



**Afghanistan SABER SERVICE DELIVERY  
EDUCATION SURVEY  
2017**

**Module 2 – Staff Roster**

**CBE Schools**



# Staff Roster Questionnaire

## Cover Sheet

Enumerator Note: *Please write all responses clearly using CAPITAL LETTERS ONLY!*

		Name(s)	Code
1.	First Visit Enumerator (s)		_      _      _      _
2.	Second Visit Enumerator (s)		_      _      _      _
3.	School Name and Survey Code		_      _      _      _      _      _
4.	School EMIS Code/Registration Number	<i>Official code used by MoEVT</i>	_      _      _      _      _      _      _
5.	Date of first visit	<i>Day/Month/Year (e.g. 15/10/16)</i>	_      _  /   _      _  /   _      _
6.	Date of second visit	<i>Day/Month/Year (e.g. 15/10/16)</i>	_      _  /   _      _  /   _      _

Supervision			Code	Response	Signature	Date <i>Day/Month/Year (e.g. 15/04/12)</i>
				1.		2.
7.	Questionnaire Verification	a. Enumerator	<i>Survey results codes:</i>  Questionnaire completed = 1 Incomplete questionnaire = 2 School closed = 3 Refused = 4	_		_      _  /   _      _  /   _      _
		b. Supervisor		_		_      _  /   _      _  /   _      _
		c. Data Entrant		_		_      _  /   _      _  /   _      _

## Module 2A: Teacher Roster for the current school year (2017)

**Enumerator Note:** All teachers that taught language or mathematics in the last school year or the current academic year (Grades 3-6) in this roster must be sampled for Module 6.

**Enumerator Read:** Please allow me to ask a few questions about the teachers who are working in this school (including pre-school and special needs), as well as you and your deputy. Could you give me the names of all the teachers currently teaching including government, contract and volunteer teachers? **[Include Teachers ONLY]**

1. How many <u>teachers</u> work in this school (Including the principal if he/she teaches)? (Note: Include paid and non-paid teachers).										_ _ _ _	
Teacher ID	2. First and last names	3. Sex  1 = Male 2 = Female	4. Position in the school  1 = Principal 2 = Deputy Principal 3 = Head teacher 4 = Subject department head 5 = Teacher 6 = Lab Technician 7 = Librarian 8 = Deputy of Admin 99 = Other (specify)	5. Contract Status  1 = Government (permanent employee or civil servant) 2 = Contract Teacher 3 = Part time Teacher 4 = Community 5 = Volunteer	5a. Do you teach at this school? <u>[For Pri &amp; Dep pri ONLY]</u>  1 = Yes 2 = No	6. Full-time / Part-time  1 = Full-time 2 = Part-time	7. Which shift do you work in?  1 = Shift 1 2 = Shift 2 3 = Shift 3 4 = Shift 4	8. Taught Language or Math (Grade 3-6)		9. Teacher sampled for Module 2B?  1 = Yes 2 = No	
								a. LAST year?  1 = Yes 2 = No	b. THIS year?  1 = Yes 2 = No		
01		_	_  _____	_	_	_	_ _	_	_	_	
02		_	_  _____	_	_	_	_ _	_	_	_	
03		_	_  _____	_		_	_ _	_	_	_	

## Module 2B: Teacher Roster

**Enumerator Note:** [For sampled teachers and Principal & Deputy ONLY]. Please note that this module **MUST NOT** be completed during any of the school break times or lunch time. Select 10 teachers randomly from teaching staff listed above (except volunteer & part-time teachers and the principal & deputy) using the Random Selection Worksheet. Sample ALL if 10 or less teaching staff are employed (excluding volunteer & part-time teachers and the principal & deputy).

