

Understanding and Improving Working Conditions:

KEA Guide to Using Your 2011 ESP Survey Results



Understanding and Improving Working Conditions: KEA Guide to Using Your ESP Survey Results

Employee Working Conditions are Student Learning Conditions.

About This Guide

This Activity Guide references results from the 2011 KEA ESP Survey available online at www.kea.org under the “Professionalism” tab. The intent is *to begin discussion* among KEA local leaders on whether certain conditions are present in their district and to ensure data is used in their improvement. While the process outlined in this guide will be useful for local leaders working independently, more significant improvements can be gained through local leaders working with KEA work site Association Representatives.

Who Should Use This Guide

This guide has been designed for use by KEA local leaders, as well as work site level Association Representatives and members who may benefit from this process. All KEA members and potential members can benefit from using this guide as they organize around their priority issues in order to achieve desired improvements in their working and student learning conditions as well as to move toward achieving KEA’s mission.

KEA Strategic Plan

Vision

KEA is the preeminent voice for quality public education.

Mission

We unite, organize and empower our members to advocate for themselves and to ensure a quality public education for every Kentucky student.

Operational Goals

- **Member Rights:** a comprehensive program that includes skill development and representation to address individual member concerns
- **Membership Development:** a comprehensive strategy for membership growth and retention
- **Strong Locals:** a focus on engaging and empowering members through skill development and local issue organizing
- **Strong Profession:** a comprehensive strategy to influence policy and policy implementation at all levels to enhance the education profession and foster quality public education

Support Systems

- **Communication:** a comprehensive system that includes consistent message development, branding and two-way communication
- **Resource Management:** all resources (people, time and money) focused around clear and limited statewide priorities
- **Technology:** aggressive, widespread use of technology to get the work done

Activity I: Understanding Data from your District

To participate in this activity, please access the results of the 2011 KEA ESP Survey online at www.kea.org and click on the “Professionalism” tab. Download a copy of both the statewide ESP Survey results and the results for your school district.

The survey data include results for your district overall and for each job family from which we received at least 10 responses: District Overall, Clerical/Secretarial, Custodial/Maintenance, Food Services, Health/Student Services, Instructional Assistants, and Transportation.

The table on the next page contains a list of some questions from each category of questions on the KEA ESP Survey which best represent the findings in that overall question category. Question categories include: Association Membership, Wages and Benefits, Training and Professional Development, Job Performance, Working Conditions, and Work Environment. Demographic questions are not included in this guide but these results are important for locals to consider also when making decisions about issues around which to organize.

In this exercise, you will compare your district’s survey results on these eight questions to the overall state results.

1. To the right of the cell that reads ‘Insert District Names Here,’ place the name of your district.
2. To access results, go to www.kea.org and click on the “Professionalism” tab where you will find “ESP Survey”.
3. Locate your district’s name in the list and click on the results. Click on the statewide results, also.
4. For each question listed on the chart, find the percent of employee responses for each possible answer in both the overall statewide results and in your district results. Write both the statewide results and those for your district in the corresponding boxes in the table.

Chart for Activities I and II

	Your District	Statewide Overall Results	
Response Rate (%)			
Survey Questions	Percent of Employees who gave this response		Difference
ASSOCIATION MEMBERSHIP: KEA Member?	Yes _____ No _____	Yes 19 No 78	Yes _____ No _____
WAGES AND BENEFITS: Required to work overtime?	Yes _____ No _____	Yes 10 No 89	Yes _____ No _____
Benefits a main factor in employment?	Yes _____ No _____	Yes 51 No 35	Yes _____ No _____
Percent of salary going toward health insurance	0% _____ 1-10% _____ 11-25% _____ 26-50% _____ 51-75% _____ Over 75% _____	0% 24 1-10% 35 11-25% 22 26-50% 9 51-75% 3 Over 75% 1	0% _____ 1-10% _____ 11-25% _____ 26-50% _____ 51-75% _____ Over 75% _____
TRAINING AND PROFESSIONAL DEVELOPMENT: Where received initial training	Department _____ District _____ College _____ KEA _____ NEA _____ Other _____	Department 32 District 69 College 14 KEA 2 NEA 1 Other 14	Department _____ District _____ College _____ KEA _____ NEA _____ Other _____
Receive ongoing PD from the district?	Yes _____ No _____	Yes 63 No 33	Yes _____ No _____
JOB PERFORMANCE: Regularly evaluated?	Yes _____ No _____	Yes 88 No 9	Yes _____ No _____
How often?	Once/month _____ Once/quarter _____ Every 6 months _____ Once/year _____	Once/month 5 Once/quarter 3 Every 6 months 5 Once/year 81	Once/month _____ Once/quarter _____ Every 6 months _____ Once/year _____
My supervisor helps me be effective in my job?	Agree _____ Neither _____ Disagree _____	Agree 71 Neither 15 Disagree 11	Agree _____ Neither _____ Disagree _____
WORKING CONDITIONS: Duties beyond primary ones?	Yes _____ No _____	Yes 56 No 41	Yes _____ No _____
Adequate tools to do your job?	Agree _____ Neither _____ Disagree _____	Agree 77 Neither 10 Disagree 7	Agree _____ Neither _____ Disagree _____

Employ monitors on every bus?	Yes _____ No _____	Yes 25 No 63	Yes _____ No _____
Administer medications?	Yes _____ No _____	Yes 23 No 75	Yes _____ No _____
Opportunity to give input into decision making for your job category at the worksite or district level?	Yes _____ No _____	Yes 57 No 39	Yes _____ No _____
Seniority recognized for awarding job positions?	Yes _____ No _____	Yes 40 No 51	Yes _____ No _____
Instructional Assistants expected to cover classes?	Yes _____ No _____	Yes 16 No 20	Yes _____ No _____
WORK ENVIRONMENT: Work in a safe environment?	Yes _____ No _____	Yes 92 No 6	Yes _____ No _____
District's student discipline policy consistently followed?	Yes _____ No _____	Yes 63 No 28	Yes _____ No _____
Trained on student discipline policies and processes?	Yes _____ No _____	Yes 50 No 43	Yes _____ No _____
Enjoy working in this school district?	Agree _____ Neither _____ Disagree _____	Agree 84 Neither 9 Disagree 6	Agree _____ Neither _____ Disagree _____

Activity II: Identifying Top Issues in Your District

Compare your district results to the state.

