching experience with ELL students
 - f. Higher education teaching experience
 - g. Current teacher certification
 - h. Second language proficiency
 - i. Degree in TESOL and/or related degrees
 - j. No specific factors considered
 - k. Other (please specify) _____
 - l. I don't hire ELAA instructors

18. Of the above factors, what **one factor** do you consider to be the most important when hiring an ELAA instructor? (Select one)
- Adult education teaching experience in any area
 - Adult education teaching experience in ELAA
 - EFL teaching abroad
 - K-12 teaching experience in any area
 - K-12 teaching experience with ELL students
 - Higher education teaching experience
 - Current teacher certification
 - Second language proficiency
 - Degree in TESOL and/or related degrees
 - No specific factors considered
 - Other (please specify) _____
 - I don't hire ELAA instructors
19. What factors do you consider when hiring an ABE/ASE instructor? (Check all that apply)
- Adult education teaching experience in any subject area
 - Adult education teaching experience in ABE/ASE
 - Degree in education and/or related college degrees
 - K-12 teaching experience in any subject area
 - Higher education teaching experience
 - Current teacher certification
 - No specific factors considered
 - Other (please specify) _____
 - I don't hire ABE/ASE instructors
20. Of the above factors, what **one factor** do you consider to be the most important when hiring an ABE/ASE instructor? (Select one)
- Adult education teaching experience in any subject area
 - Adult education teaching experience in ABE/ASE
 - Degree in education and/or related college degrees
 - K-12 teaching experience in any subject area
 - Higher education teaching experience
 - Current teacher certification
 - No specific factors considered
 - Other (please specify) _____
 - I don't hire ABE/ASE instructors
21. Are you responsible for evaluating ELAA instructors?
- Yes
 - No
 - Do not serve ELAA students
22. Who is responsible for evaluating ELAA instructors in your program? (Check all that apply)
- Adult education program director
 - College faculty or chair
 - Central office administrator
 - Instructional coordinator
 - Other adult education instructors
 - Adult learners
 - Other (please specify) _____
 - ELAA instructors are not evaluated

- i. Do not serve ELAA students
23. Does your program have a formal process in place for evaluating the instructional quality of your ELAA instructors?
- a. Yes
 - b. No
 - C. Do not serve ELAA students
24. Which of the following components are used in the formal evaluation process for ELAA instructors? (Check all that apply)
- a. Written evaluations and/or feedback forms
 - b. Instructor observations by program administrator
 - c. Instructor observations by peers
 - d. Student surveys
 - e. Student learning data
 - f. Other (please specify) _____
 - g. ELAA instructors are not evaluated
 - h. Do not serve ELAA students
25. Are you responsible for evaluating ABE/ASE instructors?
- a. Yes
 - b. No
26. Who is responsible for evaluating ABE/ASE instructors in your program? (Check all that apply)
- a. Adult education program director
 - b. College faculty or chair
 - c. Central office administrator
 - d. Instructional coordinator
 - e. Other adult education instructors
 - f. Adult learners
 - g. Other (please specify) _____
 - h. ABE/ASE instructors are not evaluated
27. Does your program have a formal process in place for evaluating the instructional quality of your ABE/ASE instructors?
- a. Yes
 - b. No
28. Which of the following components are used in the formal evaluation process for ABE/ASE instructors? (Check all that apply)
- a. Written evaluations and/or feedback forms
 - b. Instructor observations by program administrator
 - c. Instructor observations by peers
 - d. Student surveys
 - e. Student learning data
 - f. Other (please specify) _____
 - g. ABE/ASE instructors are not evaluated
29. Have you participated in formal training on evaluating instructors?
- a. Yes
 - b. No
30. What professional development have you completed in the evaluation of instructors? (Check all that apply)
- a. One, three credit undergraduate course
 - b. One, three credit graduate course
 - c. Two or more undergraduate level courses
 - d. Two or more graduate level courses
 - e. Self study

- f. PD activities sponsored by parent organization
 - g. Other (please specify) _____
 - h. None
31. Do you have a formal staff orientation process for new ELAA instructors?
- a. Yes
 - b. No
 - c. Do not serve ELAA students
32. In 25 words or less, please describe your program's orientation process for ELAA instructors?
(If you do not serve ELAA students, please answer N/A.)
33. Do you have a formal staff orientation process for new ABE/ASE instructors?
- a. Yes
 - b. No
34. In 25 words or less, please describe your program's orientation process for ABE/ASE instructors?

