

# GEAR UP EDUCATOR SURVEY

## INSTRUCTIONS & TIPS



### OVERVIEW

The purpose of the GEAR UP Educator Survey is to gauge staff's knowledge, attitudes, and perceptions around college and career readiness, and to gather their feedback on your school's efforts to prepare students for school, college, and careers. For any questions about its use, please contact [sgaretsons@montana.edu](mailto:sgaretsons@montana.edu).

With the help of administration, the GEAR UP liaison will administer the educator survey to all school staff (including para-professionals, adult mentors/volunteers, registrar, etc.) or anyone who significantly or regularly serves students or whose role affects school culture.

**The educator survey is open between April 1st and May 1st and available online only at: <https://mus.edu/gearup/liaisons.html>**

After completing the survey, school respondents will be directed to a separate form and asked for their name and school so that the GEAR UP liaison can track educators who have completed the survey. Please let your staff know that the survey is anonymous, and it is not linked to the post-survey form. Liaisons may request a list of completed surveys from Education Northwest at anytime, delivered via a secure drop account.

### STRATEGIES FOR MAXIMIZING RESPONSE RATE

- Before administering online surveys, test the technology to make sure it is equipped with the appropriate software. **Contact your district's IT professional if you have had any past difficulties** (ex. firewalls, anti-virus software blocks, low bandwidth).
- **Send an initial email to all school staff** – from administrators if possible (to teachers, counselors, paraprofessionals, etc.) to explain the purpose of the survey, with either the survey link included or advance notice of the upcoming survey and information about how to access the survey online. Explain the importance of these surveys and plans to share survey results (ex. Educator Handout dashboard report) with staff members.
- **Provide a deadline for completing the survey:** If emailing surveys to educators, give them a window (no more than 2 weeks) to complete the survey, due no later than May 1.
- **Administer to staff during regular staff meetings** or as part of scheduled professional development.
- **Offer an incentive for turning in the survey:** Reward educators with a small treat or favorite snack when they are done. Have a raffle with prizes for turning in a survey, or a competition at the school for whichever group of staff gets the most surveys back.
- **Follow up:** Contact Education Northwest to get a list of staff who have completed the survey, so you can follow up with educators who have not yet taken it.