	1	2	3	4.a	4.b	4.c	5.a	5.b
	First and last names	Row number from Module 2A (Teacher ID)	sex	What was the teacher doing when you located him/ her on the <u>first visit</u> ? <i>Direct Observation</i>	What was the teaching doing outside the classroom when you located him/ her on the <u>first visit</u> ?	What was the class doing at the time you located the teacher outside of the classroom? <i>Direct Observation</i>	Reason for absence from school on <u>first visit</u> ? <i>Ask Principal</i>	What is happening with the teachers' class?  <i>Ask Principal and confirmed with direct observation when possible</i>
	(Sampled teachers from Module 2A)  Enter teachers' names in the same order as they were randomly selected.	<b>Number</b>	<b>1 = Male</b>  <b>2 = Female</b>	1= In classroom- teaching 2= In classroom- not teaching 3= At school- teaching outdoors 4= At school- not his/her shift (work time) 5= At school- not in classroom 6= Absent from school <b>If 1-4 → Next Teacher</b> <b>If 5 → Q4b and Q4c; then go to Next Teacher</b> <b>If 6 → Q5a and Q5b; then go to Next Teacher</b>	1= Grading homework 2= Using his/her cellphone 3= Talking informally with other teachers or head teacher/principal 4= In a meeting with parents 5= In a meeting with other teachers or principal 6= In the bathroom/ cafeteria 7= Gathering classroom materials (e.g. chalk, paper) 99= Other (to specify)	1= A person is in charge of the class - most of the pupils are in the classroom and working 2= A person in charge of the class - most of the pupils are in the classroom but are not working 3= There is no one in charge -most of the pupils are in the classroom and working 4= Children are alone - most of the pupils are in the classroom but are not working 5= A person is in charge, and most of the pupils are outside classroom 6= There is no one in charge - most of the pupils are outside classroom 99= Other (to specify)	1= Not his/her shift 2= Sick 3= Maternity/paternity leave 4= In training 5= Field trip 6= Funeral 7= Other approved absence (to specify) 8= Gone to retrieve salary 9= On strike 99= Other (to specify) 98= Don't know	1= A substitute teacher is teaching 2= The class was merged with another class in a different grade 3= The class was merged with another class in the same grade 4= Pupils are in the school but no class is going on 5= Class was dismissed 99= Other (to specify)
a		_   _	_	_	_	_	_   _	_
b		_   _	_	_	_	_	_   _	_

## Module 2B: Teacher Roster-Second Visit (continued...)

			6.a.(SECOND VISIT ONLY)	6.b.(SECOND VISIT ONLY)	6.c.(SECOND VISIT ONLY)	7.a.(SECOND VISIT ONLY)	7b. (SECOND VISIT ONLY)
	First and last names	Row number from Module 2A (Teacher ID)	What was the teacher doing when you located him/ her on <u>the second visit</u> ?  <i>Direct Observation</i>	What was the teaching doing outside the classroom when you located him/ her on the <u>second visit</u> ?  <i>Direct Observation</i>	What was the class doing at the time you located the teacher outside of the classroom?  <i>Direct Observation</i>	Reason for absence from school on <u>second visit</u> ?  <i>Ask Principal</i>	What is happening with the teachers' class?  <i>Ask Principal and confirmed with direct observation when possible</i>
	(Sampled teachers from Module 2A)  Enter teachers' names in the same order as they were randomly selected.	Number	1= In classroom- teaching 2= In classroom- not teaching 3= At school- teaching outdoors 4= At school- not his/her shift (work time) 5= At school- not in classroom 6= Absent from school  <b>If 1-4 → Next Teacher</b> <b>If 5 → Q6b and Q6c; then go to Next Teacher</b> <b>If 6 → Q7a and Q7b; then go to Next Teacher</b>	1= Grading homework 2= Using his/her cellphone 3= Talking informally with other teachers or head teacher/principal 4= In a meeting with parents 5= In a meeting with other teachers or principal 6= In the bathroom/ cafeteria 7= Gathering classroom materials (e.g. chalk, paper) 99= Other (to specify)	1= A person is in charge of the class - most of the pupils are in the classroom and working 2= A person in charge of the class - most of the pupils are in the classroom but are not working 3= There is no one in charge -most of the pupils are in the classroom and working 4= Children are alone - most of the pupils are in the classroom but are not working 5= A person is in charge, and most of the pupils are outside classroom 6= There is no one in charge - most of the pupils are outside classroom 99= Other (to specify)	1= Not his/her shift 2= Sick 3= Maternity/paternity leave 4= In training 5= Field trip 6= Funeral 7= Other approved absence (to specify) 8= Gone to retrieve salary 9= On strike 99= Other (to specify) 98= Don't know	1= A substitute teacher is teaching 2= The class was merged with another class in a different grade 3= The class was merged with another class in the same grade 4= Pupils are in the school but no class is going on 5= Class was dismissed 99= Other (to specify)
a		_ _	_	_	_	_ _	_
b		_ _	_	_	_	_ _	_

## Classroom Count (second visit)

**ENUMERATOR NOTE:** Complete this in the second visit at the same time as Questions 6 and 7 in the teacher roster. ACTUAL OBSERVATION AND/OR COUNTING REQUIRED.

This module **MUST NOT** be completed during any of the school break times or lunch time.

