

Delaware School Climate Survey Coordinator Checklist

15-16 SY DSCS

Coordinator: _____

(Only 1 coordinator per bldg)

TIMELINE OF COORDINATOR ACTIVITIES

**September/
October:**

As identified DSCS coordinator, review timeline. Connect with previous building coordinator as applicable.

Look at DSCS enrollment information.

Be prepared to have this information on hand:

Total # of instructional staff: _____

Total # of students by grade: _____

Total # of Spanish-speaking households: _____

Format of student survey (paper/online): _____

Format of home survey (paper/online/both): _____

Talk to leadership team, staff, administration about survey (impact/importance)

Review survey administration directions. Prepare and ask questions as needed.

November:

Notify staff of survey window and remind them about value of this data.

Look out for completion percentages via email from DE-PBS; remind staff accordingly.

Consider using faculty/department meeting time to complete surveys.

December:

Look out for completion percentages via email.

Remind staff about completing surveys.

Prepare for student/home survey administration after break.

January:

Look for arrival of paper survey materials. Plan for paper dissemination/coordination of computer labs.

Start collecting student and/or home surveys.

February:

Keep collecting student and/or home surveys.

March:

Make sure to submit all materials/responses to DE-PBS Project by March 4th (if not sooner).

April:

Whew - take a break! Job well done!

May:

RSVP and attend the DSCS Workshop (sponsored by DEDOE and DE-PBS) - 5/10/16.

June:

Share DSCS data with school community and help team action plan around improving climate.