

FORM **SASS-1A**  
(11-14-90)

U.S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
ACTING AS COLLECTING AGENT FOR  
U.S. DEPARTMENT OF EDUCATION  
NATIONAL CENTER FOR EDUCATION STATISTICS

**SCHOOLS AND STAFFING SURVEY  
TEACHER DEMAND AND SHORTAGE QUESTIONNAIRE  
FOR PUBLIC SCHOOL DISTRICTS  
(LEAs)  
1990- 1991**

OMB No. 1850-0598  
Approval Expires 12/31/92

This report is authorized by law (20 USC 1221e). Your answers will be kept strictly confidential. Results from this survey will appear in summary or statistical form only, so that individuals cannot be identified.

**RETURN  
TO**

Bureau of the Census  
Current Projects Branch  
1201 East Tenth Street  
Jeffersonville, IN 47132

Please complete this questionnaire with information about the SCHOOL DISTRICT named on the label, and return it to the Bureau of the Census in the enclosed preaddressed envelope. Please return it within 3 weeks.

If you have any questions about this survey, please call the Census Bureau collect at (301) 763-5507.

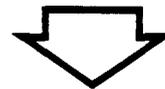
If the district named on the label no longer exists, mark the box below and return this questionnaire to the Bureau of the Census in the enclosed preaddressed envelope.

1  School district no longer exists

THIS SURVEY HAS BEEN ENDORSED BY:

American Association for Counseling and Development  
American Association of School Administrators  
American Federation of Teachers  
Council of Chief State School Officers  
National Association of Elementary School Principals  
National Association of Secondary School Principals  
National Education Association

*Please correct any errors in name  
and address, including  
ZIP Code.*



Dear District Administrator:

The National Center for Education Statistics (NCES) of the U.S. Department of Education requests your participation in the Teacher Demand and Shortage Survey for the 1990-91 Schools and Staffing Survey. Your district is one of 5,400 districts across the Nation selected to be in the sample.

The Schools and Staffing Survey, first conducted in school year 1987-88, is an integrated set of surveys consisting of the Teacher Demand and Shortage Survey, the School Survey, the School Administrator Survey, and the Teacher Survey. These surveys are being conducted periodically to measure critical aspects of teacher supply and demand, the composition of the administrator and teacher work force, and the general status of teaching and schooling. The purpose of the Teacher Demand and Shortage Survey is to obtain information about such factors as district enrollment and teacher counts including the number of teaching positions that are filled or remain unfilled. The 1990-91 questionnaire has been revised, and the resulting burden is significantly less than the 1987-88 version.

The U.S. Bureau of the Census is conducting the survey for the National Center for Education Statistics by the authority of Section 406(b) of the General Education Provisions Act, as amended (20 USC 1221 e). The data will be treated as confidential and will be reported only in statistical summaries that preclude the identification of any individual participating in the survey.

We are conducting this survey with a sample of districts. While this minimizes overall response burden, the value of each individual survey response is greatly increased because it represents many other school districts. I, therefore, encourage you to participate in this voluntary survey by completing this questionnaire and returning it within 3 weeks to the Bureau of the Census, Current Projects Branch, 1201 East Tenth Street, Jeffersonville, IN 47132, in the preaddressed envelope enclosed for your convenience.

Thank you for your cooperation in this very important effort.

Sincerely,



Emerson J. Elliott  
Acting Commissioner  
National Center for Education Statistics

Enclosures

#### INFORMATION ABOUT YOUR PARTICIPATION

Public reporting burden for this collection of information is estimated to average one hour and thirty minutes per response, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, DC 20202-4651; and to the Office of Management and Budget, Paperwork Reduction Project 1850-0598, Washington, DC 20503.

### INSTRUCTIONS

Please use a typewriter or a pencil to complete this questionnaire. Do not use an ink pen or marker.

If you have any questions, please call the Bureau of the Census COLLECT at (301) 763-5507.

If you are unsure about how to answer a question, give the best answer you can and make a comment in the "Remarks" section.

Use the enclosed preaddressed envelope to return this questionnaire to the Bureau of the Census. Please return it within the next 3 weeks.

