



THE JACOB RADER MARCUS CENTER OF THE AMERICAN JEWISH ARCHIVES

MS-831: Jack, Joseph and Morton Mandel Foundation Records, 1980–2008.

Series C: Council for Initiatives in Jewish Education (CIJE). 1988–2003.

Subseries 5: Communication, Publications, and Research Papers, 1991–2003.

Box
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Folder
12

Manual for the CIJE Study of Educators. "Coding Instructions for the CIJE Educators Survey", 1996.

For more information on this collection, please see the finding aid on the American Jewish Archives website.

TO: Bill Robinson, 74104,3335

Re: Coding Instructions

Bill, I have reviewed the instructions, and am prepared to fax them to you/go over them with you at your convenience. You may be at TEI, so let me know when/where.

Nessa



Nessa,

4/16/96

Here are my revised (introductory)
pages to the three sections of
The Coding Instructions, for your
review.

A DRAFT copy of the whole Coding
Instructions (incorporating all the changes
we discussed) has been sent to

Linda Berkowitz in Chicago

+ Julie Tamminen (per Admin's
request).

Thanks,
Bill

Council for Initiatives in Jewish Education

CODING INSTRUCTIONS FOR THE CIJE EDUCATORS SURVEY

OVERVIEW

The CIJE Educators Survey is designed to help communities learn about

After you have administered the **CIJE Educators Survey** (found in the **Manual for The CIJE Study of Educators**) in your community, you may be wondering: What do I do with the questionnaires that have been returned? In order to learn about the training, educational background, experience, professional development, work conditions (i.e., salary, benefits, hours of employment), commitment of ^{their} your educators, and other important information, you need to enter ^{the} the educators' answers on the questionnaires into a statistical software program. The **Coding Instructions for the CIJE Educators Survey** is designed to assist you in this process ^{of entering} ^{facilitate the}

tone

The **Coding Instructions for the CIJE Educators Survey** consists of two parts:

- The **CIJE Educators Survey Questionnaire Variable List**
- The **CIJE Educators Survey Composite Variable List**

IMPORTANT: The **Coding Instructions for the CIJE Educators Survey** is designed to be used by the **study coordinator** or a research assistant with expertise and experience in statistical analysis. (See page 3 of the **Manual for The CIJE Study of Educators: Overview**.) [^] This overview is addressed to the professional responsible for entering and analyzing the data.

(something like this)

IF YOU HAVE MODIFIED THE CIJE EDUCATORS SURVEY

As discussed in the **Manual for The CIJE Study of Educators** (on page 4 of the **Guide to the CIJE Educators Survey**), you may have chosen to add questions and modify some of the questions already included in the **CIJE Educators Survey** to suit the particular needs and resources of your community. If you have made any changes to the questionnaire, you will need to adjust the variables and instructions found in both parts of the **Coding Instructions for the CIJE Educators Survey**.

ENTERING THE DATA

The **CIJE Educators Survey Questionnaire Variable List** will aid you in entering the data gathered through the **CIJE Educators Survey** into a commercially available statistical software program. It contains a list of variables (including variable label, possible values, value labels, and user-assigned missing value) into which the educators' answers on the questionnaire can be entered. Once this is accomplished, you will be able to view all the different answers educators gave to the questions on the **CIJE Educators Survey** and what percentage of your educators responded in each way (e.g., How many workshops have the educators attended over the last two years?). Additionally, you will be able to view how different types of educators differed on their answers to the questions (e.g., Do more experienced educators attend to take more or less workshops?).

ANSWERING ADDITIONAL QUESTIONS

After viewing the data gathered from the **CIJE Educators Survey**, you may find that you have unanswered questions about your educators (e.g., How many educators are trained in both education and Jewish studies?). In many instances, you will be able to find the information you desire by reorganizing the data, which has been entered into the statistical software package. The **CIJE Educators Survey Composite Variable List** provides directions to assist you in this process. It will provide you with information about certain key issues concerning your Jewish educators:

- Hours employed
- Current position(s)
- Early Jewish education
- Formal training in general education, Jewish studies, and administration

REQUESTING A DISK

The variables and instructions found in both parts of the **Coding Instructions for the CIJE Educators Survey** are formulated for use with an SPSS statistical package. A diskette containing an SPSS for Windows (Release 6.0.1) data file with the questionnaire variables already defined and program commands for creating the composite variables is available from the NY office of CIJE upon request.

