Appendix B

Learning-Inhibiting Problems Experienced by Middle School Teachers: Implications for Staff Development Training Script

Good afternoon Assistant Principal:

Thank you for taking the time to see me today. I am a doctoral student at Virginia Tech working toward an Ed. D. Degree in Educational Leadership and Policies Studies. For my dissertation, I am investigating the learning-inhibiting problems experienced by middle school teachers in the classroom and the implications of these for staff development.

I am seeking your help in administering a survey to your teachers in your next faculty meeting. This survey will be administered to teachers of language arts, social studies, science, and mathematics. Teachers of special education, physical education, music, art, guidance, foreign language, and vocational education will be excluded. The survey will take approximately ten minutes. Each participating teacher’s name is on the outside of the small manila envelope for distribution only.

Procedure

Before surveys are passed out, inform the teachers of language arts, social studies, science and mathematics that they have asked to participate in a survey for identifying areas for staff development.

Have someone to assist you in passing out the surveys.

Tell participants that they are to leave the surveys in the envelopes until they all have been distributed.

Once surveys are distributed, you will instruct them to remove surveys from the manila envelope. The envelope can be discarded to maintain confidentiality of the individual.

Instruct teachers to open the survey booklet to the first page.

Please read aloud the contents of the letter to the teachers.

Once letter has been read, instruct teachers to proceed with completing the survey.

All surveys must be completed during the faculty meeting.

Once surveys are completed, please collect them and place in the large manila envelope that is provided.

Give each teacher a piece of chocolate as a token of thanks.

I will collect surveys the next day following the faculty meeting.

Call me at 441-2717 if you have any questions. Thank you for your assistance. I will be happy to share the findings with you at the conclusion of the study.

Pat Dillard