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QUESTIONNAIRE TO THE PRINCIPAL

HOW TO COMPLETE THE QUESTIONNAIRE

1. Instructions on how to complete the questionnaire for each section are given at the opening/beginning of each section. Please study the instructions very carefully.

2. It will be highly appreciated if you give frank answers.

3. Please DO NOT write your name on the questionnaire.

SECTION A

Indicate your answer by making a cross, an 'X', opposite the number in the applicable square.

A1. Your age falls within the range of:

| 20 - 29 | 1 |
| 30 - 39 | 2 |
| 40 - 49 | 3 |
| 50 - 59 | 4 |
| 60 +    | 5 | (4) |
A2. Sex

<table>
<thead>
<tr>
<th>Male</th>
<th>1</th>
</tr>
</thead>
</table>
| Female| 2 | (5)

A3. Your current post

<table>
<thead>
<tr>
<th>Teacher</th>
<th>1</th>
</tr>
</thead>
</table>
| H.O.D   | 2 | (6)

A4. Category

<table>
<thead>
<tr>
<th>A. B or C</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>D = M + 4</td>
<td>2</td>
</tr>
<tr>
<td>E = M + 5</td>
<td>3</td>
</tr>
<tr>
<td>F = M + 6</td>
<td>4</td>
</tr>
</tbody>
</table>
| G = M + 7 | 5 | (7)

A5. Experience as a principal.

<table>
<thead>
<tr>
<th>0 - 3 yrs</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 - 8 yrs</td>
<td>2</td>
</tr>
<tr>
<td>9 - 11 yrs</td>
<td>3</td>
</tr>
<tr>
<td>12 - 20 yrs</td>
<td>4</td>
</tr>
</tbody>
</table>
| 21 +      | 5 | (8)

3/...
### A6. Your Highest Qualifications

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Diploma</td>
<td>1</td>
</tr>
<tr>
<td>Teachers Diploma only</td>
<td>2</td>
</tr>
<tr>
<td>Degree only</td>
<td>3</td>
</tr>
<tr>
<td>First degree and Teachers Diploma</td>
<td>4</td>
</tr>
<tr>
<td>B.Ed. or Honours and Teachers Diploma</td>
<td>5</td>
</tr>
<tr>
<td>Masters degree and Teachers Diploma</td>
<td>6</td>
</tr>
<tr>
<td>PHD. or D.Ed. only</td>
<td>7</td>
</tr>
<tr>
<td>PHD. or D.Ed. and Teachers Diploma</td>
<td>8</td>
</tr>
<tr>
<td>Other</td>
<td>9</td>
</tr>
</tbody>
</table>

### SECTION B

Kindly indicate on scale of 1 - 4 with 'X' (cross), to what extent the following statements are true with regard to your experience. Each response statement is represented by a number, e.g.

1 = Never   2 = Sometimes   3 = Often   4 = Always

For example:

All students do homework satisfactorily

```
<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
</table>
```

4/...
I, THE NEWLY APPOINTED NON-BEGINNER TEACHER, RECEIVE HELP FROM THE PRINCIPAL WITH REGARD TO:

B1. personal problems that may eventually affect my work.

B2. gaining self-confidence in professional work.

B3. communicating with pupils colleagues and parents.

B4. communicating current information timeously.

B5. creating a sense of safety and security in the school where I am newly appointed.

B6. involving me in the decision-making processes of certain matters that affect the school.

B7. encouraging creativity and innovativeness.

B8. coping with stress which cause maladjustment in the new school.

B9. inducting me into delegated administrative duties and processes of the school.

B10. exercising control of classroom management.

B11. self-evaluation as a developmental activity.

B12. controlling and caring of physical facilities e.g. school buildings, furniture.
B13. maintaining acceptable standards with regard to lesson planning and lesson presentation.

B14. involving him/her in extra-curricular activities.

B15. managing disciplinary problems effectively.

B16. handling of conflict situations e.g. unrest situations.

B17. interpreting verbal and written instruction correctly.

B18. constant coaching and guidance about new syllabi, workprogrammes and new teaching methods.

B19. motivating him/her to evaluate pupils on their progress on an on-going basis.

B20. consider pupil-teacher ratio which has influence on the marking of written work.

B21. explaining the departmental policy governing education.

B22. giving him/her information with regard to teachers conditions of service.

B23. distributing information about the departmental circulars and newsletters.

B24. explaining the role expectations or responsibilities that affect him/her.

B25. handling of school financial records.
B26. promoting interpersonal relations among colleagues and myself.

<table>
<thead>
<tr>
<th>Never</th>
<th>Sometimes</th>
<th>Often</th>
<th>Always</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B27. acquainting me with the school policy, school rules and regulations and giving me opportunity to make contribution.

<table>
<thead>
<tr>
<th>Never</th>
<th>Sometimes</th>
<th>Often</th>
<th>Always</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B28. motivating me to take active participation during the staff meetings.

