## 2022-23 Staff Survey

## Evaluation of 21st Century Community Learning Centers Staff Survey 2023

PURPOSE OF RESEARCH. This survey will help us understand how after-school programs work from the perspective of staff. This is not a test. YOUR SUPERVISOR WILL NOT BE INFORMED of your individual answers. You have been selected as a possible participant because you are a paid or volunteer staff member or vendor providing activities at a Michigan 21st Century Community Learning Centers (21st CCLC) site.

WHAT YOU WILL DO. If you agree to participate in this research study, we will ask you to complete a survey about your experiences at the 21st CCLC site. The survey will take 20-30 minutes to complete.

POTENTIAL BENEFITS. You will not directly benefit from your participation in this research study. However, your participation will help your program and Michigan Department of Education understand what working conditions are like for those who work in 21st CCLC programs and the kinds of practices that staff report about working with youth. They will use this information to improve the program. The information also may contribute to the understanding of what aspects of staff interaction and activities are associated with positive student outcomes.

POTENTIAL RISKS. One risk of participating in this study is breach of confidentiality. We take many steps to protect the privacy of your information, including assigning code numbers, keeping information locked in file cabinets and on password-protected computers, only allowing research team members to see the data, and never reporting any individual responses. Summarized responses will be reported to your program administrators only if at least three people answered the question. You may skip any questions you do not feel comfortable answering. This study is completely voluntary.

PRIVACY AND CONFIDENTIALITY. The data for this project will be kept confidential. Information about you will be kept confidential to the maximum extent allowable by law. Your supervisors will not be able to see your individual survey responses. After code numbers are assigned, all identifying information will be removed and the key destroyed. The results of this study may be published or presented at professional meetings and in reports, but the identities of all research participants will remain anonymous. Data will be kept at MSU for at least 7 years, and at least 3 years after the end of the project. Data will be stored in a locked file cabinet and on secure password-protected computers in the research office on the MSU campus. The only people who will have access to identified data are members of the research team and MSU's Institutional Review Board, which monitors protection of human subjects.

If you need to come back to the survey later, close the browser to exit. To re-enter the survey, use the same link.

This survey is NOT for Site Coordinators or Project Directors. Do not proceed if you are a Site Coordinator or Project Director.

Are you a staff member according to the following definition?:
Staff: You have direct contacts with youth working at the after-school program (whether you are paid or not) and you don't serve in a supervisory role (Not a Site Coordinator, Assistant Site Coordinator, etc.).

NOTE: If you check NO for this, then you will be logged off the survey. If you have received this link in error and you do not work for the 21st Century Program, check NO.YesNo

Q1 What is your gender?

MaleFemale
Other (Please specify)

Q2 Please check the box if you have any professional certifications below.


At least an Associate Degree in child-related field


MiSAYDTeaching certificateSocial workerAt least 60 semester hours with 12 semester hours in a child-related fieldNONE of aboveOthers $\qquad$

Q3 Do you currently work as a certified teacher during the school-day?
$\square$ YesNo

Q4 Are you of Hispanic, Latino(a), or Spanish origin?YesNo

Q5 What race(s) do you identify with? (Check all that apply)White or CaucasianBlack or African AmericanMiddle Eastern/Arabic


Asian (Indian, Chinese, Filipino, Japanese, Korean, Vietnamese, Hmong, Laotian, etc.)Native Hawaiian or Pacific IslanderAmerican Indian or Native AlaskanUnknownOther (Please specify)

Q6 Which of the following is most like your position in THIS program? (Select the ONE that is closest to your situation)I am a regular staff hired and paid by this programI am from another organization that has agreed to provide enrichment activities at this program

I am an independent contractor who has agreed to provide enrichment activities at this program

I am a volunteer

Other (please specify) $\qquad$

Q7 Which of the following BEST represents you? (Select the ONE that is closest to your situation at THIS program)school-day/substitute teacherRetired school teacherSupporting staff (Librarian, counselor, paraprofessional, etc)Youth worker, youth activity/program leader, youth development specialistCollege studentHigh-school studentFamily memberOther member of the community (business person, etc)
Other (please specify)

Q8 How many years have you worked in ANY program or school with youth? (Select "0" if this is your first year)012345678910111213

14151617

18

19

20212223

24

25 or more

Q9 How many years have you worked in THIS program with youth? (Select "0" if this is your first year)0123456789

10

11121314151617
18
19
202122

2324

25 or more

Q10 Are you paid to work at this program?YesNo

Q11 On average, how much are you paid by this program per hour?

