


**Special Education Expenditure Project (SEEP)  
Central Office Staff**

| <b>Contact information</b>   |       |
|--|-------|
| <i>Please complete the <b>required</b> information before returning this questionnaire</i> |       |
| School (required)  | _____ |
| District (required)  | _____ |
| State (required)   | _____ |
| Respondent Name (optional)   | _____ |
| Phone (optional)   | _____ |
| Email (optional)   | _____ |

## **Central Office Special Education Staff Questionnaire**

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 Once completed, please return this questionnaire to the designated SEEP study coordinator for your district.

**Thank you for your participation!**

### **INFORMATION ABOUT REPORTING BURDEN**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0629. The time required to complete this information collection is estimated to average 15 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-2731. If you have comments or concerns regarding your individual submission of this form, write directly to: Scott Brown, Office of Special Education Programs, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202.

OMB Number 1820-0629

Expiration Date: 02/28/2003



**AMERICAN INSTITUTES FOR RESEARCH**

Dear Special Education Staff Member;

Your district has been selected as part of the sample for the *Special Education Expenditure Project (SEEP)*, a national study funded by the U.S. Department of Education, and has elected to participate in this important study.

**Why is the U.S. Department of Education sponsoring this study?** The purpose of this study is to obtain information about how federal, state, and local funds are used to support programs and services for students with disabilities and to explore the relationship between general and special education spending. The study will provide information to Congress and the U.S. Department of Education about implementation of the Individuals with Disabilities Education Act (IDEA, P.L. 105-17). You can obtain more information about the study through our web site: <http://www.seep.org>.

**What are we asking you to do?** As a special education staff member, we are asking you to complete one questionnaire: the **Central Office Staff Questionnaire**. This questionnaire is designed to gather information about your employment status, job responsibilities, allocation of time, experience, educational preparation, and compensation. We are also specifically interested in the ways in which you interact with special education teachers and related service providers and with special education students.

**Why should you participate in this study?** Your response is needed to enable this study to provide Congress and other policymakers with accurate and complete information. We are conducting this study with only a small sample of staff so your individual contribution represents many other special education staff, greatly increasing its importance. You and other educators will provide a comprehensive picture of how special education students are served in this country.

**How is confidentiality handled?** We fully recognize the importance of confidentiality. Your responses will be kept strictly confidential, and your name will not be included in any final data files.

**Where should you return your completed questionnaires?** Please place your completed questionnaire in the envelope provided and **return the sealed envelope to your district's designated study coordinator**. We would like to receive all responses by **April 1, 2000**.

Sincerely,

Jay Chambers  
Project Director and Senior Research Fellow

### Job Title and Responsibilities

1. Check **one** box under the category that best describes your job title.

- Director of Special Education.....
- Other special education administrator.....
- Psychologist.....
- Social worker.....
- Counselor.....
- Nurse.....
- Learning/teaching consultant.....
- Other (Specify) \_\_\_\_\_

2. Are you a full-time employee of the school district?

Yes

No  → What percentage of full-time do you work? \_\_\_\_\_ Percent

3. Excluding overtime pay, for how many hours per week are you paid by your school district?

\_\_\_\_\_ Hours (maximum = 40 hours)

4. Check **one** box under the category that best describes your work year.

I work a 10-month year corresponding to the school year. ....

I work an 11-month year with a one-month unpaid vacation.....

I work a 12-month year with a paid vacation.....