1. For which questions is your district above the state average? On the chart above, circle in green any questions above the state average.
2. For which questions is your district below the state average? On the chart above, circle in red any questions below the state average.
3. For each question determine the difference between your district and the state average.
4. For the question that is the greatest difference above the state average, shade that box in green.
5. For the question that is the greatest difference below the state average, shade that box in red.

Activity III: Determining a “Snapshot” of Your District

Use your answers to Activity II to complete this activity.

1. List your district name in column 1.
2. List the number of boxes you circled in green on the chart on pages 4-5 in column 2.
3. List each of the questions you circled in green in rank order in column 3, starting with the question that is the highest above the state average.
4. List in column 4 the percent above the state average for each question.
5. In the last column note anything that was an “ah-ha”, was surprising, or confirmed your beliefs.

DISTRICT NAME	# Green Circles	Questions (in rank order)	% Above the state average	Notes
GREEN				

Activity III: Determining a “Snapshot” of Your District, continued

1. List your district name in column 1.
2. List the number of boxes you circled in red on the chart on pages 4-5 in column 2.
3. List each of the questions you circled in red in rank order in column 3, starting with the question that is the greatest below the state average.
4. List in column 4 the percent below the state average for each question.
5. In the last column note anything that was an “ah-ha”, was surprising, or confirmed your beliefs.

DISTRICT NAME	# Red Circles	Questions (in rank order)	%Below the state average	Notes
RED				

Activity IV: Developing Talking Points for Your District

1. Review the green circles and green shaded area from Activity II on pages 4-5. Draft a talking points statement.
2. Review the red circles and red shaded area from Activity II on pages 4-5. Draft a statement showing the need in your district. Brainstorm ways your KEA District and KEA state organization could support and assist your efforts.
3. How can you use the results to improve working conditions in your district? Is it a matter of awareness? Could you make a presentation to your superintendent or school board?
4. Identify 3 or 4 talking points to use with your existing members. Brainstorm ways in which you can organize your members around the issues.

Chart for Activity IV: Developing Talking Points for Your District

Activity 4	
HIGHLIGHT POSITIVE Findings	
What are some issues that KEA might assist with in this district?	

Chart for Activity IV: Developing Talking Points for Your District, continued

<p>In talking with the local Superintendent and/or Board of Education - what (and how) can issues be emphasized?</p>	
<p>KEY MESSAGE to existing members and prospective members; How to communicate the message?</p>	

Next Steps: Organizing Around Your Priority Issues

Now that you have identified your top two issues, the next steps are to set goals and develop a plan for achieving them. A good organizing effort is a way to accomplish these next steps. A simple definition of organizing is to get your colleagues to act together to resolve an issue. When we organize, we focus on one or more of these four goals of organizing:

- to foster belief in a common purpose
- to mobilize people to act
- to challenge the status quo
- to cause something to happen

Organizing builds unity and leads to collective action. By successfully organizing members in your local around your identified top issues, you can accomplish your identified goals as well as work toward achieving KEA's mission: We unite, organize and empower members to advocate for themselves and to ensure a quality public education for every Kentucky student.

Good organizing plans include the following components:

Goal: The goal is what you want to accomplish; what you are working toward. When setting your goals for the two issues you have identified, write your goals in the form of SMART goals:

S = specific

M = measurable

A = achievable or attainable

R = realistic

T = timely or time sensitive

SWOT: Conduct an analysis of your local's internal Strengths and Weaknesses—What will help you reach your goal and what will hinder you from reaching your goal? Conduct an analysis of Opportunities and Threats coming toward you from outside your local. (Use the SWOT diagram below.)

Timelines: The timeline is your schedule for accomplishing your goal. Work backwards from the completion date (an event such as a school board meeting or a specific date). In some instances your completion date will be obvious, but in others it will be one that seems appropriate and realistic.

What we need: What we need includes how you will accomplish the goal. It also includes who and what you need to complete the strategies you choose to accomplish your goal. They may include money, volunteers, training, printing, etc. Remember to be creative, think outside the box and have fun!

Assessment: Assessment provides you with the opportunity to reflect on the plan throughout the process and to make adjustments.

Recognition: The last step asks you to recognize and publicize your accomplishments and thank those who helped.

Develop an organizing plan to address your top two priorities identified in Activity III on page 7. Include each of the organizing plan components underlined above.

When the outline of your organizing plan is complete, brainstorm activities that will help you accomplish your plan. Select the activities you believe will work best to accomplish your goals. Complete the chart on the next page for each activity you have selected.

Internal Origin
(attributes of our local organization)

Strengths	Weaknesses
Opportunities	Threats

External Origin
(attributes of the environment)

Activity Planning Guide

Activity: _____

Task	Who	Deadline	Progress Update	Resources Needed	Recognition