Less than $\$ 10$ per hour
$\$ 10.00$ to $\$ 14.99$ per hour$\$ 15.00$ to $\$ 19.99$ per hour$\$ 20.00$ to $\$ 24.99$ per hour
$\$ 25.00$ to $\$ 29.99$ per hour$\$ 30.00$ to $\$ 34.99$ per hour$\$ 35.00$ to $\$ 39.99$ per hour$\$ 40.00$ or higher per hourI am not comfortable answering this question

Q12 Does this after-school program provide you with the following benefits?


Q13 How many hours per week were you paid for working at this program?

- During Summer
- During School Year

Q14 How many weeks per year were you paid for working at this program?

- During Summer
- During School Year

Q15 Indicate how much you agree or disagree with the following.

|  | Strongly <br> disagree | Neither <br> disagree <br> nor agree | Agree | Strongly <br> agree |
| :---: | :---: | :---: | :---: | :---: |
| New staff are <br> informed about <br> how staff at <br> this program <br> are expected <br> to work with <br> youth. |  |  |  |  |
| New staff are <br> mentored by <br> more |  |  |  |  |
| experienced <br> staff. |  |  |  |  |
| New staff are <br> informed about <br> what this <br> program is <br> trying to <br> accomplish. |  |  |  |  |
| New staff are <br> in daily |  |  |  |  |
| communication <br> with my <br> supervisors <br> about how <br> things are <br> going. |  |  |  |  |

Q16 In the past year, how often did you participate in training or professional development on:


Q17.1 When working with youth, do you use a specific curriculum around the following:

|  | No or I am not sure | N/A: This is not the <br> subject I teach |
| :---: | :---: | :---: |
| Social-emotional <br> learning (i.e., emotion <br> management, <br> empathy, teamwork, <br> responsibility, <br> initiative, problem- <br> solving) |  |  |
| STEM (i.e., Science, <br> Technology, <br> Engineering, Math) |  |  |
| Youth leadership (i.e., <br> youth advisory <br> council, team- <br> building) |  |  |
| Risk prevention (i.e., |  |  |
| drug/alcohol |  |  |
| prevention, anti-bully |  |  |
| event) |  |  |

Q17.2 If yes, what are the names of the curriculum?
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

Q18 I participated in our continuous quality improvement process in the following ways: (check all that apply)

I attended a formal PQA Basics training through the Weikart Center (online or live)I received training on how to do self-assessment from my organization

I used the PQA to observe another staff member

I was observed by another staff member using the PQA

I participated in a consensus PQA scoring meetingI reviewed and discussed our Leading Indicators Report

I reviewed and discussed our PQA scores

I co-developed program improvement plans with my supervisor

I participated in follow-up discussions or progress meetings related to our goals

Q19 I am familiar with after-school standards; I would be able to...
Strongly

disagree $\quad$ Disagree \begin{tabular}{c}
Neither <br>
disagree nor <br>
agree

$\quad$ Agree $\quad$

Strongly <br>
agree
\end{tabular}

Describe the main points of the Michigan state standards for after-school programs to someone else.

Describe the main points of at least one other written standard that applies to afterschool or youth development work (for example, National after-school Association, American Camping Association) to someone else.

Describe the specific objectives for this program, as written in the proposal that this program's organization submitted to the Michigan Department of Education, to someone else.

Refer to the state standards or other written standards when identifying what this program
should be doing with youth.

Q20 Rate how much you agree or disagree with the following statements about coworker support?