5. What percentage of your time do you spend in each of the following activities?

|   | <b>Percentage of<br/>your time</b> |
|---|------------------------------------|
| A. Monitoring and evaluation of the special education program .....   | _____ %                            |
| B. Providing or participating in professional development activities .....  | _____ %                            |
| C. Due-process or mediation activities related to special education .....   | _____ %                            |
| D. Litigation activities related to special education (e.g., meetings with lawyers,<br>court appearances).....  | _____ %                            |
| E. Participation in pre-referral activities (e.g., meetings with teachers, parents, and<br>other team members to discuss student needs).....  | _____ %                            |
| F. Initial assessment or evaluations for students who have not previously been<br>identified as eligible for special education in your district (e.g., determination of<br>staff involved in IEP process, conduct of assessment and evaluation, IEP<br>meetings, completion of IEP documents, and preparation of written<br>assessments)..... | _____ %                            |
| G. Ongoing assessments or evaluations for students who have not previously been<br>identified as eligible for special education (e.g., determination of staff involved in<br>IEP process, conduct of assessment and evaluation, IEP meetings, completion<br>of IEP documents, and preparation of written assessments).....                    | _____ %                            |
| H. Implementing new standards and performance assessments (e.g., on<br>standardized tests) for students with disabilities (This includes developing<br>appropriate standards and student assessment tools, and adaptation of testing<br>procedures for students who are eligible for special education).....                                  | _____ %                            |
| I. Other administrative activities related to special education.....  | _____ %                            |
| J. All other activities (Specify).....  | _____ %                            |
| <b>TOTAL</b>  | <b>100%</b>                        |

## Background information

6. Are you now or have you ever been employed as a provider of special education (e.g., speech therapist or physical occupational therapist)?

Yes  → For how many years (including this year)? \_\_\_\_\_years  
No

7. Have you ever been employed as a general education teacher?

Yes  → For how many years (including this year)? \_\_\_\_\_years  
No

8. Have you ever been employed as a school administrator?

Yes  → For how many years (including this year)? \_\_\_\_\_years  
No

9. Including this year, how many years have you worked in the central office of a school district?

\_\_\_\_\_years

10. Including this year, how many years have you held your current position?

\_\_\_\_\_years

11. **College Degrees and Major Fields of Study.** Please complete the table below about your college education. Which of the following diplomas and degrees have you earned?

| What degrees have you earned?<br><i>Check all that apply below.</i>  | What was your major field of study for each degree?<br><i>Record the field code from page 6.</i> | In what year did you receive your degree?    |
|--|--|--|
| Associate's Degree <input type="checkbox"/>  | Code <input type="text"/> <input type="text"/>   | 19 <input type="text"/> <input type="text"/> |
| Bachelor's Degree <input type="checkbox"/>   | Code <input type="text"/> <input type="text"/>   | 19 <input type="text"/> <input type="text"/> |
| Second Bachelor's Degree <input type="checkbox"/>  | Code <input type="text"/> <input type="text"/>   | 19 <input type="text"/> <input type="text"/> |
| Master's Degree <input type="checkbox"/>   | Code <input type="text"/> <input type="text"/>   | 19 <input type="text"/> <input type="text"/> |
| Second Master's Degree <input type="checkbox"/>  | Code <input type="text"/> <input type="text"/>   | 19 <input type="text"/> <input type="text"/> |
| Education Specialist or Professional Diploma (at least one year beyond master's level) <input type="checkbox"/>  | Code <input type="text"/> <input type="text"/>   | 19 <input type="text"/> <input type="text"/> |
| Certificate of Advanced Graduate Studies <input type="checkbox"/>  | Code <input type="text"/> <input type="text"/>   | 19 <input type="text"/> <input type="text"/> |
| Doctoral Degree or First Professional Degree (Ph.D., Ed.D., M.D., L.L.B., J.D., D.D.S.) <input type="checkbox"/> | Code <input type="text"/> <input type="text"/>   | 19 <input type="text"/> <input type="text"/> |