If you need any further assistance, please contact the NY office of CIJE.

ABOUT THE CODING INSTRUCTIONS

The ***Coding Instructions for the CIJE Educators Survey*** was created by CIJE's Monitoring, Evaluation, and Feedback (MEF) Research Team. It was developed and refined using data obtained from a field test of the ***CIJE Educators Survey*** in the three Lead Communities of CIJE (Atlanta, Baltimore, and Milwaukee) in 1992-93.

MEF Research Team

Adam Gamoran

Professor of Sociology and Educational Policy Studies
University of Wisconsin, Madison

Ellen Goldring

Professor of Educational Leadership and Associate Dean
Peabody College of Education, Vanderbilt University

Bill Robinson

Staff Researcher

The members of the MEF Research Team acknowledge the substantial and invaluable work of Roberta Louis Goodman, Julie Tammivaara, and Nancy Hendrix, as well as the contributions of Shulamith Elster. They appreciate the efforts of the three Lead Communities (Atlanta, Milwaukee, and Baltimore). They are grateful for the guidance of the MEF Academic Advisory Committee: James Coleman; Seymour Fox; Annette Hochstein; Stephen Hoffman; and Mike Inbar. They also acknowledge the help of CIJE staff. The members of the MEF Research Team are especially thankful to the Jewish educators who participated in the study.

Please contact the NY office of CIJE with questions or suggestions regarding the ***Coding Instructions for the CIJE Educators Survey***.

Phone # (212) 532-2360 Ext. 408

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15 East 26th Street, New York, NY 10010-1589

Council for Initiatives in Jewish Education

CIJE EDUCATORS SURVEY QUESTIONNAIRE VARIABLE LIST

A. What is the **CIJE Educators Survey Questionnaire Variable List**?

The **CIJE Educators Survey Questionnaire Variable List** contains a list of variables into which the educators' answers on the **CIJE Educators Survey** can be entered into a commercially available statistical software package. For each variable in the list, the following information is provided: variable name, variable label, possible values, value labels, and user-assigned missing value (if applicable). The information is provided in the following format:

VARIABLE NAME Variable Label [beginning with question number, when applicable]
Missing Values [Optional]
Values Value Labels [Optional]

B. How to code for missing data

For some variables, instructions on coding for missing data is provided immediately before the relevant variables. For example, in some questions (e.g., question #10 concerning the positions educators hold in each school), the educator is requested to check every item that applies. In these cases, there is a separate variable for each possible item (e.g., Teacher, Teacher's Aide, Educational Director or Principal, etc.). Each variable is to be coded as 0 (Not Checked) or 1 (Checked). The question is: When is a variable coded as 9 (missing)?

For this example, instructions preceding the variables associated with question #10 (i.e., POS1* and POS2*) provide an answer:

Coding instructions for POS1TCHR to POS2OTHR:

The values for the following fourteen variables (POS1* and POS2*) indicate the positions that the educators hold in their first two schools. Only if an educator did not check *any* response for the first school in question #10 are the first seven variables (POS1*) to be coded as 9 (missing). Similarly, only if an educator did not check *any* response for the second school in question #10 are the second seven variables (POS2*) to be coded as 9 (missing).

C. Creating new variables and values

It is important to input the data from the questionnaire into a commercially available software package using the precise variable names and assigned values detailed in this section. However, since many questions offer the opportunity to indicate "other", you may find that educators provided responses that are not listed below as an assigned value within a variable or as a separate variable. If a substantial percentage of educators have indicated the same "other" response, you may need to assign an additional value to the particular variable or include an additional^{new} variable. In addition, ^{you will need} you may have made changes to the **CIJE Educators Survey** that require you to modify the variables listed below or add new variables.

IMPORTANT: If you modify any variables or add a new variable, you may need to adjust the computing and recoding instructions found in the **CIJE Educators Survey Composite Variable List**. For example, to create a new variable, which can tell you how many educators are trained in Jewish studies, education, both, or neither (TRAIN), you would need to use the following variables: DEGREE1, MAJOR1A, MAJOR1B, DEGREE2, MAJOR2A, MAJOR2B, DEGREE3, MAJOR3A, MAJOR3B, CERTJED, and CERTGEN. Thus, if any of these variables have been modified, the instructions for creating the composite variable TRAIN (found in the next section) need to be adjusted accordingly.

