



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, Superintendent of Public Instruction

WWW.NCPUBLICSCHOOLS.ORG



North Carolina Teacher Working Conditions Survey

Valerie Hawthorne created this year's survey design. Valerie is a 6<sup>th</sup> Grade Social Studies teacher at Cedar Creek Middle School in Franklin County Schools.

Dear School Representatives:

Thank you for your continued leadership in our schools. We are grateful for your work on the ninth iteration of the North Carolina Teacher Working Conditions Survey (NCTWCS). Whether you are new to this role or have helped with every survey, we are here to support you and to ensure your school is ready. We are committed to providing each educator a chance for their voice to be heard and appreciate your help to reach 100% completion. **THANK YOU** for helping us reach every educator in the state!

Included in this packet are the letters to all educators in your school. Each letter has a different, anonymous access code that can be used only one time. **Please make sure each educator in your school gets one letter in their hands. Keep any extra copies of the letter to ensure people take the survey only once.**

Please follow these instructions to prepare for the survey and to disseminate the attached letters:

- The school-based representative(s) (a member of a teacher association may help you as applicable) and principal should work collaboratively to set up a schoolwide meeting to take place preferably on or before March 2 to share information about the survey with educators. Formal documentation of attendance is not needed, but please talk with any staff members who may be absent from this meeting about the information covered.
- Before the meeting, go to [www.ncteachingconditions.org](http://www.ncteachingconditions.org) and print the frequently asked questions; please familiarize yourself with the information and take a copy to the meeting.
- **At the meeting, please give a letter to each educator and review the main points of the letter with your educators (or read the letter aloud if you prefer).**
- Please stress the anonymity of the survey. Give educators the opportunity to switch codes with anyone in the room if they want.
- **Encourage educators to complete the survey ASAP from ANY internet location. (The survey opens March 1, so a school may best be served by holding a meeting on or shortly after March 1.)**
- **Schools that reach 100% completion will be eligible to win prizes.**
- **If an educator is absent from the meeting, please hand that person a letter at a later time.**
- Please **do not** place these letters in the educators' mailboxes.
- Please track real-time response rates (not answers) for your school by visiting [www.ncteachingconditions.org](http://www.ncteachingconditions.org) at any time during the survey window. Continue to encourage participation until your school reaches 100%! (If your school does not reach 40%, no responses from your school can be counted.)

If you desire, view the archived webinars at [www.ncteachingconditions.org](http://www.ncteachingconditions.org)

School Rep Live Webinar on **Feb 8, 2018 4:00 PM EST** at: <https://attendee.gotowebinar.com/register/4940151211592677889>

Principal Live Webinar on **Feb 15, 2018 4:00 PM EST** at: <https://attendee.gotowebinar.com/register/9215664848362906626>

If the headcount for your school is incorrect, please visit [www.ncteachingconditions.org](http://www.ncteachingconditions.org) and submit an electronic request. Note: **Changes to headcount will happen only during the survey window.**

If you have any questions or need additional letters/access codes, email the Help Desk (available starting March 1 from 7:30 a.m. to 4:30 p.m.) at [helpdesk@ncteachingconditions.org](mailto:helpdesk@ncteachingconditions.org) or call 1-866-301-2454 extension 22.

We greatly appreciate your help,

Mark Johnson

NC Superintendent of Public Instruction

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