

Adult ESL Program Administrator/Coordinator/Program Manager Survey

Name _____

Title _____

Program/Agency _____

(street)

(city/county) (zip)

Phone _____ Email _____

Education

Degrees _____ Fields of study _____

Certificates or endorsements _____

Administrative Assignment

Briefly describe your current duties as well as the type of program (e.g., adult high school, community based organization, workplace or family literacy program) in which you work.

What is the percentage of time you spend on the following?

- _____ administration
- _____ employer services
- _____ logistics
- _____ meetings
- _____ teaching
- _____ other:

Do you teach in addition to your administrative duties? If so, please describe the classes you teach including the number of hours each week that you teach.

What would you say are the most important benefits of your position?

What adult ESL levels are included in your program? (circle all that apply)

**literacy low beginning high beginning intermediate low intermediate high advanced
other**

What is your situation? (check one line in #1, #2, #3)

1. rural _____ suburban _____ urban _____ mixed _____
2. isolated _____ collegial _____
3. part-time _____ full-time _____

Who are your funding agencies?

What are your program's assessment requirements for adult ESL? Which assessments do you use for ESL?

Is your ESL program managed or open enrollment?

What qualifications for employment must ESL teachers in your program possess?

What are the professional development requirements of your funding agency (for administrators, teachers, volunteers, and others)?

How does your program, funding, or governmental agency “count” professional development activities?

- _____ hours
- _____ certification points
- _____ other: (please explain)

What resources are available for ESL teacher professional development?

- _____ resource library
- _____ online resources
- _____ PD personnel
- _____ other (please explain)

Are ESL teachers grouped with ABE teachers for professional development activities or does your program offer professional development specifically for ESL teachers?

In which of the following formats do you offer professional development?

Types of activities: (check all that apply)

- Workshops/Presentations _____
- Observation/Feedback _____
- Mentoring agreements _____
- Projects
(e.g. curriculum development) _____
- Inquiry/Research _____
- Other (please explain) _____

What professional development topics has your program offered in the past two years?
What formats were used? (give two or three examples)

Professional Development Content

What topics would do you think are important for ESL teachers in your program to learn more about? **Designate your top 3 choices (1=highest priority)**

- _____ assessment issues (for placement, NRS, in-class)
- _____ cultural issues
- _____ communicative strategies
- _____ curriculum (development and use)
- _____ El/Civics and citizenship (content and issues)
- _____ lesson planning
- _____ needs assessment and goal-setting strategies
- _____ managing multilevel classes
- _____ professional concerns (certification, benefits, advancement, outlook)
- _____ program issues (retention, funding, recruitment, type and intensity of classes)
- _____ standards (state, program, content, alignment to curriculum)
- _____ teaching ESL learners in ABE classes
- _____ teaching literacy and beginning levels
- _____ teaching reading to adult English language learners
- _____ teaching writing to adult English language learners
- _____ techniques (role plays, LEAs, TPR, dialogues, etc.)
- _____ technology
(instructional use ___ teacher use ___ data entry ___)
- _____ other _____
- _____ other _____

Comments: _____

What resources do you currently have available for the professional development topics you checked?

What resources do you need for the professional development topics you checked?

Thank you for taking the time to fill out this survey. We expect to have results of the survey available by _____.