

Table 9

Administrative Use of Electronic Technology and Years of Administrative Experience

| Platforms, ownership, and use | Years of administrative experience | | | | | | | | | | | | | | |
|--|------------------------------------|----------|------------|------------|-------------|-----------|-------------|----------|---------------|-------------|----------|-----------|---------------|----------|-----------|
| | 0-5 Years | | 6-10 Years | | 11-15 Years | | 16-20 Years | | Over 20 Years | | | | | | |
| | <u>n</u> | <u>%</u> | <u>n</u> | <u>%</u> | <u>n</u> | <u>%</u> | <u>n</u> | <u>%</u> | <u>n</u> | <u>%</u> | | | | | |
| Type of computer platform(s) used for administrative purposes | | | | | | | | | | | | | | | |
| Apple/Macintosh | 1.0 | 5.9 | 4.0 | 8.0 | 2.0 | 4.8 | 6.0 | 14.0 | 2.0 | 4.2 | | | | | |
| IBM or IBM compatible | 11.0 | 64.7 | 40.0 | 80.0 | 34.0 | 81.0 | 31.0 | 72.1 | 39.0 | 81.3 | | | | | |
| Both Apple/Macintosh and IBM | 4.0 | 23.5 | 7.0 | 14.0 | 8.0 | 19.0 | 6.0 | 14.0 | 8.0 | 16.7 | | | | | |
| None | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | | | | | |
| Home computer ownership | | | | | | | | | | | | | | | |
| Yes | 14.0 | 82.4 | 44.0 | 88.0 | 35.0 | 83.3 | 37.0 | 86.0 | 28.0 | 58.3 | | | | | |
| No | 3.0 | 17.6 | 6.0 | 12.0 | 7.0 | 16.7 | 6.0 | 14.0 | 20.0 | 41.7 | | | | | |
| Home computer use | | | | | | | | | | | | | | | |
| Yes | 13 | 76.5 | 46 | 92.0 | 33 | 78.6 | 38 | 88.4 | 31 | 64.6 | | | | | |
| No | 3 | 17.6 | 4 | 8.0 | 9 | 21.4 | 5 | 11.6 | 17 | 35.4 | | | | | |
| Laptop use | | | | | | | | | | | | | | | |
| Yes | 5 | 29.4 | 25 | 50.0 | 21 | 50.0 | 19 | 44.2 | 12 | 25.0 | | | | | |
| No | 12 | 70.6 | 25 | 50.0 | 21 | 50.0 | 24 | 55.8 | 35 | 72.9 | | | | | |
| Factors that would contribute to raising level of computer use (1=Not at all, 2=Some, 3=Very much) | | | | | | | | | | | | | | | |
| | 0-5 Years | | | 6-10 Years | | | 11-15 Years | | | 16-20 Years | | | Over 20 Years | | |
| | <u>n</u> | <u>M</u> | <u>SD</u> | <u>n</u> | <u>M</u> | <u>SD</u> | <u>n</u> | <u>M</u> | <u>SD</u> | <u>n</u> | <u>M</u> | <u>SD</u> | <u>n</u> | <u>M</u> | <u>SD</u> |
| Training | 17 | 2.59 | 0.71 | 49 | 2.47 | 0.58 | 41 | 12.46 | 0.55 | 43 | 2.44 | 0.67 | 46 | 2.65 | 0.53 |
| Access to hardware | 17 | 2.29 | 0.69 | 47 | 2.26 | 0.71 | 41 | 2.15 | 0.73 | 42 | 2.10 | 0.79 | 44 | 2.09 | 0.74 |
| Access to software | 17 | 2.47 | 0.62 | 48 | 2.46 | 0.68 | 40 | 2.37 | 0.70 | 41 | 2.17 | 0.74 | 43 | 2.19 | 0.70 |
| Software that is easy to use | 17 | 2.59 | 0.62 | 49 | 2.43 | 0.71 | 41 | 2.44 | 0.63 | 42 | 2.17 | 0.79 | 43 | 2.58 | 0.62 |
| Time to devote to practicing skills | 17 | 2.53 | 0.80 | 50 | 2.46 | 0.68 | 42 | 2.60 | 0.66 | 42 | 2.43 | 0.70 | 47 | 2.72 | 0.50 |
| Support from top-level management | 16 | 2.31 | 0.70 | 50 | 2.24 | 0.56 | 41 | 1.95 | 0.80 | 41 | 1.93 | 0.72 | 46 | 2.09 | 0.81 |

Table 9 (Continued)