Data Use

35. In addition to NRS data, which of the following types of data does your program routinely collect? (Check all that apply)
- a. Program processes data
 - b. Teacher perceptual data
 - c. Student perceptual data
 - d. Student demographics data
 - e. Student learning data
 - f. Other (please specify) _____
 - g. None
36. How often do you review data with your ELAA staff?
- a. Annually
 - b. Semi-annually
 - c. Quarterly
 - d. Monthly
 - e. As needed
 - f. Other (please specify) _____
 - g. Do not serve ELAA students
37. How often do you review data with your ABE/ASE staff?
- a. Annually
 - b. Semi-annually
 - c. Quarterly
 - d. Monthly
 - e. As needed
 - f. Other (please specify) _____
 - g. Not applicable
38. How often do you review reports generated by the NRS.Pro data collection system?
- a. Annually
 - b. Semi-annually
 - c. Quarterly
 - d. Monthly
 - e. Weekly
 - f. As needed
 - g. Other (please specify) _____

- h. Not applicable
- 39. What is your comfort level with collecting multiple types of data?
 - a. Scale 1-5 (1 being the least comfortable)
- 40. What is your comfort level with analyzing various types of data for program improvement?
 - a. Scale 1-5 (1 being the least comfortable)

Curriculum, Assessment, and Instruction

- 41. What is the **primary** instructional approach used by instructors for the majority of the ELAA students in your program?
 - a. Lecture
 - b. Cooperative learning groups
 - c. Face to face instruction-10 students or less
 - d. Independent student learning
 - e. Computer based instruction
 - f. One to one tutoring
 - g. Face to face instruction-11 students or more
 - h. Other (please specify) _____
 - i. Do not serve ELAA students
- 42. How does your program initially place ELAA students for instruction?
 - a. By CLAS E reading and/or writing levels
 - b. By CLAS E listening and/or speaking levels
 - c. By NRS levels
 - d. Other formative assessments (please specify) _____
 - e. Other (please specify) _____
 - f. Do not serve ELAA students
- 43. How are the ELAA students in your program **primarily** grouped for instruction?
 - a. Multi level classes
 - b. Classes by NRS levels
 - c. Beginning ELAA classes
 - d. Intermediate ELAA classes
 - e. Advanced ELLA classes
 - f. Differs by location
 - g. Other (please specify) _____
 - h. Do not serve ELAA students
- 44. Are ELAA students in your program placed in non-credit English language acquisition developmental education classes with tuition paying ESL students?
 - a. Yes
 - b. No
 - c. Do not serve ELAA students
- 45. What type of curricular materials is **primarily** used with the ELAA students in your program? (Select one)
 - a. Publisher texts
 - b. Teacher developed units/lessons
 - c. Project based curriculum
 - d. Computer based programs
 - e. Varies by instructor
 - f. Other (please specify) _____

- g. Do not serve ELAA students
46. What additional types of curricular materials are used with the ELAA students in your program?
(Check all that apply)
- a. Publisher texts
 - b. Teacher developed units/lessons
 - c. Project based curriculum
 - d. Computer based programs
 - e. Varies by instructor
 - f. Other (please specify) _____
 - g. Do not serve ELAA students
47. Does your program have a formal curriculum guide and/or scope and sequence for ELAA instructors?
- a. Yes
 - b. No
 - c. Don't serve ELAA students
48. How often do you review lesson plans from ELAA instructors?
- a. Monthly
 - b. Weekly
 - c. Daily
 - d. As needed
 - e. Don't review lesson plans
 - f. Do not serve ELAA students
49. What is the **primary** instructional approach used by instructors for the majority of the ABE/ASE students in your program? (Select one)
- a. Lecture
 - b. Cooperative learning groups
 - c. Face to face instruction-10 students or less
 - d. Independent student learning
 - e. Computer based instruction
 - f. One to one tutoring
 - g. Face to face instruction-11 students or more
 - h. Other (please specify) _____
50. How are the ABE/ASE students in your program **primarily** grouped for instruction? (Select one)
- a. Multi level classes
 - b. By ABE levels
 - c. By content area
 - d. By ASE level
 - e. Individualized instruction
 - f. Varies by instructor
 - g. Other (please specify) _____
51. Does your program have a formal curriculum guide and/or scope and sequence for ABE/ASE instructors?
- a. Yes
 - b. No
52. Do you administer the CLAS E assessment to students?
- a. Yes
 - b. No
53. What domain(s) of the CLAS E do you administer? (Select all that apply)
- a. Reading
 - b. Writing

- c. Listening
 - d. Speaking
 - e. Do not administer the CLAS E
54. Are you responsible for scoring the CLAS E?
- a. Yes
 - b. No
55. What CLAS E scoring system do you use?
- a. Compuscan
 - b. Scoreze
 - c. Scoring templates
 - d. Scoring stencils
 - e. Program developed scoring form
 - f. Other (please specify) _____
 - g. Do not score the CLAS E
56. What have been the most significant program operations changes that your program has made as a result of implementing the CLAS E assessment? (Select all that apply)
- a. ELAA student intake process
 - b. ELAA student orientation process
 - c. ELAA class schedule
 - d. Instructor job responsibilities
 - e. Additional staff hours for initial assessments
 - f. Additional staff hours for progress testing
 - g. Other (please specify) _____
 - h. No significant changes made

