



Overview of the District Survey Liaison Role

The American Institutes for Research (AIR) administers the Nevada School Staff Working Conditions Survey on behalf of the Nevada Department of Education (NDE). The purpose of the survey is to gather data to inform systemic efforts to drive continuous improvement of school, district/charter district, and statewide educator working conditions.

Your role as the district/charter district survey liaison for the survey includes the following:

- Communicate about the survey to the schools in your district or charter district.
- Disseminate survey information, links, and materials.
- Serve as the point of contact for the schools to answer questions that arise before, during, or after administration.
- Keep your schools informed about their survey participation rates.
- Share survey results when they become available.

Checklist for Staff Working Conditions Survey Liaisons

Recommended Timeline	Action Steps
<i>As soon as possible</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Designate a survey liaison(s) for your district or charter district and send the staff name(s) and e-mail address(es) to AIR so that they receive communications from AIR about the survey. <input type="checkbox"/> Identify a 2–4 week survey window your district or charter district would like to administer the survey and share those dates with AIR. Select weeks that avoid other districtwide staff survey administrations and busy times such as parent/teachers conferences, report cards, and testing seasons. <input type="checkbox"/> Think about a districtwide incentive to encourage participation (e.g., professional development day, shoutout in a newsletter for the school with most prompt participation, etc.) <input type="checkbox"/> Ask your district or charter district IT department to Whitelist: <ul style="list-style-type: none"> • The survey website: https://nveducatorvoices.org • Support desk emails from our project mailbox: nveducatorsurvey@air.org • PIN reminder emails from our survey tool: nvwcs@airdata.services <input type="checkbox"/> Send AIR an Excel file of staff counts at each school, ideally broken down by staff type or role. AIR will review the file and see if we can calculate school staff participation rates for the schools in your district or charter district. <input type="checkbox"/> Let AIR know if there are additional employee resources you would like to include in this list (https://nveducatorvoices.org/resources).



Before survey administration begins

- AIR will send you an email with important survey information. Distribute the survey link and materials to all school staff in your district or charter district.
- Optional: The brochure and FAQ include a QR code to the online survey.
 - Make copies of the 1-page brochure and post them near the staff mailboxes or in the staff lounge to announce the survey.
 - Make copies of the 1-page FAQ for staff mailboxes. Hand out to school staff, district (or charter district) staff who work with students in schools, and support staff (such as bus drivers, custodians, food service workers, etc.)

During survey administration

- AIR will monitor survey progress and send weekly survey participation updates during your district or charter district's survey window. Check your school staffs' survey participation progress.
- Share participation status updates with schools and school staff and encourage participation.
- Send a final reminder when the survey window is closing.

After survey administration

- When the AIR survey team notifies you that survey products from the survey administration are available, share the results with your district (or charter district) and school staff.
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In this role, you will be fully supported by AIR's survey team. AIR survey specialists are available to you before, during, and after each survey administration to help you plan for the survey administration in your district or charter district, communicate about the surveys to schools, help your schools achieve high participation rates, and provide general survey support.

If you have any questions, please contact us directly at neducatorsurvey@air.org or toll free at 866-261-2295, option 6, for assistance.

The AIR survey team looks forward to helping your district or charter district administer the working conditions survey successfully.