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that
(no comma)
is this given
below or
a new
example:



Council for Initiatives in Jewish Education

CIJE EDUCATORS SURVEY COMPOSITE VARIABLE LIST

A. What is the **CIJE Educators Survey Composite Variable List**?

The **CIJE Educators Survey Composite Variable List** contains a list of variables that can provide important information about your educators that could not be obtained by simply entering the educators' answers on the questionnaire into a commercially available statistical software program. These variables, based on the variables listed in the **CIJE Educators Survey Questionnaire Variable List**, are created by following the specific computing and recoding instructions detailed below. For each variable in the list, the following information is provided: variable name, variable label, possible values, value labels, user-assigned missing value, and computing/recoding instructions. The information is provided in the following format:

VARIABLE NAME Variable Label
Missing Values [Optional]
Values Value Labels [Optional]

Computing and recoding instructions

B. On missing values

Before you begin creating each composite variable, it is important that you remove the user-defined missing value designation for each questionnaire variable included in the following computing and recoding instructions. The only exception is the composite variable FTHOURS; the user-defined missing value designation of 99 should remain for the four HOURS* variables.

3/96

Nessa,

Here's the draft of the *Coding Instructions for the CIJE Educators Survey*. I was delayed in sending it to you because I had to await a reply from Adam and Ellen on certain variables.

If possible, could you give it a cursory review by the middle of next week - to check for any glaring problems - so I can send a draft copy out to Chicago.

The final version of the *Coding Instructions* will NOT have the dividers (I put them there for your ease of use), but the sections will be color-coded as in the *Manual*. The binders will be grey (as in this copy).

THANKS!
Bill





CIJE Council
for
Initiatives
in
Jewish
Education

CODING INSTRUCTIONS FOR THE

CIJE EDUCATORS SURVEY

The Monitoring, Evaluation, and Feedback Research Team

of the CIJE acknowledges the generous support

of the Blaustein Foundation for this project.

MARCH 1996

Who can review
as an 'insider'
for clarity?

Council for Initiatives in Jewish Education

**CODING INSTRUCTIONS FOR THE
CIJE EDUCATORS SURVEY** *Hal?*

SECTIONS OF THE CODING INSTRUCTIONS

- 
- OVERVIEW (Ivory)
 - *Hal* CIJE EDUCATORS SURVEY QUESTIONNAIRE VARIABLE LIST (White)
 - *Hal* CIJE EDUCATORS SURVEY QUESTIONNAIRE VARIABLE LIST (Green)



CIJE Council
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Initiatives
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Jewish
Education

**CODING
INSTRUCTIONS**
FOR THE

***CIJE EDUCATORS
SURVEY***

AMERICAN JEWISH
ARCHIVES

Overview

Version 2.0

MARCH 1996

Council for Initiatives in Jewish Education

CODING INSTRUCTIONS FOR THE CIJE EDUCATORS SURVEY

change type?

OVERVIEW

After you have administered the **CIJE Educators Survey** (found in the **Manual for The CIJE Study of Educators**) in your community, you will need to analyze carefully the responses of your Jewish educators to the questionnaire. The **Coding Instructions for the CIJE Educators Survey** will assist you in this process.

analyzing the — to

word: דבר?

The **Coding Instructions for the CIJE Educators Survey** consists of two parts:

- The **CIJE Educators Survey Questionnaire Variable List**
 - The **CIJE Educators Survey Composite Variable List**
- meaning?

The **CIJE Educators Survey Questionnaire Variable List** will aid you in entering the information gathered through the **CIJE Educators Survey** into a commercially available statistical software program. It contains a list of variables (including variable label, possible values, value labels, and user-assigned missing value) into which the educators' responses to the questionnaire can be entered.

no plural?

The **CIJE Educators Survey Composite Variable List** provides directions for reorganizing the information in a manner that allows for easy understanding of key issues concerning your Jewish educators. These key issues include:

data: responses: consistency

- Hours employed
- Current position(s)
- Early Jewish education
- Formal training in general education, Jewish studies, and administration

NOTE: If you have modified the **CIJE Educators Survey** to suit the particular needs and resources of your community, you may need to adjust the directions provided in both sections of the **Coding Instructions for the CIJE Educators Survey**.

are

meaning? obvious?

