

Principal Survey 2013 FAQs

Introduction

1. Question: Where can I find all the information about the Principal Survey?

Answer: TEA has created a webpage to be the center of information about the Principal Survey. To find it from the [TEA homepage](#), find the words “Principal Survey” under Quick Links on the left side. Superintendents, Principals and HR personnel may want to create a bookmark to access more easily the [Principal Survey website](#).

2. Question: If I am a principal, when will I receive the surveys?

Answer: The surveys will be available for principals through the TEA educator profile in the ECOS system on May 7, 2013. When you access your educator profile, the Principal Survey button will be on the left side of the screen. HR personnel will need to access surveys through the green screen. **Don't forget to access the TEAL instructional documents on the TEA Principal Survey website for principals, superintendents and HR to ensure access to ECOS.**

3. Question: Will I receive an email on May 7, 2013 notifying me of the Principal Survey opening?

Answer: No, the principal's surveys will be in the system on May 7, 2013. If they are not in the educator profiles, please contact your Human Resource personnel so they can help you.

4. Question: When do I have to submit the surveys?

Answer: The deadline for submitting all Principal Surveys is June 15, 2013 by 5p.m.

5. Question: Is there training for principals with instructions for completing the surveys? If so, how do I access it?

Answer: A Principal Survey Training Module is available on the [Principal Survey website](#). The training module is presented in an on-demand format; you can view at your convenience. In addition, you can print the documents for later reference.

Who completes surveys about whom?

6. Question: For which teachers must I complete a survey?

Answer: Surveys must be completed for teachers in their first year of teaching service (experience). For example, if a teacher is in her first year on a campus, but has six years of teaching experience somewhere else, no survey is needed on that teacher.

The educator preparation program is pre-populated for each individual teacher. If the teacher is a former aide, that aide experience does not count toward teaching service. The beginning teacher must have been on campus for at least five months.

7. Question: Is this survey for all first year teachers, or just those teachers who became certified through an alternative certification program?

Answer: This is for all first year teachers who were certified or interns in an alternative certification, a post-baccalaureate, or a traditional program Texas educator preparation program.

8. Question: What about teachers who attended multiple preparation institutions/programs?

Answer: Only the institution which recommended the beginning teacher for a standard or probationary certificate will be considered. This is the educator preparation program listed (but will not be displayed) on each individual teacher's survey.

9. Question: Does a survey need to be completed if a teacher with one year of experience was certified from an out-of-state teacher preparation program?

Answer: No.

10. Question: Do charter school principals need to complete principal surveys for beginning teachers?

Answer: Yes. Charter school principals are responsible for completing surveys for any beginning teachers on their campus.

11. Question: If a teacher is released due to budget cuts or non-renewal, am I required to complete a survey on that teacher?

Answer: Yes. It does not matter if the teacher has been released or non-renewed. If the teacher taught on campus for five or more months, a survey must be completed.

Associating Teachers with Principals

12. Question: Will I get a survey for each teacher, or do I just fill out a number of surveys on beginning teachers? In other words, is there a "one-on-one" match?

Answer: Yes, there is. The surveys are pre-populated with the name of the teacher, the number of years of experience, and the name of the educator preparation program. Principals will complete a survey designated for each beginning teacher with one year of teaching service, as long as that teacher has been teaching at the campus for at least five months.

13. Question: If I check my educator profile on May 7th and no Principal Survey button is present, what do I do?

Answer: Contact your district's Human Resources representative who can assign principal surveys for the campus. If additional help is needed, email TEA at: principalsurvey@tea.state.tx.us include the campus number, the principal's name and the last four digits of the social security number.

14. Question: In my list of teachers is not correct, what do I do?

Answer: If there are incorrect teachers on the survey list, you can delete them. In addition, you can add teachers to the list if you are confident that they are Texas first year teachers. Principals can also contract their human resource/personnel staff in the district to delete and add teachers.

15. Question: What if I am retiring or changing campuses or school districts:

Answer: Please complete all of the beginning teacher surveys before leaving the district. The Superintendent/Human Resources staff can assist in ensuring this has been done before exiting the campus/district.

For Superintendents and/or Human Resources Staff

16. Question: Since the Superintendent can access the status of the district surveys, can a human resources director or deputy superintendent also have access to check the status of survey responses?

Answer: Yes, human resources staff will have a portal on the Educator Certification Online System (ECOS) green screen. They must have applied for aces through the TEAL system to add the principal survey application where the surveys reside. Each human resource staff member is responsible for monitoring the district's Principal Surveys.

17. Question: When will the Superintendent/Human Resources staff be able to access the lists of principals and teachers?

Answer: On May 7th, human resources staff will have access to the principal survey in order to verify principals and first year teachers.

18. Question: Is there training for the Superintendent/Human Resources staff on how to access and monitor the principal survey?

Answer: Yes, Superintendents/Human Resources Staff training via an on-demand video will be available on the [Principal Survey website](#). They can view the modules at their convenience. In addition, they can print the documents for later reference.

TEA Educator Profiles

19. Question: Does my TEA educator profile have to be set up in order for me to access the Principal Survey on May 7th?

Answer: Yes, an educator profile in ECOS must be established in order to access. Superintendents, principals and human resources staff must have created a TEAL account to access the ECOS system where the profiles and surveys reside. Instructions for accessing TEAL and ECOS are on the principal survey website.

20. Question: How much time will each survey take?

Answer: TEA anticipates that it will take approximately 15-20 minutes per survey.

Designees

21. Question: Can I designate someone else to do the Principal Surveys?

Answer: Yes. Principals may designate a grade level team leader, department chair, assistant principal, or campus curriculum director. For a traditional school, the designee needs to be certified as an administrator. Charter school principals do not need to hold an administrator certification.

22. Question: What is the process for my designee to complete teacher surveys?

Answer: The designee completes a paper copy of the principal survey that is available on the [Principal Survey website](#) and returns it to you. However, principals must enter the responses into the actual online survey. The designee cannot complete the actual online survey because it is located in a secured educator profile. Principals should not share their login information with anyone.

23. Question: Do my designees have to be PDAS certified in order to submit the survey?

Answer: No, but the designees must be trained by the district to observe the person as an evaluator.

Completing and Submitting the Surveys

24. Question: Should survey results match PDAS?

Answer: No, principals will be evaluating the beginning teacher from the perspective of the quality of teacher preparation provided by their educator preparation program.

25. Question: Will the system automatically save if I do not complete the entire survey?

Answer: Yes, principals may return later to complete and submit the survey. Everything entered will be saved and should be there upon returning to the survey.

26. Question: Will teachers have access to their own surveys?

Answer: No, this is confidential information.

27. Question: May I keep a copy of the survey if I want?

Answer: Yes, but principals must print the screens before submitting.

28. Question: If I already submitted a survey, can I click on the person's name again and see the confirmation screen again?

Answer: Yes. Principals can print the confirmation screen for each survey one time, but the status screen with the list of educator names and status will be "view only" through June 30th.