Administrative Use of Electronic Technology and Years of Administrative Experience

| Confidence and beliefs (1=Not at all, 2=Some, 3=Very much) | Years of administrative experience | | | | | | | | | | | | | | |
|---|------------------------------------|----------|-----------|------------|----------|-----------|-------------|----------|-----------|-------------|----------|-----------|---------------|----------|-----------|
| | 0-5 Years | | | 6-10 Years | | | 11-15 Years | | | 16-20 Years | | | Over 20 Years | | |
| | <u>n</u> | <u>M</u> | <u>SD</u> | <u>n</u> | <u>M</u> | <u>SD</u> | <u>n</u> | <u>M</u> | <u>SD</u> | <u>n</u> | <u>M</u> | <u>SD</u> | <u>n</u> | <u>M</u> | <u>SD</u> |
| Confidence in my ability to learn how to use a computer | 17 | 2.65 | 0.70 | 50 | 2.88 | 0.33 | 41 | 2.88 | 0.33 | 43 | 2.84 | 0.43 | 47 | 2.66 | 0.36 |
| Belief that the computer is a practical tool for high school principals | 17 | 2.94 | 0.24 | 50 | 2.92 | 0.27 | 42 | 2.88 | 0.33 | 43 | 2.88 | 0.39 | 47 | 2.79 | 0.41 |
| Confidence in my ability to evaluate teachers' instructional use of technology | 17 | 2.53 | 0.62 | 50 | 2.48 | 0.58 | 42 | 2.57 | 0.59 | 43 | 2.49 | 0.63 | 46 | 2.52 | 0.59 |
| Level of comfort with each skill (1=Very comfortable to 4=Very uncomfortable) | Years of administrative experience | | | | | | | | | | | | | | |
| | 0-5 Years | | | 6-10 Years | | | 11-15 Years | | | 16-20 Years | | | Over 20 Years | | |
| | <u>n</u> | <u>M</u> | <u>SD</u> | <u>n</u> | <u>M</u> | <u>SD</u> | <u>n</u> | <u>M</u> | <u>SD</u> | <u>n</u> | <u>M</u> | <u>SD</u> | <u>n</u> | <u>M</u> | <u>SD</u> |
| Use a computer for a word processing task. | 16 | 3.62 | 0.81 | 50 | 3.50 | 0.65 | 42 | 3.57 | 0.70 | 41 | 3.54 | 0.78 | 47 | 3.06 | 0.84 |
| Use a computer spreadsheet to manipulate information. | 16 | 2.50 | 0.73 | 50 | 2.56 | 1.03 | 41 | 2.78 | 0.94 | 41 | 2.76 | 0.99 | 47 | 2.21 | 0.93 |
| Create your own database. | 16 | 2.06 | 0.93 | 50 | 2.58 | 1.03 | 42 | 2.52 | 0.94 | 41 | 2.93 | 0.98 | 46 | 2.07 | 0.93 |
| Use commands necessary to activate a printer to secure a hard copy. | 16 | 3.50 | 0.82 | 50 | 3.58 | 0.67 | 42 | 3.67 | 0.69 | 42 | 3.67 | 0.61 | 47 | 3.19 | 1.01 |
| Create graphs and charts. | 16 | 2.25 | 0.77 | 50 | 2.70 | 0.95 | 42 | 2.83 | 0.82 | 42 | 2.79 | 0.98 | 46 | 2.26 | 1.00 |
| Use a program for budgeting. | 16 | 1.94 | 0.77 | 49 | 2.43 | 0.94 | 42 | 2.55 | 0.94 | 40 | 2.83 | 0.98 | 45 | 2.24 | 0.91 |

Table 9 (Continued)

Administrative Use of Electronic Technology and Years of Administrative Experience