Q21 Below, we ask about how you feel about your job. Remember, no one at the program will be given your individual answers. Your answers will be kept private.

|  | Strongly <br> disagree | Disagree | Neither <br> disagree nor <br> agree | Agree | Strongly <br> agree |
| :---: | :---: | :---: | :---: | :---: | :---: |
| I am satisfied <br> with this job <br> at this after- <br> school |  |  |  |  |  |
| program. |  |  |  |  |  |

Q22 How often do you attend formal staff meetings at THIS SITE? (choose ONE answer that is closest to your situation)Never or hardly everOnce every two monthsOnce per monthOnce every two weeksOnce per week

Q23 Staff Meetings at this site are...
\(\left.$$
\begin{array}{c|cccc} & \begin{array}{c}\text { Strongly } \\
\text { disagree }\end{array} & \text { Disagree } & \begin{array}{c}\text { Neither } \\
\text { disagree nor } \\
\text { agree }\end{array} & \text { Agree }\end{array}
$$ \begin{array}{c}Strongly <br>

agree\end{array}\right]\)|  |
| :---: |
| Open to <br> disagreement <br> from staff <br> Well <br> organized |

Q24 In your view, what is the order of importance of goals for this 21st CCLC program as a whole (not just the activities you provide)?

DRAG and DROP items to reflect your priority. Move the most important goal to the top (1), and reorder the rest so the bottom one is the least important goal (7) to you.
$\qquad$ Improve the academic achievement of all youth
Enable the lowest-performing students to achieve grade-level proficiency
Provide opportunities for youth to learn STEM or other academic subjects in a fun way
Help youth keep up with homework
Engage youth in fun leisure activities otherwise unavailable to them (i.e., arts, music, fitness, sports, etc.)

Keep youth in a safe environment that allows them to relax, play, and socialize Improve the social and emotional development of youth

Q25 How often are the activities that you lead or participate in....

|  | Rarely | Sometimes | Frequently | Always |
| :---: | :---: | :---: | :---: | :---: |
| Well-planned in advance? | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Based on written plans for the session, assignments, and projects? | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Tied to specific learning goals? | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Meant to build upon skills cultivated in a prior activity or lesson? | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Explicitly designed to promote skillbuilding and mastery in relation to one or more state standard? | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Explicitly meant to address students' social-emotional developmental needs? | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Structured to respond to youth feedback on what the content or format of the activity should be? | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Informed by the expressed interests, preferences, and/or satisfaction of the participating youth? | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |

Q26 How often do you or other staff do the following:

|  | Never | Quarterly | Bi-monthly | Monthly | Weekly |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Send materials about program offerings home to parents. | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Send information home about how the student is progressing in the program. | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Hold events or meetings to which parents are invited. | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Have conversations with parents over the phone. | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Meet with a student's parents to talk about the student's progress. | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Ask for input from parents on what and how activities should be provided. | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |

Q27.1 Rate how much you agree or disagree with the following statements about linkages between the after-school program and the school-day:

| Strongly <br> disagree | Disagree | Neither <br> disagree <br> nor agree | Agree |
| :---: | :---: | :---: | :---: | | Strongly |
| :---: |
| Agree |$\quad$ Not sure

On a week-to-week basis, I know what academic content will be covered during the school-day with the students I
work with in the afterschool
program.
I coordinate the content of the afterschool activities I provide with my students' school-day work.

I know who to contact at my students' day-time school if I have questions about their progress or status.

The activities I provide in the afterschool
program are tied to specific

```
    learning
    goals that
are related
        to the
school-day
curriculum.
        I use
    student
assessment
    data to
    provide
    different
    types of
instruction to
    students
    attending
    my after-
        school
    activities
    based on
        their
achievement
        level.
```

Q27.2 Rate how much you agree or disagree with the following statements about linkages between the after-school program and the school-day: (Continued)
Strongly

disagree Disagree \begin{tabular}{c}
Neither <br>
disagree <br>
nor agree

$\quad$ Agree $\quad$

Strongly <br>
agree
\end{tabular}$\quad$ Not sure

I help manage
a 3-way communication
system that links parents, program, and day-time school
information.
I participate in regular joint
staff meetings with school
staff to discuss linkages
between the school-day and afterschool. I meet regularly with school-day staff not working in the after-school program to review the academic progress of individual students.

I participate in parent-teacher conferences to provide information about how program
participants are doing.

Q28 Please indicate whether you receive each of the following, and to what extent you use it in planning for activities you provide.