*Please keep count of the time required to complete this questionnaire.  
At the end of the survey, you are asked to record the amount of time spent.*

<p>a. Please give your name, title, telephone number, and the most convenient days/times to reach you. This information will be used only if it is necessary to clarify any of your responses.</p>	<p><b>Name</b></p> <hr/> <p><b>Title</b></p> <hr/> <p><b>Telephone number (Include area code)</b>          Area code                      Number</p> <hr/> <p><b>Convenient days/times to reach you, if necessary</b></p> <hr/>
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b. Does this school district employ elementary and/or secondary teachers?       011 Yes *Please continue with item 1 below*  
 2 No

**IF YOU ANSWERED "NO" TO ITEM (b) ABOVE, PLEASE STOP NOW AND RETURN THIS QUESTIONNAIRE TO THE BUREAU OF THE CENSUS. THANK YOU FOR YOUR TIME.**

**SECTION A - ENROLLMENT AND TEACHING POSITIONS**

<p>1. What was the enrollment (in head counts) in this district on or about October 1 of THIS school year, and on or about October 1 of LAST school year?</p> <p><i>For prekindergarten, include only students who are in the year immediately prior to kindergarten. Do NOT duplicate counts between two categories.</i></p> <p><b>NOTE: if this district's grade level organization differs from the grade level categories (PK, K, 1-6, 7-12) for items 1 and 2, please apportion the district's counts to match the categories of these items.</b></p>	<p><b>Grade level</b></p>	<p><b>This year's enrollment</b></p>	<p><b>Last year's enrollment</b></p>
a. Ungraded	012	<hr/> <input type="checkbox"/> None	013 <hr/> <input type="checkbox"/> None
b. Prekindergarten	014	<hr/> <input type="checkbox"/> None	015 <hr/> <input type="checkbox"/> None
c. Kindergarten	016	<hr/> <input type="checkbox"/> None	017 <hr/> <input type="checkbox"/> None
d. Grades 1-6	018	<hr/> <input type="checkbox"/> None	019 <hr/> <input type="checkbox"/> None
e. Grades 7 - 12	020	<hr/> <input type="checkbox"/> None	021 <hr/> <input type="checkbox"/> None
f. Postsecondary	022	<hr/> 0 CI None	023 <hr/> <input type="checkbox"/> None
g. Total enrollment	024	<hr/> <input type="checkbox"/> None	025 <hr/> <input type="checkbox"/> None

**SECTION A – ENROLLMENT AND TEACHING POSITIONS – Continued**

**1h.** THIS school year, do any students in this district school in another district for part of the day? 026

1 Yes – Continue with i  
2 No – Skip to item 2

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**i.** How many students in each of the following categories attend school in another district for part of the day? 027

(1) Ungraded o  None

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(2) Kindergarten 028

o  None

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(3) Grades 1-6 029

o  None

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(4) Grades 7-12 030

o  None

**2. How many FTE teachers were employed by this district at each of these levels on or about October 1 of THIS school year, and on or about October 1 of LAST school year?**

FTE (full-time equivalent) describes the number of teaching positions in terms of an average full-time position. The FTE for a given teacher is derived by dividing the amount of time he/she works each week by the amount of time normally required for a full week. For example, if a full-time teacher in your district is required to work 40 hours per week, count:

- a teacher working 40 hours as 1.0;
- a teacher working 16 hours as 0.4;
- a teacher working 20 hours as a kindergarten teacher and 20 hours as a prekindergarten teacher as 0.5 for Prekindergarten and 0.5 for Kindergarten;
- a person who spends 30 hours as a high school English teacher and 10 hours as a guidance counselor as 0.8 for grades 7-12 do not include the time he/she spends as a guidance counselor.

Record all FTE entries to the nearest TENTH, e.g., 15.0, 123.4, 78.6, etc. If your answer is a whole number, please enter a zero to the right of the decimal point.

Include only FTEs for TEACHERS (classroom, special education, physical education, resource, etc.). Do NOT include guidance counselors, librarians, administrators or other nonteaching personnel.

Grade level	This year's FTE teachers	Last year's FTE teachers
a. Ungraded	031 o <input type="checkbox"/> None	032 o <input type="checkbox"/> None
b. Prekindergarten	033 o <input type="checkbox"/> None	034 o <input type="checkbox"/> None
c. Kindergarten	035 o <input type="checkbox"/> None	036 o <input type="checkbox"/> None
d. Grades 1-6	037 o <input type="checkbox"/> None	038 o <input type="checkbox"/> None
e. Grades 7- 12	039 o <input type="checkbox"/> None	040 o <input type="checkbox"/> None
f. Postsecondary	041 o <input type="checkbox"/> None	042 o <input type="checkbox"/> None
g. Total FTE teachers	043	044

SECTION A —ENROLLMENT AND TEACHING POSITIONS— *Continued*

Items 3-12 refer ONLY to FTEs for grades K-12 and comparable ungraded levels; i.e., for these items DO NOT INCLUDE prekindergarten and postsecondary  
 Record all FTE entries to the nearest TENTH.  
 Refer to item 2.

