

Survey Roles and Responsibilities

Ohio Healthy Youth Environment Survey

Who does what?

School District Superintendent (SDS)

For public schools this individual is responsible for approving individual school participation and who has access to results at the district level.

For nonpublic schools this role may not exist. For these instances, the task for this role are the responsibility of the School Survey Coordinator.

School District Survey Contact (SDSC)

The School District Survey Contact (SDSC) is the primary district level contact for questions regarding approval forms, survey mode and access to results.

For non-public schools and in some school districts this role may not exist. For these instances, the tasks for this role are the responsibility of the School Survey Coordinator.

School Survey Coordinator (SSC)

The individual responsible for coordinating survey administration at the school level. The role may be taken on by the principal or designee.

Responsibilities may include:

- Authorizing individuals to be involved in survey administration (as in other teachers)
- Appointing a Technology Coordinator (recommended)
- Appointing Survey Assistants (recommended as needed)
- Prior to administering the survey, familiarizing all authorized individuals in survey administration
- Developing and coordinating the school's survey administration schedule ([Click here for TIMELINE](#))
- Ensure good survey practice ([Click here for tips and suggestions](#))
- Assembling and maintaining a master list of all students whose parents have chosen to opt out and providing them with an alternative activity
- If applicable, providing copies of survey forms
- Reporting confidentiality breaches to the OHYES at info@ohyes.ohio.gov
- Ensure paper copies of Passive Consent Form and of the OHYES survey are available in the schools main office

School Survey Backup-Coordinator (SSBC)

The individual at the school responsible for assisting in the administration of the survey and ready to take over in the event of the School Survey Coordinator's absence.

Responsibilities may include:

- Meeting with the School Survey Coordinator to review survey security and administration protocols
- Review instructions for Survey Administration
- Preparing the survey environment
- Reading scripted administration directions
- During each session, actively supervising the survey administration
- Collecting and returning survey materials to the School Survey Coordinator (paper and pencil only)

Assistant Survey Coordinator (ASC)

An individual who may be called on to help a Survey Coordinator or Backup Coordinator monitor a survey session.

Technology Coordinator (TC)

The individual at the school responsible for setting up student computers for computer-based surveying. The School Survey Coordinator may designate an individual to serve in this role.

Responsibilities may include:

- Ensuring the browser on each student's computer meets technology requirements (e.g., most current version of Java)
- Disabling any software that would allow confidential survey material on student computers to be viewed on another computer during the survey
- Providing technical support for School Survey Coordinators and Backup Coordinator