

Education Manager's Questionnaire – SCH-MANAG
(to be obtained from the Manager's records)

Questionnaire Identification

	Questions	Codes / Units	Responses
1	Name of Enumerator	[Based on Regions]	
2	Date of interview	Day / Month / Year	/ / 2005
3	Starting time of interview		

A. Respondent Background

	Questions	Codes / Units	Responses
4	Name of Education Manager	See codes	
4a	If respondent was not the education manager, with whom did you speak?	[code 0 if education manager] 1= School Accountant 2= Principal 3= Teacher Please explain why the education manager was not present.	

B. Current School Statistics

	Questions	Codes / Units	Responses
5	How many students are currently enrolled in your school (February 2005)?	Please insert number	
5 a	Of these, how many were girls?	Please insert number	
5 b	Did the student enrollment change since the beginning of the school year?	1=yes, currently lower 2=yes, currently higher (go to question 6) 3=no, the same (go to question 6)	
5 c	Why did you loose students? Please list the 3 main reasons.	1= Parents moved to new place 2= Illness 3= Not interested in school 4= Was not doing well in school 5= Had problems with other students 6= Had to help parents at home 7= Was living too far away	

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		from school 8= Other, please specify:	
6	How many students are currently enrolled in 8 th grade (February 2005)?	Please insert number	
12 a	Of these, how many were girls?	Please insert number	
13	How many administrative staff does your school currently have? (principal, education managers, social workers)	Please insert number	
14	What is currently the number of executive staff or teachers?	Please insert number	
15	Are any teachers absent today?	1= yes 2= no	
15 a	How many teachers are absent today?	Insert number	
15 b	What are the reasons for their absences? (Multiple responses are admitted)	1= Family emergency 2= Unexcused absence 3= Illness 4= Professional development 5= Professional travel 6= Other, please specify: ...	
16	How do you deal with teachers who have unexcused absences?	1= speak with them 2= deduct the salary 3= deduct a bonus 4= other, please specify:	
17	How many support staff does your school currently have (February 2005)?	Please insert number	

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C. Quality of School

18	What is the total number of 8 th grade students that took the test in math last year?	Please insert number	
18 a	Number that received an “A”	Please insert number	
18 b	Number that received a “B”	Please insert number	
18 c	Number that received a “C”	Please insert number	
18 d	Number that received a “D”	Please insert number	
18 e	Number that received an “F” (failed)	Please insert number	
19	What were the results of the tests of the 8 th grade students in Mongolian language?	Please insert number	
19 a	Number that received an “A”	Please insert number	
19 b	Number that received a “B”	Please insert number	
19 c	Number that received a “C”	Please insert number	
19 d	Number that received a “D”	Please insert number	
19 e	Number that received an “F” (failed)	Please insert number	

D. Teacher Salary and Bonus Deductions

	Questions	Codes / Units	Responses
20	In this study, we also compare salary bonuses and deductions in 90 schools of Mongolia. Could you please fill in the information in this form for 5 teachers in your school. Please do not note their names. For reasons of comparability, we ask you to select the 5 teachers that are listed first in the alphabet. Use the calculations for the month of January 2005.	Please hand over the following two forms: 1. Salary Balance Card 2. Salary Disbursement Table	Collect the two forms, and include them in the booklet
21	When you think of the range of bonuses given to regular teachers, what was the amount of the highest teacher bonus given last month?	Please insert amount	...tugriks
21 a	What were the most common reasons for salary bonuses or supplements last month?	1=Teacher won an award 2=Outstanding performance on teacher score cards (Gerle: OBE) 3=Students of teacher won an award 4=Outstanding performance of students 5=Outstanding recommendation by parents 6=Extraordinary work load	

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		of teacher 7=Other, please specify:...	
22	When you think of the range of deductions made from a salary or a bonus, what was the amount of the highest deduction last month?	Please insert amount	... tugrig
22 a	What were the most common reasons for salary or bonus deductions last month?	1=Tardiness of teacher 2=Tardiness of student 3=Teacher absences 4=Not taking proper notes on students 5=Discipline of students 6=Cleanliness and order of classroom 7=Improper grading 8=Poor student performance 9=Poor teacher performance 10=Parental complaints about teacher 11=Other (Please specify)	
23	Who are the most important persons when determining teacher bonus or salary/bonus deductions?	1=Principal 2=School accountant 3=Education manager 4=Leader of methodology unit 5=Social worker 6=Other	
24	Who is responsible for explaining to the teachers the reasons for the bonus deductions?	1=Principal 2=School accountant 3=Education manager 4=Leader of methodology unit 5=Social worker 6=Other	
25	Has your school introduced student benchmarks and teacher scorecards (Gerle: OBE)?	1=yes 2=no (go to 26) 3=maybe/not sure (go to 26)	
25 a	Has your school introduced performance-based salary bonuses based on these student benchmarks and teacher scorecards?	1=yes 2=no (go to 26)	
25 b	If yes, what percentage of the salary has the highest performing teacher in your school received last month?	Insert percentage:	

E. Involvement in Budget Development

	Questions	Codes / Units	Responses
26	Are you involved in developing the school budget	1=yes, always 2=only sometimes	

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	proposal?	3=No, never	
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F. For the Enumerator

	Questions	Codes / Units	Responses
27	How would you rate the interview with the respondent?	1=Cooperative 2=Neutral 3=Not cooperative	
28	Were you able to speak alone with the Education Manager for the entire interview?	1=Yes, please go to question 29 2=No	
28 a	If no, who else was present during the interview? [Multiple responses possible]	1=Principal 2=School accountant 3=teacher 4=soum/district official 5=bank accountant 6=aimag/city official 7=social worker 8=Other (Please specify)	
28 b	If no, for how long were other people present during the interview?	Please list time present in minutes	
29	Were there any other special conditions that may have affected the interview?	1=Yes (Please specify) 2=No	
29	How long did the interview take?	Please insert total time in minutes	...minutes