

Appendix B**Open-Ended Aide Survey HRG/UCLCC (Resource NAEYC Accreditation Tool)****1. How long have you been employed in this program?**Less than 1 year **28**More than 1 year **27****2. Have you received a written copy of your job description? Yes 54 No 1****3. Which of these areas are included in the program's written personnel policies?**Description of job responsibilities **50**Salary information **37**Resignation and termination policies **43**Grievance procedures (how to appeal a decision about your job status) **37**Orientation information to classroom **46****What other information about your job would you like to see in writing?**

- *None-I think the handbook gives very adequate information*
- *Description of Cleaning jobs*
- *Cleaning procedures and location of supplies*

4. How effective was the orientation you received for your job?Very effective **35** Adequate **20** Inadequate **0****5. How were these topics addressed in the orientation process?**

	Effectively	Adequately	Inadequately
Goals and philosophy of the program	46	9	0
Health and safety procedures	48	7	0
Discipline techniques	39	16	3
Daily plan of activities	42	13	1

What other topics would you like to see addressed?

- *I think just about everything not covered in orientation is addressed at aide meetings*
- *Sub procedure*
- *Injury or job descriptions*
- *Cleaning procedure and location of supplies*

6. How would you rate the quality of the communication between Aides and Lead Teachers?

Excellent **19** Very Good **29** Adequate **5** Could improve **2**

How could communication among Aide Staff & Lead Teachers be enhanced?

- *The only odd time is at the end of the day when bunny and playhouse groups are both under DM..*
- *Having a more efficient system to find a sub*
- *Checklists*
- *Lead teachers could be in the room with kids more often*
- *Possible written instructions*
- *As long as both aide and lead teachers are open with communicating, it works well*
- *Staff having knowledge of each other's instructions*
- *If an aide is not coming into work, be sure to call to inform someone or find someone to cover*

7. How would you rate the quality of the communication among support staff members & Administrator?

Excellent **14** Very Good **30** Adequate **8** Could improve **2**

How could communication among support members & administration be enhanced?

- *Spending a little more time getting to know each other*
- *Maybe speak more; take time out at the end of the week to go over any changes or concerns one may have*

8. How would you rate these systems designed to help you perform your job optimally?

	Effective	Adequate	Inadequate
Opportunities to consult with other staff	39	16	0
Opportunities for in-service training	38	17	0
Working Conditions	45	10	0

What other systems are needed?

- *More on-the-job training, if any*

9. How would you rate these opportunities for in-service training to improve your professional knowledge and skills?

	Effective	Adequate	Inadequate
In-service sessions provided on-site	43	12	0
College level school courses	38	17	2
Center resources/manual, bulletin boards etc	36	19	0
Fall Orientation meeting	42	13	0

What other opportunities are needed?

- *CPR through center for renewal*

10. Comment on the effectiveness of the in-service training in which you have participated. Which forms of in-service training were most helpful to you? In what other areas would you find training helpful?

- *Talking about real-life daily situations*
- *I learned the most from just getting in there & spending time w/the kids. Talking with the head teacher has helped me a lot also.*
- *Training is most helpful when you talk about how to handle specific situations, and different strategies to try.*
- *SBS info was most helpful-other helpful areas include learning the Heimlich maneuver and CPR to refresh the mind*
- *I thought that in-service training was overwhelming and felt thrown into the situation w/o much advice.*
- *I feel that the aide meetings are very repetitive and we seem to talk about the same thing each time.*
- *We should have one on autism to better help us understand what it is*
- *It is a good time for clear communication and questions to be answered*
- *Possibly a CPR certification training*
- *Breaking into individual groups and being able to talk with the lead teacher we worked with was the most helpful*

- **11. How frequently is your job performance evaluated?**

Twice a year or more **9** Once a year **45** Less than once a year **0** Never **1**

12. How would you rate these aspects of your job performance evaluation?

	Effective	Adequate	Inadequate
Evaluations are written and confidential	45	9	1
Opportunities exist to evaluate self	43	11	1
Access to your evaluation	39	15	1

What other ways of evaluating your job performance would you like?

- *Right then and there when I'm working is always nice.*
- *Advice on ways to approach situations*
- *Peer evaluations*
- *Constructive criticism or suggestions when necessary*
- *I would like to see how the lead teachers evaluate me*

13. If you could say what you most like about HRG/UCLCC. That would be:

- *The caring and friendly atmosphere of the children*
- *The kids! (And the 9-5, no weekends or holidays)*
- *I love the support I get from the other staff*
- *Working with children because it helps prepare me for my future.*
- *Being able to choose hours that would work best for me, and then being scheduled.*
- *The kids help take my mind off of school.*
- *Good learning experiences*
- *The friendly environment- everyone seems so cheerful!*
- *Flexibility in scheduling*
- *Positive attitudes throughout the center*

14. If you were a lead teacher at HRG/UCLCC you would:

- *Be like DM.*
- *Have a tough job...& keep a sense of humor*
- *Try and keep the classes separated because when they are all together it is sometimes chaotic.*
- *More field trips to the zoo*
- *Figure out how to fix paying for parking*
- *Create more group activities to work on/teamwork*
- *Make all preferences for classroom teaching procedures known to all aides (ex: don't model art)*
- *Love it!*

15. If you were the director at HRG/UCLCC you would:

- *Play with the kids more*
- *Be like SS.*
- *Have a tough job*
- *Change nothing*
- *Have more field trips*
- *Move meetings to morning*
- *Be stricter with people who don't show up or call in a lot more.*
- *Have a great job!*
- *Model what I do after the successful things I have seen the current director do*