Professional Learning

57. Have you completed credit or non-credit courses in any of the following areas? (Check all that apply)
- a. Second language acquisition or linguistics
 - b. Supervising teachers
 - c. Cultural diversity
 - d. Adult learning principles
 - e. Curriculum and/or instruction
 - f. Assessment
 - g. Data analysis
 - h. Adult education program administration
 - i. Transitions to post secondary and/or workforce
 - j. Other (please specify) _____
 - k. Not applicable
58. What are the three primary professional development models that have been implemented with your program staff? (Select three)
- a. Study groups or study circles
 - b. Professional learning communities
 - c. Action research
 - d. Data groups
 - e. Peer coaching

- f. Team teaching
 - g. Mentoring
 - h. Other (please specify) _____
 - i. No PD models have been implemented
59. Do you regularly participate in site based professional learning with your program staff?
- a. Yes
 - b. No
60. What professional development models do you regularly participate in with program staff?
(Select all that apply)
- a. Study groups or study circles
 - b. Professional learning communities (PLC's)
 - c. Action research
 - d. Data groups
 - e. Peer coaching
 - f. Team teaching
 - g. Mentoring
 - h. Other (please specify) _____
 - i. Do not regularly participate in PD with staff
61. How does your program compensate full-time teachers that participate in professional development activities? (Check all that apply)
- a. Flexible work schedule
 - b. Stipends
 - c. Comp time
 - d. Mentoring opportunities
 - e. No compensation provided-part of regular work schedule
 - f. Other (please specify) _____
 - g. None of the above
62. How does your program compensate part-time teachers that participate in professional development activities? (Check all that apply)
- a. Flexible work schedule
 - b. Stipends
 - c. Comp time
 - d. No compensation provided
 - e. Additional paid work hours
 - f. Other (please specify) _____
 - g. None of the above
63. Briefly describe how job-embedded professional development is implemented in your program.
64. In which of the following professional organization(s) do you have a current membership?
(Check all that apply)
- a. AZ Association for Lifelong Learning (AALL)
 - b. Mountain Plains Adult Education Association (MPAEA)
 - c. COABE
 - d. TESOL
 - e. American Association of Community Colleges (AACE)
 - f. National Staff Development Council (NSDC)
 - g. National Association for Developmental Education
 - h. Other (please specify) _____

- i. No current memberships
65. Are you willing to pay personal membership dues to join a professional organization?
- a. Yes
 - b. No
66. What months of the year do you prefer to participate in professional development? (Check all that apply)
- a. September-November
 - b. December-February
 - c. March-May
 - d. June-August
 - e. No preference
67. Which day(s) of the week do you prefer to participate in professional development? (Check all that apply)
- a. Monday
 - b. Tuesday
 - c. Wednesday
 - d. Thursday
 - e. Friday
 - f. Saturday
 - g. No preference
68. What type(s) of professional development have you participated in within the last 12 months? (Check all that apply)
- a. Local and/or regional conferences or workshops
 - b. ADE sponsored workshops or conferences
 - c. National conference or workshop
 - d. Study circles
 - e. Action research group
 - f. Local professional learning community
 - g. Site visits to other programs
 - h. Face to face credit courses
 - i. Self paced on-line courses
 - j. Facilitated credit or non credit on-line courses or modules
 - k. Webinars or webcasts
 - l. Email listserv and/or Wikis
 - m. Online discussion board
 - n. Self studies
 - o. Other (please specify) _____
 - p. Did not participate in PD in the last 12 months
69. Which of the following ADE/AES sponsored professional development initiatives have you participated in within the last three years? (Check all that apply)
- a. Leadership Excellence Academies
 - b. PDLA team
 - c. Right Question Project
 - d. Teachers Investigating Adult Numeracy (TIAN)
 - e. Technology integration (ETE, IDEAL)
 - f. Digital storytelling
 - g. ADEAL (Distance Learning)