3. Record the total number of FTE teachers who teach grades K- 12 and comparable ungraded levels, i.e., this year's total FTE teachers minus prekindergarten and postsecondary.

045

4. Of the total FTE teachers cited in item 3, how many hold regular or standard state certification in their fields of assignment?

*Count a teacher as certified if he/she has met your state's regular or standard certification requirements in his/her assigned field. Include those who have completed all necessary course work and practice teaching, and are eligible for full certification upon completion of a probationary period.*

*NOTE: Do NOT count teachers who have on/y emergency or other nonstandard certification.*

046

5a. As of October 1 of this school year, how many FTE teaching positions for grades K-12 and comparable ungraded levels were vacant or temporarily filled by a substitute teacher?

*Report the number of K-12 FTE teaching positions approved for the 1990-1991 school year that were vacant or filled by a substitute teacher as of October 1, 1990, because suitable candidates could not be found.*

047

None

b. How many FTE teaching positions for grades K-12 and comparable ungraded levels were abolished or withdrawn between the start of the hiring season and October 1 of this school year because suitable candidates could not be found?

048

None

6. How many FTE teaching positions for grades K-12 and comparable ungraded levels were approved for this school year, whether filled or not?

*Entry should equal the sum of the entries for items 3, 5 a, and 5b.*

049

SECTION A — ENROLLMENT AND TEACHING POSITIONS — *Continued*

**7a. As of October 1 of this school year, how many FTE teachers for grades K-12 and comparable ungraded levels were NEWLY HIRED by this school district for this school year?** 050 \_\_\_\_\_ — Continue with b

*Include teachers returning from unpaid leave of absence of one school year or more. Do not include substitute teachers.*

None — Skip to item 8

**b How many of these newly hired FTE teachers hold regular or standard state certification in their fields of assignment?** 051 \_\_\_\_\_

None

**8 At the end of LAST SCHOOL YEAR, how many FTE teachers for grades K-12 and comparable ungraded levels were laid off?** 052 \_\_\_\_\_

*Count teachers whose contracts were not renewed at the end of the 1989-90 school year because of budget limitations, declining enrollment, or elimination of courses. Do NOT include teachers who were fired or whose contracts were not renewed because of performance reasons.*

None

**9. As of October 1 of this school year, how many FTE librarians/media specialists were employed in this district for -**

**a. Grades K-6?** 053 \_\_\_\_\_

None

**b Grades 7-12?** 054 \_\_\_\_\_

None

**c. Total FTE librarians/media specialists for grades K - 12**

*Sum of the entries for 9a and 9b.*

None

**10. As of October 1 of this school year, how many FTE librarian/media specialist positions were vacant or temporarily filled by a substitute?** 056 \_\_\_\_\_

None

**11. How many FTE librarian/media specialist positions were abolished or withdrawn between the start of the hiring season and October 1 of this school year because suitable candidates could not be found?** 057 \_\_\_\_\_

None

**12 How many FTE librarian/media specialist positions were approved for this school year, whether filled or not?** 058 \_\_\_\_\_

None

SECTION B - DISTRICT POLICIES

Staff Compensation and Training

13. Which of these benefits are available to TEACHERS in this district?

Mark (X) all that apply.

GENERAL MEDICAL INSURANCE

- 059 1  District (or other organization) pays part or all of premium
- 2  Teachers pay all of premium

DENTAL INSURANCE

- 060 3  District (or other organization) pays part or all of premium
- 4  Teachers pay all of premium

GROUP LIFE INSURANCE

- 061 5  District (or other organization) pays part or all of premium
- 6  Teachers pay all of premium

- 062 7  PENSION CONTRIBUTIONS

INCOME-IN-KIND

- 063 8  Housing
- 064 9  Meals (including free or reduced-price lunch)
- 065 10  Transportation (including mileage reimbursement for itinerant teachers)

- 066 11  REIMBURSEMENT FOR TEACHERS' TUITION AND COURSE FEES

- 067 0  None of the above

14. How many months is the normal contract year for a teacher?

Report months in who/e numbers.

- 068 \_\_\_\_\_ Months

15. Is there a salary schedule for teachers in this district?

- 069 1  Yes - Continue with item 16
- 20  No - Skip to item 17

SECTION B – DISTRICT POLICIES – *Continued*

Staff Compensation and Training – *Continued*

**16.** According to the salary schedule, what is the normal yearly base salary for \_\_\_\_\_

*Enter salary amounts in whole dollars.*

a. A teacher with a bachelor's degree and no teaching experience?