**TABLE 1. MAJOR AND MINOR FIELD OF STUDY CODES  
For ITEM 11**

| EDUCATION FIELDS   | GENERAL FIELDS                             |
|--|--|
| <b>General Education</b>                                 | 45 Art, fine and applied                   |
| 01 Early childhood education or pre-elementary education | 46 Drama or theater                        |
| 02 Prekindergarten                                       | 47 Music                                   |
| 03 Kindergarten  | 48 Other visual/performing arts            |
| 04 Elementary education                                  |  |
| 05 Secondary education                                   | <b>English</b>                             |
|  | 49 English literature or composition       |
|  | 50 Communications or journalism            |
| <b>Education—Subject Areas</b>                           |  |
| 06 Agricultural education                                | <b>Foreign Languages</b>                   |
| 07 Art education   | 51 French                                  |
| 08 Bilingual education                                   | 52 German                                  |
| 09 Business education                                    | 53 Latin                                   |
| 10 Cross-cultural education                              |  |
| 11 English as a Second Language education                | 54 Russian                                 |
| 12 English/language arts education                       | 55 Spanish                                 |
| 13 Family and consumer science education                 | 56 Other languages                         |
| 14 Foreign languages education                           |  |
| 15 Health education                                      | <b>Mathematics</b>                         |
| 16 Indian education (Native American)                    | 57 Mathematics                             |
| 17 Mathematics education                                 | 58 Statistics                              |
| 18 Music education                                       |  |
| 19 Physical education                                    | <b>Natural Sciences</b>                    |
| 20 Reading education                                     | 59 Biology                                 |
| 21 Religious education                                   | 60 Chemistry                               |
| 22 Science education                                     | 61 Geology                                 |
| 23 Social studies/social science education               | 62 Physics                                 |
| 24 Trades and industry/industrial arts education         | 63 Other natural sciences                  |
|  | <b>Social Sciences</b>                     |
| <b>Special Education</b>                                 | 64 Economics                               |
| 25 Special education, general                            | 65 History                                 |
| 26 Autism  | 66 Political science and government        |
| 27 Deaf and hard-of-hearing                              |  |
| 28 Developmentally delayed                               | 67 Psychology                              |
| 29 Early childhood special education                     | 68 Sociology                               |
|  | 69 Other social sciences                   |
| 30 Emotionally disturbed or behavior disorders           |  |
| 31 Learning disabilities                                 | <b>Other Areas</b>                         |
| 32 Mentally retarded                                     | 70 Agriculture and natural resources       |
| 33 Mildly or moderately disabled                         | 71 American Indian/Native American studies |
| 34 Orthopedically impaired                               | 72 Architecture, environmental design      |
|  | 73 Business and management                 |
| 35 Severely or profoundly disabled                       | 74 Computer science                        |
| 36 Speech or language impaired                           |  |
| 37 Traumatically brain injured                           | 75 Engineering                             |
| 38 Visually impaired                                     | 76 Family and consumer science             |
| 39 Other special education                               | 77 General studies                         |
|  | 78 Health professions and occupations      |
| <b>Other Education</b>                                   | 79 Humanities                              |
| 40 Counseling and guidance                               |  |
| 41 Curriculum and instruction                            | 80 Law                                     |
| 42 Educational administration                            | 81 Library and information science         |
| 43 Educational psychology                                | 82 Military science                        |
| 44 Other education                                       | 83 Multi- or interdisciplinary studies     |
|  |  |
|  | 84 Philosophy                              |
|  | 85 Public affairs or services              |
|  | 86 Religion or theology                    |
|  | 87 Other area or ethnic studies            |
|  | 88 All other areas                         |

**IDENTIFICATION**

All responses provided for this study are kept confidential; however, sometimes we need to follow up to clarify a response. To help us make this contact, we request that you please fill in the information below. We probably will not need the information but would appreciate having it, just in case. Once the survey data are all entered, we will delete all identifying information from our files.

Respondent Name: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_

**Best Day and Times to Reach You**

Days: M      T      W      Th      F    between \_\_\_\_\_ : \_\_\_\_\_ AM or PM (circle) and \_\_\_\_\_ : \_\_\_\_\_ AM or PM (circle)

**Once completed, please return this questionnaire to the designated SEEP study coordinator for your district.**

**Thank you for your participation!**