The **Coding Instructions for the CIJE Educators Survey** is designed to be used by the **study coordinator** or a research assistant with expertise and experience in statistical analysis. (See the **Manual for The CIJE Study of Educators: Overview**.)

earlier?

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2) The instructions are formulated for use with an SPSS statistical package. A diskette containing an SPSS for Windows (Release 6.0.1) data file with the questionnaire variables already defined and program commands for creating the composite variables is available from the NY office of CIJE upon request. If you need any further assistance, please contact the NY office of CIJE.

#s below

phone / hrb?

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The **Coding Instructions for the CIJE Educators Survey** was created by CIJE's Monitoring, Evaluation, and Feedback (MEF) Research Team. It was developed and refined using data obtained from a field test of the **CIJE Educators Survey** in the three Lead Communities of CIJE (Atlanta, Baltimore, and Milwaukee) in 1992-93.

style?
MEF Research Team

Adam Gamoran

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Please contact the NY office of CIJE with questions or suggestions regarding the **Coding Instructions for the CIJE Educators Survey**.

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CIJE Council
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**CODING
INSTRUCTIONS**

FOR THE

***CIJE EDUCATORS
SURVEY***

AMERICAN JEWISH
ARCHIVES

**Questionnaire
Variable List**

Version 2.0

MARCH 1996

Council for Initiatives in Jewish Education

CIJE EDUCATORS SURVEY QUESTIONNAIRE VARIABLE LIST

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change type

Intro?

(?) → The **CIJE Educators Survey Questionnaire Variable List** contains a list of variables into which the educators' responses to the **CIJE Educators Survey** can be entered. For each variable in the list, the following information is provided: variable name, variable label, possible values, value labels, and user-assigned missing value (if applicable). The information is provided in the following format: LC?

VARIABLE NAME Variable Label [beginning with question number, when applicable]
Missing Values [Optional]
Values Value Labels [Optional] first?

For some variables, additional information on coding is provided. For example, in some questions (e.g., question #10 concerning the positions educators hold in each school), the educator is requested to check every item that applies. In these cases, there is a separate variable for each possible item (i.e., Teacher, Teacher's Aide, Educational director or principal, etc.). Each variable is to be coded as 0 (no) if not checked or 1 (yes) if checked. Only if an educator did not check any item in response to the question are all the variables associated with that question to be coded as 9 (missing). ital

Since many questions offer the opportunity to indicate "other," you may find that educators provided responses that are not listed below as an assigned value within a variable or as a separate variable. If a substantial percentage of educators have indicated the same "other" response, you may want to assign an additional value to the particular variable or include an additional variable. **Remember:** If you add an additional value or another variable to the data file, you may need to adjust the computing and recoding instructions found in the next section. (?)

The computing and recoding instructions in the next section, **CIJE Educators Survey Composite Variable List**, are based on the variables listed below. For instance, to create a new variable (TRAIN), which provides summary information on the training of educators, you use the following variables: DEGREE1, MAJOR1A, MAJOR1B, DEGREE2, MAJOR2A, MAJOR2B, DEGREE3, MAJOR3A, MAJOR3B, CERTJED, and CERTGEN. Thus, it is important to input the data from the questionnaire into a commercially available software package using the precise variable names and assigned values detailed in this section. → is this a new subject?

QUESTIONNAIRE VARIABLE LIST

The values for the following two variable (CAMPUS and PERSON) were to be written on each survey by the study coordinator and the person in charge of administering the questionnaire at each school, respectively. See the **Guide to the CIJE Educators Survey** in **The Manual for The CIJE Study of Educators**.

(p. 2) for all refs.