<table>
<thead>
<tr>
<th>Never</th>
<th>Sometimes</th>
<th>Often</th>
<th>Always</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B29. familiarizing me with the school climate, that is, how should I adjust and conduct myself.

<table>
<thead>
<tr>
<th>Never</th>
<th>Sometimes</th>
<th>Often</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B30. initiating me into the cultural norms and values of the school.

<table>
<thead>
<tr>
<th>Never</th>
<th>Sometimes</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

B31. giving me background information of the community in which the school is situated.

<table>
<thead>
<tr>
<th>Never</th>
<th>Sometimes</th>
<th>Often</th>
<th>Always</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B32. coaching me to involve parents in matters that affect the school.

<table>
<thead>
<tr>
<th>Never</th>
<th>Sometimes</th>
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<th>Always</th>
</tr>
</thead>
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</table>

B33. allocating me subjects I majored in at the college.

<table>
<thead>
<tr>
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B34. making it possible for me to seek help from teacher-mentors i.e. experienced colleagues.

<table>
<thead>
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B35. giving him/her constructive feedback after an interview.

B36. encouraging hardwork through constructive class visits.

B37. giving appraisal for good work.

THANK YOU VERY MUCH FOR YOUR COOPERATION.
QUESTIONNAIRE TO THE NEWLY APPOINTED NO-BEGINNER TEACHER.

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Indicate your answer by making a cross, an 'X', opposite the number in the applicable square.

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<table>
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<td>1</td>
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<td>3</td>
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<tr>
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</table>
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THANK YOU VERY MUCH FOR YOUR COOPERATION.
THE HEAD
FREE STATE DEPARTMENT OF EDUCATION AND CULTURE
PRIVATE BAG X20565
BLOEMFONTEIN
9300

Dear Sir

REQUEST TO CIRCULATE QUESTIONNAIRES

I am conducting a study entitled:

THE TASK OF THE PRINCIPAL WITH REGARD TO THE NEWLY-APPOINTED NON-BEGINNER TEACHER

I am studying with the Potchefstroom University for CHE for a Masters Degree in Education.

I humbly request you to grant me permission to distribute the questionnaires to the principals and the newly appointed non-beginner teachers in 160 selected schools in the Bloemfontein South and Bloemfontein West Districts.

The letter of recommendation from my study leader was faxed by him directly to Dr Cronje in C.R. Swart Building.

Yours faithfully

M.E. MOKHETHI
2 May 1996

Mr M.E. Mokhethi
Bloemfontein South District Office
Private Bag x 20513
BLOEMFONTEIN
9300

Dear Mr Mokhethi

REQUEST TO CIRCULATE QUESTIONNAIRE TO PRINCIPALS/TEACHERS AT 160 SCHOOLS IN BLOEMFONTEIN SOUTH AND BLOEMFONTEIN WEST DISTRICTS.


2. Thank you for supplying the additional information and amendments as requested.

3. Permission is granted for your request under the following conditions:

3.1 The names of teachers must be provided by the principal.
3.2 Principals/Teachers participate voluntarily in the project.
3.3 The names of the schools and principals/teachers involved remain confidential in all respects.
3.4 This letter must be shown to all participating persons.
3.5 A report on this study must be donated to the Free State Department of Education and Culture after completion of the project.
3.6 You must address a letter to the Head: Education and Culture, accepting the conditions as laid down.

4. We wish you every success with your studies.

Yours sincerely

Head: Education and Culture

Ngota lio: Hlooho ya Lelapha la Tiuto le Setso. Qotsa nomoro ya ithupo
Rig korrespondensie aan: Die Hoof: Departement van Onderwys en Kultuur en moid verwysingsnommer.
Address correspondence to: The Head: Department of Education and Culture and quote reference number
THE PRINCIPAL

________________________

________________________

________________________

________________________

Sir

I am conducting a research study for M.Ed. degree entitled:

THE MANAGEMENT TASK OF THE PRINCIPAL WITH REGARD TO THE NEWLY APPOINTED NON-BEIGNNER TEACHERS

I have obtained permission from the Head of Free State Department of Education and Culture to distribute the questionnaires to the schools for completion. Your school has been included in the sample and was chosen.

Will you and some members of your staff (the newly-appointed non-beginner teachers i.e. teachers not more than one year at school) be so kind as to complete the relevant questionnaire?

Please return the completed questionnaires to the above address as soon as possible.

Thank you for your co-operation.

M.E. MOJHELE

NOTE: BY "THE NEWLY APPOINTED NON-BEGINNER TEACHER," IT IS REFERRED TO A TEACHER WHO WAS PREVIOUSLY EMPLOYED AT OTHER SCHOOL(S) AND IS NOW APPOINTED AT THE PRESENT SCHOOL FOR A PERIOD NOT MORE THAN SIX MONTHS.