8.	How many classrooms does the school have?	Number	__
9.	How many classrooms contained pupils?	Number	__
10.	Of those classrooms, how many classrooms had pupils but no teacher present?	Number	__
11.	How many of the classrooms are...? [Number] [Enumerator Note: Please take a response for each of the options a-c]	(a) Permanent	__
		(b) Semi-permanent (Incomplete, plastered without shutters or floor etc.)	__
		(c) Temporary (mud, timber, under trees, in a tent etc.)	__

Module 2 Comments:

Module 2A:

Module 2B:

## Module 2C: Teachers Questionnaire

Questionnaire for teacher in the school




**Enumerator Note:** *Please write all responses clearly using CAPITAL LETTERS ONLY!*

**Enumerator read aloud:** We are conducting a survey on service delivery issues in primary education with the support of the government in selected communities in the country in order to improve education in Afghanistan. We would like to ask you a few questions about your background and experience with the school system. Your responses to the questions in this section and the other sections are confidential. Your principal, deputy principal, colleagues and other teachers will not see your responses. In fact the people who will look at your responses will not know your name or have any way to identify you.

Section 1: Teacher background information			
Question	Responses	Codes	Skips
1. What is your position in the school?	1 = Principal 2 = Deputy Principal 3 = Head teacher 4 = Subject department head 5 = Teacher 6 = Lab Technician 7 = Librarian 8 = Deputy of Admin 99 = Other (specify)	<div style="border-bottom: 1px solid black; width: 100px; margin-left: 50px;"></div>	
2. Which grades do you teach?  <b>Enumerator Note:</b> Enter one number for each class taught, up to 4 classes	Number (G1-G12) 98 = Pre-school 99 = Special needs 0 = None	Grade <div style="border-bottom: 1px solid black; width: 40px; display: inline-block;"></div> Grade <div style="border-bottom: 1px solid black; width: 40px; display: inline-block;"></div> Grade <div style="border-bottom: 1px solid black; width: 40px; display: inline-block;"></div> Grade <div style="border-bottom: 1px solid black; width: 40px; display: inline-block;"></div>	
3. What is the highest level of education that you have completed?	1 = Grade 6 complete 2 = Grade 9 complete 3 = Grade 12 complete 4 = Grade 14 complete 5 = University degree (bachelor) 6 = University degree (master) 7 = University degree (doctoral) 99 = Other (specify)	<div style="border-bottom: 1px solid black; width: 40px; display: inline-block;"></div>	

4.	Have you completed teacher training college?	1 = Yes 2 = No	_	If 2=No → Skip to Q6
5.	What subject did you complete your teacher training in?	1 = Language - Dari 2 = Language - Pashtu 3 = Language - Uzbeki 4 = Mathematics 5 = Science 6 = Social science 7 = Islamic Studies 8 = Natural Science 9 = History 10 = Geography 11 = foreign language (English) 99 = Other (specify)	_    _	
6.	What year did you begin teaching?	Year (e.g. 1995)	_    _    _    _	
7.	How many years have you taught in this school?	Number	Years  _    _  Months  _    _	
8.	What year were you born in?	Year (e.g. 1960)	_    _    _    _	
9.	Were you born in this district?	1 = Yes 2 = No	_	
10.	Which ethnic group do you belong to?	1 = Pashtun 2 = Tajik 3 = Hazara 4 = Uzbek 5 = Aimaq 6 = Turkmen 7 = Baloch 8 = Nuristani 9 = Pashai 10 = Gujjar 11 = Pamiri 12 = Kyrgyz 99 = Other (specify)	_	




Section 2: Remuneration			
Question	Responses	Codes	Skips
1. How much is your monthly salary as a teacher of this school (Including allowances)?	In Afghan Afghani AFN	_      _      _      _      _	
2. How much did you actually receive last month?	In Afghan Afghani AFN	_      _      _      _      _	
3. How many times have you encountered salary delays in the last school year?	Enter Number (0-12)	_      _	
4a. → <b>Warm Weather school only:</b> How many times have you encountered salary delays in this school year?	Enter Number (0-12)	_      _	
4. Do you have any other unpaid claims? (Such as leave, hardship, relocation allowances, etc.)  (Multiple responses are accepted, up to 4)  <b>Enumerator Note:</b> Read aloud the options if necessary (Probe)	1= None 2= Leave 3= Hardship pay 4= Relocation allowance 5= Salary delays 6= First appointment allowance 99= Other (specify)	_      _      _      _  _____	
5. Have you received any additional sums above the salary, such as bonuses?	1=Yes 2=No	_	If 2=NO → Skip to <b>Q7</b>
6. What have you received bonuses for?  (Multiple responses accepted)  <b>Enumerator Note:</b> Read aloud the options if necessary (Probe)	1=Regular attendance 2=Children performance in examination 3= Parental praise 4= Extra responsibility in school (Specify) 5= Teaching in remote area 6= Subject shortage 7= Hardship/danger 99= Other (Specify)	_    _____	If 4 → Specify
7. From your earnings as a teacher, approximately, what percentage of your total earning comes from your remuneration as a teacher in this school?   <b>Enumerator Note:</b> Do not read the options out loud	1=Less than 10% 2=10% to 25% 3=26 to 50% 4=51% to 75% 5= 76% to 99% 6= 100%	_	
8. Do you have a formal (written) contract?	1=Yes 2=No	_	


