

Principal Survey 2014 FAQs

Introduction

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

The Texas Education Agency (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 Human Resource (HR) Personnel may want to create a bookmark to access more easily the [Principal Survey website](#).

2. If I am principal, when will I have access to the surveys?

The surveys will be available for principals through the TEA educator profile in the Educator Certification Online System (ECOS) May 1, 2014. When you access your educator profile, the Principal Survey button will be on the left side of the blue screen. HR personnel will need to access surveys through the green screen. If you have not created a TEA Login (TEAL) account then you must access the TEAL instructional documents on the TEA Principal Survey website for principals, superintendents and HR to ensure access to ECOS.

3. When do I have to submit the surveys?

The deadline for submitting all Principal Surveys is June, 15, 2014, however since the date falls on a Sunday, the deadline for this year will be June 16, by 5:00 p.m.

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

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 it at your convenience. In addition, you can print the documents for later reference.

Who completes surveys about whom?

5. For which teachers must I complete a survey?

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 first-year teacher. If a teacher is a former para-professional, that experience does not count toward teaching service. The first-year teacher must have been on campus for at least five months.

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

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

7. What about teachers who attended multiple preparation institutions/programs?

Only the institution which recommended the first-year teacher for a standard or probationary certificate will be considered. This is the educator preparation program listed on each individual teacher's survey.

8. 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?

No. This survey applies only to Texas educator preparation programs.

9. Do charter school principals need to complete principal surveys for first-year teachers?

Yes. Charter school principals are responsible for completing surveys for any first-year teacher on their campus.

10. If a teacher is released due to budget cuts or not-renewal, am I required to complete a survey on that first-year teacher?

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

11. Will I get a survey for each teacher? Is there a "one-on-one" match?

Yes, there is a one-on one match. The surveys are pre-populated with the name of the teacher and the name of the educator preparation program. Principals will complete a survey designated for each first-year teacher as long as that teacher has been teaching at their campus for a minimum of five months.

12. If I check with my educator profile on May 1, 2014, and no Principal Survey button is available, what do I do?

Contact your district's HR representative who can assign principal surveys for the campus. If additional help is needed, email TEA at: principalsurvey@tea.state.tx.us

Include the following information in your email:

Campus Number

Principal's name

Last four digits of the social security number

13. If my list of teachers is not correct, what do I do?

If there are incorrect teachers on the survey list, you can delete the teachers. In addition, you can add teachers to the list if you are confident that they are first-year teachers from a Texas education preparation program. Principals can also contact their district's HR representative/contact to delete and add teachers.

14. What if I am retiring or changing campuses or school districts?

Please complete all of the first-year teacher surveys before leaving the district. The Superintendent/HR contact can assist in ensuring this has been done before exiting the campus/district.

For Superintendents and/or Human Resources Staff

15. Can the HR contacts or superintendent also have access to check the status of survey responses?

Yes, HR contacts have access to a portal on the Educator Certification Online System (ECOS) green screen. They must have applied for access 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.

16. When will the Superintendent/HR contact be able to access the lists of principals and teachers?

On March 17, 2014, HR contacts will have access to the Principal Survey in order to verify principals and first-year teachers.

17. Is there training for the Superintendent/HR contact on how to access and monitor the principal survey?

Yes, Superintendents/HR training modules via an on-demand video is 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

18. Does my TEA educator profile have to be set up in order for me to access the Principal Survey?

Yes, an educator profile in ECOS must be established in order to access the Principal Survey. Superintendents, principals and human resource contacts 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.

19. How much time will each survey take?

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

Designees

20. Can I designate someone else to do the Principal Surveys?

Yes. Principals may designate an assistant principal, grade level team leader, department chair, 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.

21. What is the process for my designee to complete teacher surveys?

The designee completes a paper copy of the principal survey that is available on the [Principal Survey website](#) and returns it to the principal. 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 for their principal. Principals should not share their login information with anyone.

22. Do my designees have to be PDAS certified in order to submit the survey?

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

Completing and Submitting the Principal Surveys

23. Should survey results match PDAS?

No, principals will be evaluating the first-year teachers from the perspective of the quality of preparation provided by their educator preparation program.

24. Will the system automatically save if I do not complete the entire survey?

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.

25. Will teachers have access to their own surveys?

No, this is confidential information.

26. May I keep a copy of the survey, if I want?

Yes, but principals must print the screens before submitting.

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

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 30, 2014.