CAMPUS School where educator completed survey
Missing Values: 999

PERSON Person identification # (within campus)

HOWMANY 1 - Works in how many Jewish schools?
Missing Values: 99

SUITWAGE 2 - More schools to earn suitable wage?
Missing Values: 9
Value Label
1 yes (UC) ?
2 no

HOURS1 3 - Hours in first school
Missing Values: 99

HOURS2 3 - Hours in second school
Missing Values: 99

HOURS3 3 - Hours in third school
Missing Values: 99

HOURS4 3 - Hours in fourth school
Missing Values: 99

CURRENT1 4 - Years in current first school
Missing Values: 99

CURRENT2 4 - Years in current second school
Missing Values: 99

CURRENT3 4 - Years in current third school
Missing Values: 99

CURRENT4 4 - Years in current fourth school
Missing Values: 99

THISCOMM 5 - Years in J. ed. in this community
Missing Values: 99

TTLEXP 6 - Total years in Jewish education
Missing Values: 99

AFFLSCH1 7 - Affiliation of first school
Missing Values: 9

Value	Label
1	Reform
2	Conservative
3	Traditional
4	Orthodox
5	Reconstructionist
6	Community
7	Jewish Community Center
8	Other

AFFLSCH2 7 - Affiliation of second school
Missing Values: 9

Value	Label
1	Reform
2	Conservative
3	Traditional
4	Orthodox
5	Reconstructionist
6	Community
7	Jewish Community Center
8	Other

STUDSCH1 8 - Number of students in first school
Missing Values: 9999

STUDSCH2 8 - Number of students in second school
Missing Values: 9999

SET1 9 - Setting of first school

Missing Values: 9

Value	Label
1	Day school
2	1 day supplementary
3	2+ day supplementary
4	Pre-school
5	Adult education
6	Other

SET2 9 - Setting of second school

Missing Values: 9

Value	Label
1	Day school
2	1 day supplementary
3	2+ day supplementary
4	Pre-school
5	Adult education
6	Other

The values for the following fourteen variables (POS1* and POS2*) indicate the positions that the educators hold in their first two schools. Only if an educator did not check any response for the first school in question #10 are the first seven variables (POS1*) to be coded as 9 (missing). Similarly, only if an educator did not check any response for the second school in question #10 are the second seven variables (POS2*) to be coded as 9 (missing).

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POS1TCHR 10a - Teacher in first school?

Missing Values: 9

Value	Label
0	not checked
1	checked

(1c?)

POS1AIDE 10b - Teacher's aide in first school?

Missing Values: 9

Value	Label
0	not checked
1	checked

POS1PRNC 10c - Principal in first school?

Missing Values: 9

Value	Label
0	not checked
1	checked

POS1ASST 10d - Assistant principal in first school?

Missing Values: 9

Value	Label
0	not checked
1	checked

POS1DEPT 10e - Department head in first school?

Missing Values: 9

Value	Label
0	not checked
1	checked

POS1TUTR 10f - Tutor in first school?

Missing Values: 9

Value	Label
0	not checked
1	checked

POS1OTHR 10g - Other position in first school?

Missing Values: 9

Value	Label
0	not checked
1	checked

POS2TCHR 10a - Teacher in second school?

Missing Values: 9

Value	Label
0	not checked
1	checked

POS2AIDE 10b - Teacher's aide in second school?

Missing Values: 9

Value	Label
0	not checked
1	checked

POS2PRNC 10c - Principal in second school?

Missing Values: 9

Value	Label
0	not checked
1	checked

POS2ASST 10d - Assistant principal in second school?

Missing Values: 9

Value	Label
0	not checked
1	checked

POS2DEPT 10e - Department head in second school?

Missing Values: 9

Value	Label
0	not checked
1	checked

POS2TUTR 10f - Tutor in second school?

Missing Values: 9

Value	Label
0	not checked
1	checked

POS2OTHR 10g - Other position in second school?

Missing Values: 9

Value	Label
0	not checked
1	checked

The values for the following sixteen variables (SBJ* and SBJ2*) indicate the subjects that the educators teach in their first two schools. Only if an educator did not check any response for the first school in question #11 are the first eight variables (SBJ1*) to be coded as 9 (missing). Similarly, only if an educator did not check any response for the second school in question #11 are the second eight variables (SBJ2*) to be coded as 9 (missing).

SBJ1HBRW 11a - Teach Hebrew in first school?

Missing Values: 9

Value	Label
0	not checked
1	checked

SBJ1JUDH 11b - Judaica (Hebrew) in 1st school? *inconsistent*

Missing Values: 9

Value	Label
0	not checked
1	checked

SBJ1JUDE 11c - Judaica (English) in 1st school?

Missing Values: 9

Value	Label
0	not checked
1	checked

SBJ1MTZV 11d - Bar/Bat Mitzvah in 1st school?