| Level of comfort with each skill (1=Very comfortable to 4=Very uncomfortable) | Years of administrative experience | | | | | | | | | | | | | | |
|---|------------------------------------|----------|-----------|------------|----------|-----------|-------------|----------|-----------|-------------|----------|-----------|---------------|----------|-----------|
| | 0-5 Years | | | 6-10 Years | | | 11-15 Years | | | 16-20 Years | | | Over 20 Years | | |
| | <u>n</u> | <u>M</u> | <u>SD</u> | <u>n</u> | <u>M</u> | <u>SD</u> | <u>n</u> | <u>M</u> | <u>SD</u> | <u>n</u> | <u>M</u> | <u>SD</u> | <u>n</u> | <u>M</u> | <u>SD</u> |
| Create a master schedule using a computer program. | 17 | 2.76 | 0.90 | 49 | 3.00 | 1.00 | 41 | 3.10 | 1.07 | 40 | 3.15 | 0.98 | 42 | 2.50 | 1.06 |
| Use a modem. | 16 | 2.75 | 0.68 | 49 | 3.02 | 0.88 | 42 | 3.26 | 0.96 | 38 | 3.34 | 0.91 | 47 | 2.79 | 1.12 |
| Use a digital camera. | 16 | 2.19 | 0.91 | 43 | 2.23 | 0.95 | 39 | 2.15 | 1.04 | 38 | 2.76 | 1.00 | 43 | 2.05 | 1.02 |
| Send an electronic fax. | 17 | 3.12 | 1.05 | 50 | 3.54 | 0.71 | 42 | 3.40 | 0.99 | 43 | 3.56 | 0.73 | 47 | 3.21 | 0.98 |
| Retrieve information from the student database. | 17 | 3.35 | 0.70 | 49 | 3.57 | 0.71 | 41 | 3.63 | 0.66 | 42 | 3.6 | 0.70 | 46 | 3.22 | 0.81 |
| Function as a member of an electronic mail network. | 16 | 3.25 | 0.86 | 49 | 3.20 | 0.82 | 42 | 3.40 | 0.83 | 42 | 3.43 | 0.86 | 47 | 3.06 | 0.92 |
| Create an Internet search. | 16 | 2.69 | 0.95 | 45 | 3.02 | 0.99 | 41 | 3.12 | 1.03 | 41 | 3.15 | 1.04 | 44 | 2.82 | 1.02 |
| Create and present a slide show using a television monitor or LCD panel. | 16 | 2.44 | 0.96 | 48 | 2.56 | 1.01 | 41 | 2.37 | 1.09 | 40 | 2.63 | 1.00 | 45 | 2.11 | 1.05 |
| Access information on a CD-ROM. | 17 | 2.88 | 0.99 | 49 | 3.14 | 0.87 | 42 | 3.12 | 1.02 | 40 | 3.43 | 0.75 | 47 | 2.81 | 0.97 |
| Practice responsible use of technology (regarding copyrights and site licenses). | 17 | 3.06 | 0.83 | 49 | 3.33 | 0.72 | 42 | 3.31 | 0.9 | 41 | 3.51 | 0.75 | 47 | 3.00 | 0.91 |
| Use computers for administrative purposes. | 17 | 3.29 | 0.77 | 49 | 3.59 | 0.50 | 42 | 3.64 | 0.58 | 42 | 3.76 | 0.48 | 47 | 3.17 | 0.70 |

Table 9 (Continued)

Administrative Use of Electronic Technology and Years of Administrative Experience

| Training | Years of administrative experience | | | | | | | | | |
|--|------------------------------------|----------|------------|----------|-------------|----------|-------------|----------|---------------|----------|
| | 0-5 Years | | 6-10 Years | | 11-15 Years | | 16-20 Years | | Over 20 Years | |
| | <u>n</u> | <u>%</u> | <u>n</u> | <u>%</u> | <u>n</u> | <u>%</u> | <u>n</u> | <u>%</u> | <u>n</u> | <u>%</u> |
| Completion of formal computer course | | | | | | | | | | |
| Yes | 10 | 58.8 | 40 | 80 | 32 | 76.2 | 31 | 72.1 | 37 | 77.1 |
| No | 7 | 41.2 | 10 | 20 | 10 | 23.8 | 12 | 27.9 | 11 | 22.9 |
| Type of formal computer course course, was it: | | | | | | | | | | |
| Undergraduate | 2 | 11.8 | 14 | 28 | 9 | 21.4 | 12 | 27.9 | 6 | 12.5 |
| Graduate | 5 | 29.4 | 11 | 22 | 15 | 35.7 | 12 | 27.9 | 2 | 4.2 |
| Inservice training | 8 | 47.1 | 34 | 68 | 30 | 71.4 | 28 | 65.1 | 35 | 72.9 |
| Non-school computer classes | 1 | 5.9 | 9 | 18 | 6 | 14.3 | 9 | 20.9 | 6 | 12.5 |
| Computer-company representatives | 2 | 11.8 | 10 | 20 | 8 | 19.0 | 5 | 11.6 | 6 | 12.5 |
| Effects of computer use | Years of administrative experience | | | | | | | | | |
| | 0-5 Years | | 6-10 Years | | 11-15 Years | | 16-20 Years | | Over 20 Years | |
| | <u>n</u> | <u>%</u> | <u>n</u> | <u>%</u> | <u>n</u> | <u>%</u> | <u>n</u> | <u>%</u> | <u>n</u> | <u>%</u> |
| The use of computers for administrative purposes has: | | | | | | | | | | |
| Freed me from routine paperwork. | 5 | 29.4 | 24 | 48 | 16 | 38.1 | 23 | 53.5 | 12 | 25.0 |
| Improved the quality and accuracy. | 12 | 70.6 | 29 | 78 | 32 | 76.2 | 32 | 74.4 | 24 | 50.0 |
| Made very little difference. | 4 | 23.5 | 9 | 18 | 9 | 21.4 | 8 | 18.6 | 17 | 35.4 |
| Consumed time I would have spent elsewhere. | 3 | 17.6 | 5 | 10 | 6 | 14.3 | 4 | 9.3 | 11 | 22.9 |
| Has computer use decreased the time spent on paperwork? | | | | | | | | | | |
| Yes | 4 | 23.5 | 26 | 52 | 17 | 40.5 | 24 | 55.8 | 12 | 25.0 |
| No | 13 | 76.5 | 23 | 46 | 24 | 57.1 | 19 | 44.2 | 35 | 72.9 |