9.	What is the nature of the contract (i.e. is it written or not)?	1= Permanent 2= Contract for specific duration 3= Temporary (if duration of the contract not specify or not written contract)	_	If 1 or 3 → Skip to Section 3
10.	What is the duration of the contract?	Number	Years  _   _  Months  _   _	

Section 3: Professional Development and Use of Time				
Question		Responses	Codes	Skips
1.	In your training to become a teacher, did you ever have a teaching practicum (teach a class supervised by an experienced teacher)?  <b>Enumerator Note:</b> If the teacher indicates more than one practicum, please ask him/her to refer to the latest one	1 = Yes 2 = No	_	If 2=NO → Skip to Q4
2.	How many months <b>and/or days</b> did the practicum last?	Months Days	_   _   _   _	
3.	During this period how many hours a week approximately did you actually teach?	Hours a week	_   _	
4.	During the Last school year, did you attend any teacher training?	1 = Yes 2 = No	_	If 2=NO → Skip to Q9
5.	Approximately how many total days did the training last?	Days	_   _	
6.	What was the <b>main</b> topic of the training?  <b>Enumerator Note:</b> read aloud the options	1= Content knowledge: e.g., learn better math skills or better language skills 2= General pedagogical skills: e.g., how to engage students with content, how to help students work in groups, how to lead an effective classroom discussion 3= Pedagogical skills for a specific content area: e.g., how to teach fractions or how to teach Dari/Pashtu grammar 4= Classroom management: How to avoid wasting time, how to discipline students 99= Other (specify)	_ _____	

7.	How much of the training or follow-up support to the training took place in your classroom (if any)?	1=None 2=Less than 24% 3=Between 25% and 50% 4= Between 51% and 75% 5= Between 76% and 100%	_	
8.	Were you evaluated at the end of the training? If yes, then how?	1=No 2=Yes, with a written test 3=Yes, with a demonstration at the training 4=Yes, with a demonstration in my school 99 = Other (specify)	_   _____	
9.	During a normal week, how many hours per day are you supposed to work for this school?	Hours per day	_   _	
10.	Of those hours, how many hours per day do you spent actually teaching?	Hours per day	_   _	

Section 4: Human resource management				
Question		Responses	Codes	Skips
1	During the last (if <b>warm weather</b> please say <b>this</b> ) school year did the principal or subject head of department formally evaluate your work as a teacher?	1 = Yes 2 = No	_	If 2=NO → Skip to Q3
2	What specific aspect of your work did he/she examine/evaluate you on?  ⚠️ <b>Enumerator Note:</b> Do not read the responses out loud. Multiple responses accepted.	1= Examining the interaction with parents 2= Student Discipline or classroom management 3= Examine the lesson plan 4= Examining the content of a particular lesson after a classroom observation 5= Examining the teaching methods (group work, participatory method, etc.) after a classroom observation 6=Examining interaction with students 7=Examining interaction with other teaching staff 8= Student Assessment result 9=Having an individual meeting to discussed your teaching 10=Examine teacher attendance records 99=Other (to specify)	_   _   _   _   _  _____	
3	During the last school year did the inspector or district officer formally evaluate your work as a teacher?	1 = Yes 2 = No	_	If 2=NO → Skip to Section 5

4	<p>What specific aspect of your work did the inspector or district officer examine to evaluate you?</p> <p> <b>Enumerator Note:</b> Do not read the responses out loud. Multiple responses accepted.</p>	<p>1= Examining the interaction with parents  2= Student Discipline or classroom management  3= Examine the lesson plan  4= Examining the content of a particular lesson after a classroom observation  5= Examining the teaching methods (group work, participatory method, etc.) after a classroom observation  6=Examining interaction with students  7=Examining interaction with other teaching staff  8= Student Assessment result  9=Having an individual meeting to discussed your teaching  10=Examine teacher attendance records  99=Other (to specify)</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
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Section 5: Expectation of teachers and teacher attitudes			
Question	Responses	Codes	Skips
<p>1</p> <p>If I asked directly the head teacher/principal to rank your responsibilities from the most important to the least, what would he/she tell me?</p> <p> <b>Enumerator Note:</b> Read aloud the options</p>	<p>a. Being on time to school  b. Maintain strict discipline in the class  c. Improve student' score  d. Help out in extra academic activities that the school face  e. Teach students to be good citizens  f. Have a positive relationship with other teachers</p>	<p>1. _____  2. _____  3. _____  4. _____  5. _____  6. _____</p>	