Missing Values: 9

Value	Label
0	not checked
1	checked

SBJ1SECU 11e - Secular subjects in 1st school?

Missing Values: 9

Value	Label
0	not checked
1	checked

SBJ1INTG 10f - Integrated curric in 1st school?

Missing Values: 9

Value	Label
0	not checked
1	checked

SBJ1OTHR 11g - Teach other subject in 1st school?

Missing Values: 9

Value	Label
0	not checked
1	checked

SUBJ1NOT 11h - Does not teach in 1st school?

Missing Values: 9

Value	Label
0	not checked
1	checked

SBJ2HBRW 11a - Teach Hebrew in second school?

Missing Values: 9

Value	Label
0	not checked
1	checked

SBJ2JUDH 11b - Judaica (Hebrew) in 2nd school?

Missing Values: 9

Value	Label
0	not checked
1	checked

SBJ2JUDE 11c - Judaica (English) in 2nd school?

Missing Values: 9

Value	Label
0	not checked
1	checked

SBJ2MTZV 11d - Bar/Bat Mitzvah in 2nd school?

Missing Values: 9

Value	Label
0	not checked
1	checked

SBJ2SECU 11e - Secular subjects in 2nd school?

Missing Values: 9

Value	Label
0	not checked
1	checked

SBJ2INTG 11f - Integrated curric. in 2nd school?

Missing Values: 9

Value	Label
0	not checked
1	checked

SBJ2OTHR 11g - Teach other subject in 2nd school?

Missing Values: 9

Value	Label
0	not checked
1	checked

SBJ2NOT 11h - Does not teach in 2nd school?

Missing Values: 9

Value	Label
0	not checked
1	checked

The values for ^{for} the following thirty variables (GRD1* and GRD2*), which indicate the grade levels in which the educators have primary responsibility in their first two schools. Only if an educator did not check any response for the first school in question #12 are the first fifteen variables (GRD1*) to be coded as 9 (missing). Similarly, only if an educator did not check any response for the second school in question #12 are the second fifteen variables (GRD2*) to be coded as 9 (missing). not a sentence

GRD1SP 12 - Teach pre-school in 1st school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD1SK 12 - Teach kindergarten in 1st school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD1S1 12 - Teach 1st grade in 1st school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD1S2 12 - Teach 2nd grade in 1st school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD1S3 12 - Teach 3rd grade in 1st school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD1S4 12 - Teach 4th grade in 1st school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD1S5 12 - Teach 5th grade in 1st school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD1S6 12 - Teach 6th grade in 1st school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD1S7 12 - Teach 7th grade in 1st school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD1S8 12 - Teach 8th grade in 1st school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD1S9 12 - Teach 9th grade in 1st school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD1S10 12 - Teach 10th grade in 1st school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD1S11 12 - Teach 11th grade in 1st school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD1S12 12 - Teach 12th grade in 1st school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD1SA 12 - Teach adults in 1st school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD2SP 12 - Teach pre-school in 2nd school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD2SK 12 - Teach kindergarten in 2nd school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD2S1 12 - Teach 1st grade in 2nd school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD2S2 12 - Teach 2nd grade in 2nd school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD2S3 12 - Teach 3rd grade in 2nd school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD2S4 12 - Teach 4th grade in 2nd school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD2S5 12 - Teach 5th grade in 2nd school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD2S6 12 - Teach 6th grade in 2nd school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD2S7 12 - Teach 7th grade in 2nd school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD2S8 12 - Teach 8th grade in 2nd school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD2S9 12 - Teach 9th grade in 2nd school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD2S10 12 - Teach 10th grade in 2nd school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD2S11 12 - Teach 11th grade in 2nd school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD2S12 12 - Teach 12th grade in 2nd school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

GRD2SA 12 - Teach adults in 2nd school?