- h. AECAP
 - i. Assessment task force
 - j. ASE reframing and/or GEDTS marketing
 - k. Joint Institutes
 - l. Other (please specify) _____
 - m. None of the above
70. What are the primary obstacles that prevent you from participating in professional development? (Check all that apply)
- a. PD not offered at a time when I can attend
 - b. Don't get paid to participate in PD
 - c. It's hard to miss work
 - d. Don't see the value in participating in PD
 - e. Lack of time
 - f. My parent organization does not allow or encourage participation
 - g. Other (please specify) _____
 - h. I regularly participate in PD
71. What is your comfort level with accessing and participating in on-line professional development?
- a. Scale of 1-5 with 1 being the least comfortable
72. Have you taken one or more non-credit or credit on-line course(s)?
- a. Yes
 - b. No
73. Have you registered and have an account in IDEAL?
- a. Yes
 - b. No
 - c. Not familiar with IDEAL
74. How often do you access the curricular and professional development resources in IDEAL?
- a. Daily or weekly
 - b. Bi-weekly
 - c. Monthly
 - d. Bi-monthly
 - e. Occasionally
 - f. Can't remember the last time
 - g. Not at all
75. What kinds of professional development activities would you be helpful in your role as a program administrator? (Check all that apply)
- a. Overall AE program operations
 - b. ABE/ASE program operations
 - c. ELAA program operations
 - d. Supervision of staff
 - e. Serving students with learning differences and/or special needs
 - f. Data collection and analysis
 - g. Planning and implementing program based professional learning
 - h. Fiscal and grants management
 - i. Curriculum and instruction
 - j. Assessment
 - k. Volunteer management
 - l. Distance Learning
 - m. Other (please specify) _____

- n. None of the above

Program Administrator Demographics

76. Are you employed in a position outside of your adult education program?
a. Yes b. No
77. In which area are you employed?
a. Education
b. Business
c. Social services
d. Corrections
e. Other (please specify) _____
f. Not applicable
78. How many hours per week do you work at your other job?
a. 40 hours or more
b. 30-39 hours
c. 20-29 hours
d. 10-19 hours
e. 9 hours or less
f. Do not hold another job
79. In which of the following areas and/or grade levels have you had paid teaching experience?
(Check all that apply)
a. ABE /ASE
b. Adult ELAA
c. Community college and/or higher education
d. Vocational education
e. Family literacy
f. K-12 regular education
g. K-12 special education
h. K-12 ESL
i. No teaching experience
j. Other (please specify) _____
80. What is the total number of years of teaching experience that you have had in all areas and/or grade levels? (Select one)
a. More than 25 years
b. 20-24 years
c. 15-19 years
d. 10-14 years
e. 5-9 years
f. 1-4 years
g. Less than 1 year
h. Not applicable
81. Have you had administrative experience in any of the following areas and/or grade levels?
(Check all that apply)
a. Adult education program administration
b. Early childhood administration

- c. Grades K-8 administration
 - d. Grades 7-12 administration
 - e. Post secondary and/or higher education administration
 - f. Family literacy administration
 - g. Other (please specify) _____
 - h. Not applicable
82. What is the total number of years of administrative experience that you have had in all areas and/or grade levels? (Select one)
- a. More than 25 years
 - b. 20-24 years
 - c. 15-19 years
 - d. 10-14 years
 - e. 5-9 years
 - f. 1-4 years
 - g. Less than 1 year
 - h. Not applicable
83. Do you hold a Bachelor's degree?
- a. Yes
 - b. No
 - c. In progress
84. In what area of study is your Bachelor's degree? (Select one)
- a. Education
 - b. Business
 - c. Liberal Arts
 - d. Communication
 - e. Social Work
 - f. Other (please specify) _____
 - g. Not applicable
85. Do you hold a Master's Degree?
- a. Yes
 - b. No
 - c. In progress
86. In what area of study is your Master's degree? (Select one)
- a. Elementary or Secondary education
 - b. Adult Education
 - c. English Language Acquisition or Linguistics
 - d. Higher Education
 - e. Curriculum and Instruction
 - f. Business
 - g. Social Work
 - h. Other (please specify) _____
 - i. Not applicable
87. Do you hold a Doctorate degree?
- a. Yes
 - b. No
 - c. In progress
88. In what area of study is your Doctoral degree? (fill in the answer)
89. In which of the following area(s) do you currently hold an AZ certificate(s) or endorsement(s)? (Check all that apply)
- a. Adult education
 - b. Elementary
 - c. Secondary

- d. Special education
 - e. Community college
 - f. Supervisor
 - g. Principal
 - h. Superintendent
 - i. ESL endorsement
 - j. Provisional or Full SEI endorsement
 - k. Bilingual endorsement
 - l. Substitute
 - m. Other (please specify) _____
 - n. Not applicable
90. Is the annual salary for your job comparable to other positions within your parent organization with the same level of job responsibilities?
- a. Yes
 - b. No
91. What is the annual salary for your position? (Select one)
- a. More than \$80,000 annually
 - b. \$79,000-\$70,000 annually
 - c. \$69,000-\$60,000 annually
 - d. \$59,000-\$50,000 annually
 - e. \$49,000-\$40,000 annually
 - f. \$39,000-\$30,000 annually
 - g. \$29,000-\$20,000 annually
 - h. \$19,000-\$15,000 annually
 - i. Less than \$15,000 annually
92. What are the **three primary** challenges you face in your role as a program administrator?
Please be as specific as you can.
93. Additional comments:

Thank you for your time and feedback!