



SURVEY COORDINATOR ROLES

District Coordinators:

- **Primary liaison** between AASB and your district.
- Confirm participating schools, coordinators, and survey details.
- **Inform district staff** and school coordinators about the survey.
- **Support school coordinators** while carrying out their roles.
 - **Confirm survey proctors** are identified at each school (and are given survey proctor guide).
- **Build excitement** to help schools have a smooth survey administration!
- **Monitor** response rates.

School Coordinators:

- **Inform school staff** about surveys (via staff meetings, emails, etc.).
- Convey the **importance** of the survey to school staff.
- Identify survey proctor(s) and provide **survey proctor guide**.
- **Schedule time** to prepare staff – consider using existing meetings to save time.
- **Build excitement** to help schools have a smooth survey administration!