Missing Values: 9

Value	Label
0	not indicated
1	indicated

SALARY1 13 - Salary from first school

Missing Values: 99

Value	Label
1	Less than \$1,000
2	\$1,000 to \$4,999
3	\$5,000 to \$9,999
4	\$10,000 to \$14,999
5	\$15,000 to \$19,999
6	\$20,000 to \$29,999
7	\$30,000 to \$39,999
8	\$40,000 to \$49,999
9	\$50,000 to \$59,999
10	\$60,000 to \$69,999
11	\$70,000 to \$79,999
12	\$80,000 or more

SALARY2 13 - Salary from second school

Missing Values: 99

Value	Label
1	Less than \$1,000
2	\$1,000 to \$4,999
3	\$5,000 to \$9,999
4	\$10,000 to \$14,999
5	\$15,000 to \$19,999
6	\$20,000 to \$29,999
7	\$30,000 to \$39,999
8	\$40,000 to \$49,999
9	\$50,000 to \$59,999
10	\$60,000 to \$69,999
11	\$70,000 to \$79,999
12	\$80,000 or more

BNF1TUIT 14a - Reduced tuition in 1st school?

moth ?nnnre

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

BNF1DAYC 14b - Day care in 1st school?

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

BNF1MMBR 14c - JCC/syn. membership in 1st school?

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

BNF1TCKT 14d - Synagogue privileges in 1st school?

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

BNF1CONF 14e - Conference funding in 1st school?

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

BNF1SBBT 14f - Sabbatical leave in 1st school?

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

BNF1DISB 14g - Disability benefits in 1st school?

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

BNF1HLTH 14h - Health plan in 1st school?

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

BNF1PNSN 14j - Pension benefits in 1st school?

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

BNF1OTHR 14j - Other benefits in 1st school?

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

BNF2TUIT 15a - Reduced tuition in 2nd school?

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

BNF2DAYC 15b - Day care in 2nd school?

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

BNF2MMBR 15c - JCC/syn membership in 2nd school?

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

BNF2TCKT 15d - Synagogue privileges in 2nd school?

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

BNF2CONF 15e - Conference funding in 2nd school?

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

BNF2SBBT 15f - Sabbatical leave in 2nd school?

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

BNF2DISB 15g - Disability benefits in 2nd school?

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

BNF2HLTH 15h - Health plan in 2nd school?

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

BNF2PNSN 15i - Pension benefits in 2nd school?

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

BNF2OTHR 15j - Other benefits in 2nd school?

Missing Values: 9

Value	Label
0	Not available
1	Available but do not receive
2	Available and receive

HOWFIND1 16 - How found position in 1st school?

Missing Values: 9

Value	Label
1	Central agency
2	Graduate school
3	National professional assn.
4	Friend or mentor
5	Recruited by school
6	Approached school
7	Newspaper ad
8	Other

HOWFIND2 16 - How found position in 2nd school?

Missing Values: 9

Value	Label
1	Central agency
2	Graduate school
3	National professional assn.
4	Friend or mentor
5	Recruited by school
6	Approached school
7	Newspaper ad
8	Other

UC

FCT1HOUR 17a - 1st school: hours/days factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT1SAL 17b - 1st school: salary factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT1BNF 17c - 1st school: benefits factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT1ADV 17d - 1st school: career advance factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT1LOC 17e - 1st school: location factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT1FRND 17f - 1st school: friend factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT1PRNC 17g - 1st school: principal factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT1REP 17h - 1st school: reputation factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT1RELI 17i - 1st school: religion factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT1SYN 17j - 1st school: own synagogue factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT1OTHR 17k - 1st school: other factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT2HOUR 17a - 2nd school: hours/days factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT2SAL 17b - 2nd school: salary factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT2BNF 17c - 2nd school: benefits factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT2ADV 17d - 2nd school: career advance factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT2LOC 17e - 2nd school: location factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT2FRND 17f - 2nd school: friend factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT2PRNC 17g - 2nd school: principal factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT2REP 17h - 2nd school: reputation factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT2RELI 17i - 2nd school: religion factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT2SYN 17j - 2nd school: own synagogue factor?

Missing Values: 9

Value	Label
1	yes
2	no

FCT2OTHR 17k - 2nd school: other factor?

Missing Values: 9

Value	Label
1	yes
2	no

MOVEJOB 18 - Move to community to take job?