**070** \$ \_\_\_\_\_ **.00** per year

b. A teacher with a master's degree (or its equivalent in credit hours beyond a bachelor's) and no teaching experience?

**071** \$ \_\_\_\_\_ **.00** per year

c. A teacher with a master's degree (or its equivalent in credit hours) and 20 years of teaching experience?

**072** \$ \_\_\_\_\_ **.00** per year

d. A teacher at the highest possible step on the salary schedule?

**073** \_\_\_\_\_ **.00** per year

**NOTE: IF YOU COMPLETED ITEM 16, PLEASE SKIP TO ITEM 18.**

**17.** What is the range of base year teacher salaries in this district?

*Enter salary amounts in whole dollars.*

**074** \$ \_\_\_\_\_ **.00** (Lowest)

to

**075** \$ \_\_\_\_\_ **.00** (Highest)

**Remarks** – *Please use this space for any explanations that may be essential in understanding your reported data. Please include item number.*

SECTION B – DISTRICT POLICIES – Continued

Staff Compensation and Training – *Continued*

The following definitions pertain to items 18-20.

Cash bonus – A supplement to regular compensation over the year, but no permanent increase in salary

Different step on the salary schedule – Placement of a teacher on a higher step of the salary schedule

Other salary increase – Increase in base salary or other raise in salary through reclassification (other than step increase on the salary schedule)

- 18a. In this school year, does this district have a "merit pay" plan for teachers?  
*A "merit pay" plan is a system in which a teacher's performance is a significant factor in determining his or her compensation.*
- 076 1  Yes – Continue with b  
 2  No – Skip to item 9 a

- b. How is this performance-based compensation given?  
*Mark (X) all that apply.*
- 077 1  Cash bonus  
 078 2  Different step on the salary schedule  
 079 3  Other salary increase

- 19a. Does this school district use any of the pay incentives listed above to recruit or retain teachers to teach in less desirable locations?
- 080 1  Yes – Continue with b  
 2  No – Skip to item 20a

- b. Which of these pay incentives are offered to attract teachers to less desirable locations?  
*Mark (X) all that apply.*
- 081 1  Cash bonus  
 082 2  Different step on the salary schedule  
 083 3  Other salary increase

- 20a. Does this district use any of the pay incentives listed above to attract teachers to fields specified by this district as fields of shortage?
- 084 1  Yes – Continue with b  
 2  No – Skip to item 21a

- b. Which of these pay incentives are offered to attract teachers to fields of shortage?  
*Mark (X) all that apply.*
- 085 1  Cash bonus  
 086 2  Different step on the salary schedule  
 087 3  Other salary increase

- c. In which fields are incentives offered?  
*Mark (X) all that apply.*
- 088 1  Special education  
 089 2  Mathematics  
 090 3  Computer science  
 091 4  Physical sciences  
 092 5  Biology/life sciences  
 093 6  English as a second language (ESL)/Bilingual education  
 094 7  Foreign languages  
 095 8  Vocational education  
 096 9  Other – Specify

SECTION B –DISTRICT POLICIES – Continued

Staff Compensation and Training – Continued

21a. Is free retraining available in this school district, regardless of funding source, to prepare staff members to teach in fields with current or anticipated shortages?

- 097 1  Yes – Continue with b  
2  No – Skip to item 22

b. What are the fields for which this free training is provided?  
Mark (X) all that apply.

- 098 1  Special education  
099 2  Mathematics  
100 3  Computer science  
101 4  Physical sciences  
102 5  Biology/life sciences  
103 6  English as a second language (ES/J/Bilingual education)  
104 7  Foreign languages  
105 8  Vocational education  
106 9  Other Specify ↴

22. Does this district have a training or development program for ASPIRING school administrators?

- 107 1  Yes  
2  No

Teacher Hiring and Retirement Policies

23. Which of the following criteria are used in considering applicants for teaching positions in this district?

- 108 1  Not used  
2  Used but not required  
3  Required

a. Full standard state certification for field to be taught

b. At least emergency or temporary state certification or endorsement for field to be taught