Q29.1 How frequently do you do the following with other staff working in the after-school program?

|  | Never | A couple of times per year | About three to five times per year | About once a month | $\begin{aligned} & \text { Nearly } \\ & \text { every week } \end{aligned}$ |
| :---: | :---: | :---: | :---: | :---: | :---: |
| $\begin{array}{c}\text { Review and } \\ \text { interpret } \\ \text { evaluation data. }\end{array}$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Conduct program planning based on a review of data. | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Use evaluation data to set program improvement goals. | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Discuss progress on meeting improvement goals. | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Observe other afterschool staff delivering programming in order to provide feedback on their practice. their practice. | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Get observed by other afterschool staff while I deliver programming in feedback on my practice. | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | O | $\bigcirc$ |

Q29.2 How frequently do you do the following with other staff working in the after-school program? (Continued)


Q30 How frequently does your supervisor do the following things?

Never
A couple of
times per
year
Review your
Review your
activity plans.
Make sure
that program
goals and
priorities are
clear to you.
Make sure
that program
goals and
priorities are
clear to you.
Make sure
that program
goals and
priorities are
clear to you.
Make sure
that program
goals and
priorities are
clear to you.
Make sure
that program
goals and
priorities are
clear to you.
Give you positive feedback.

Be visible during activities.

Give you useful feedback about how you work with youth.

About three $\begin{array}{ccc}\text { About three } \\ \text { to five times } & \begin{array}{c}\text { About once a } \\ \text { month }\end{array} & \begin{array}{c}\text { Nearly every } \\ \text { week }\end{array}\end{array}$ per year

Q31.1 At this program...

|  | Strongly <br> disagree | DisagreeNeither <br> disagree <br> nor agree | Agree | Strongly <br> agree |
| :---: | :---: | :---: | :---: | :---: |
| Staff listen to <br> youth more than <br> talk at them. |  |  |  |  |
| Staff actively and <br> continuously <br> consult and <br> involve youth. |  |  |  |  |
| Staff facilitate <br> youth to lead <br> activities. |  |  |  |  |
| Staff have youth <br> help or mentor <br> other youth in <br> completing a <br> project or task. |  |  |  |  |
| Staff provide <br> opportunities for <br> the work, |  |  |  |  |
| achievements, or <br> accomplishments <br> of youth to be <br> publicly |  |  |  |  |
| recognized. |  |  |  |  |
| Staff have youth |  |  |  |  |
| make formal |  |  |  |  |
| presentations to |  |  |  |  |
| the larger group |  |  |  |  |
| of students. |  |  |  |  |

Q31.2 At this program...(Continued)

|  | Strongly disagree | Disagree | Neither disagree nor agree | Agree | $\begin{gathered} \text { Strongly } \\ \text { agree } \end{gathered}$ | Not sure |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Staff include time in activities for youth to reflect on their experiences journal writing, conversationa feedback) | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | O |
| Staff are effective at youth with meaningful choices during activities. | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | O |
| Staff provide structured and planned explicitly designed to help youth get to know each other. | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | O |
| Staff are effective at providing youth with opportunities to set goals plans within the program. | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | O |
| Staff ask for and listen to student opinions about the way things should program. | $\bigcirc$ | O | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | O |

Staff have youth work collaboratively with other youth in small groups.

Staff have youth work on group projects that take more than one day to complete.

Q31.3 At this program...(Continued)

|  | Strongly disagree | Disagree | Neither disagree nor agree | Agree | Strongly agree | Not sure |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Youth are able to take responsibility for their own program. | $\bigcirc$ | O | O | O | $\bigcirc$ | $\bigcirc$ |
| Youth can set goals for what they accomplish in the | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | O | $\bigcirc$ | $\bigcirc$ |
| Youth help make plans for what activities are the program | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Youth make about WHAT content is covered in program offerings. | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Youth make choices about HOW covered in program offerings. offerings. | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| Youth help create rules and guidelines program. | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ | O | $\bigcirc$ | O |

Q32 Is there anything else that you would like to share about this program, working with youth, etc.?

Q33 Please enter your name here. This is optional, this is for tracking and quality control purposes only and will be deleted from all data files.

Click on the SUBMIT button to end the survey.
Thank you very much for completing this survey. Your answers will be used to help improve 21st Century and other youth programs in Michigan.