- 109 1  Not used  
2  Used but not required  
3  Required

c. Graduation from a state-approved teacher education program

- 110 1  Not used  
2  Used but not required  
3  Required

d. College major or minor in field to be taught

- 111 1  Not used  
2  Used but not required  
3  Required

e. Passage of a local DISTRICT test of basic skills or subject knowledge

- 112 1  Not used  
2  Used but not required  
3  Required

f. Passage of a STATE test of basic skills

- 113 1  Not used  
2  Used but not required  
3  Required

j. Passage of a STATE test of subject knowledge

- 114 1  Not used  
2  Used but not required  
3  Required

h. Passage of the National Teachers Examination

- 115 1  Not used  
2  Used but not required  
3  Required

**POLICIES**

SECTION B – DISTRICT POLICIES – Continued	
Teacher Hiring and Retirement Policies – <i>Continued</i>	
<b>24.</b> Are teachers in this district covered by a retirement plan?	<b>116</b> 1 <input type="checkbox"/> Yes – Continue with item 25a 2 <input type="checkbox"/> <input type="checkbox"/> – Skip to item 27a
<b>25a.</b> Can teachers who move to a job in this district from another district IN THIS STATE receive FULL or PARTIAL credit in the retirement system for their years of teaching experience?	<b>117</b> 1 <input type="checkbox"/> Yes Full CREDIT } Continue with b 2 <input type="checkbox"/> Yes: PARTIAL CREDIT } 3 <input type="checkbox"/> No – Skip to item 27a
<b>b.</b> Do teachers have to purchase this credit?	<b>118</b> 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
<b>26a.</b> Can teachers who move to a job in this district from a district IN ANOTHER STATE receive FULL or PARTIAL credit in the retirement system for their years of teaching experience?	<b>119</b> 1 <input type="checkbox"/> Yes FULL CREDIT } Continue with b 2 <input type="checkbox"/> Yes: PARTIAL CREDIT } 3 <input type="checkbox"/> No – Skip to item 27a
<b>b.</b> Do teachers have to purchase this credit?	<b>120</b> 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
High School Graduation Requirements	
<b>27a.</b> Does this district enroll students in any of grades 10-12?	<b>121</b> 1 <input type="checkbox"/> Yes Continue with b 2 <input type="checkbox"/> No Skip to item 28
<b>b.</b> For high school graduation for students in the class of 1991, how many years of instruction are required in each of the following areas?  <i>Record the number to the nearest TENTH, e.g., 3.0, 2.5, etc. If none, mark the "A/one" box.</i>	
(1) English/language arts	<b>122</b> <input type="text"/> <sup>22</sup> <input type="checkbox"/> None
(2) Mathematics	<b>123</b> <input type="text"/> <input type="checkbox"/> None
(3) Computer science	<b>124</b> <input type="text"/> <input type="checkbox"/> None
(4) Social sciences, social studies (e.g., history, geography, economics)	<b>125</b> <input type="text"/> <input type="checkbox"/> None
(5) Physical and biological sciences	<b>126</b> <input type="text"/> <input type="checkbox"/> None
(6) Foreign language	<b>127</b> <input type="text"/> <input type="checkbox"/> <input type="checkbox"/> None
<b>c.</b> Do these requirements reflect a 3-year or a 4-year program?  <i>Mark (X) only one box.</i>	<b>128</b> 1 <input type="checkbox"/> 3-year program 2 <input type="checkbox"/> 4-year program

28. Excluding prekindergarten and postsecondary students, how many K- 12 students in this district are –

a. American Indian or Alaskan Native?  \_\_\_\_\_ Students  
|   None

b. Asian or Pacific Islander?  \_\_\_\_\_ Students  
|   None

c. Hispanic, regardless of race?  
*(Mexican, Puerto Rican, Cuban, Central or South American, or other Hispanic culture or origin)*  \_\_\_\_\_ Students  
|   None

d. Black (not of Hispanic origin)?  \_\_\_\_\_ Students  
|   None

e. White (not of Hispanic origin)?  \_\_\_\_\_ Students  
|   None

29. Excluding teachers who teach ONLY prekindergarten or postsecondary students, how many teachers in this district are –

*Record head counts, not FTEs*

a. American Indian or Alaskan Native?  \_\_\_\_\_ Teachers  
|   None

b. Asian or Pacific Islander?  \_\_\_\_\_ Teachers  
|   None

c. Hispanic, regardless of race?  
*(Mexican, Puerto Rican, Cuban, Central or South American, or other Hispanic culture or origin)*  \_\_\_\_\_ Teachers  
|   None

d. Black (not of Hispanic origin)?  \_\_\_\_\_ Teachers  
|   None

e. White (not of Hispanic origin)?  \_\_\_\_\_ Teachers  
|   None

30. Not counting interruptions, how long did it take to complete this survey?  \_\_\_\_\_ Hours

*Report both hours and minutes, e.g., "1" hour and "25" minutes.* AND  \_\_\_\_\_ Minutes

**THIS COMPLETES THE QUESTIONNAIRE.  
THANK YOU FOR ASSISTING US IN THIS IMPORTANT RESEARCH.  
YOUR TIME AND EFFORT ARE APPRECIATED.**