Missing Values: 9

Value	Label
1	yes
2	no

HELPPRNC 19a - Help from principal/supervisor

Missing Values: 9

Value	Label
1	Frequently
2	Occasionally
3	Seldom
4	Never

HELPCOLI 19b - Help from colleague in school

Missing Values: 9

Value	Label
1	Frequently
2	Occasionally
3	Seldom
4	Never

HELPCOLO 19c - Help from colleague^{PS} not in school
Missing Values: 9

Value	Label
1	Frequently
2	Occasionally
3	Seldom
4	Never

HELPLAY 19d - Help from parents/lay leaders
Missing Values: 9

Value	Label
1	Frequently
2	Occasionally
3	Seldom
4	Never

HELPRAB 19e - Help from rabbi
Missing Values: 9

Value	Label
1	Frequently
2	Occasionally
3	Seldom
4	Never

HELPUINIV 19f - Help from local university
Missing Values: 9

Value	Label
1	Frequently
2	Occasionally
3	Seldom
4	Never

HELPCA 19g - Help from central agency staff
Missing Values: 9

Value	Label
1	Frequently
2	Occasionally
3	Seldom
4	Never

HELPTRC 19h - Help from teacher resource center

Missing Values: 9

Value	Label
1	Frequently
2	Occasionally
3	Seldom
4	Never

HELPNAT 19i - Help from national movement

Missing Values: 9

Value	Label
1	Frequently
2	Occasionally
3	Seldom
4	Never

HELPPROF 19j - Help from professional organ.

Missing Values: 9

Value	Label
1	Frequently
2	Occasionally
3	Seldom
4	Never

HELPOTHR 19k - Help from other

Missing Values: 9

Value	Label
1	Frequently
2	Occasionally
3	Seldom
4	Never

SATISSAL 20a - Satisfaction with salary

Missing Values: 9

Value	Label
1	Very satisfied
2	Somewhat satisfied
3	Somewhat unsatisfied
4	Very dissatisfied

SATISBNF 20b - Satisfaction with benefits

Missing Values: 9

Value	Label
1	Very satisfied
2	Somewhat satisfied
3	Somewhat unsatisfied
4	Very dissatisfied

SATISTNR 20c - Satisfaction with job tenure

Missing Values: 9

Value	Label
1	Very satisfied
2	Somewhat satisfied
3	Somewhat unsatisfied
4	Very dissatisfied

SATISADV 20d - Satisfaction with job advancement

Missing Values: 9

Value	Label
1	Very satisfied
2	Somewhat satisfied
3	Somewhat unsatisfied
4	Very dissatisfied

FULLTIME 21 - Are you a full-time Jewish educator?

Missing Values: 9

Value	Label
1	yes
2	no

MOREHOUR 22 - Consider working more hours?

Missing Values: 9

Value	Label
1	yes
2	no

all short-hand; right?

If the educator's response to question #22 was "No" (MOREHOUR = 2), then code the following variable (MOREWHER) as 9 (missing).

MOREWHER 23 - Prefer to work more hours:

Missing Values: 9

Value	Label
1	In one school
2	In several schools

If the educator's response to question #22 was "No" (MOREHOUR = 2), then code the follow nine variables (MORE*) as 9 (missing). Also, if an educator did not check any of the possible responses in question #24, then code the following nine variables (MORE*) as 9 (missing). *redo Syntax*

MORESAL 24a - To work more hours: salary?

Missing Values: 9

Value	Label
0	Not checked
1	1st importance
2	2nd importance
3	3rd importance

(?) why some is ? no

MOREBNF 24b - To work more hours: benefits?

Missing Values: 9

Value	Label
0	Not checked
1	1st importance
2	2nd importance
3	3rd importance

MORETNR 24c - To work more hours: job tenure?

Missing Values: 9

Value	Label
0	Not checked
1	1st importance
2	2nd importance
3	3rd importance

MOREADV 24d - To work more hours: job advance?

Missing Values: 9

Value	Label
0	Not checked
1	1st importance
2	2nd importance
3	3rd importance

MORECOL 24e - To work more hours: colleagues?

Missing Values: 9

Value	Label
0	Not checked
1	1st importance
2	2nd importance
3	3rd importance

MORETRN 24f - To work more hours: training?

Missing Values: 9

Value	Label
0	Not checked
1	1st importance
2	2nd importance
3	3rd importance

MORERES 24g - To work more hours: resources?

Missing Values: 9

Value	Label
0	Not checked
1	1st importance
2	2nd importance
3	3rd importance

MOREFAMI 24h - To work more hours: family change? 

Missing Values: 9

Value	Label
0	Not checked
1	1st importance
2	2nd importance
3	3rd importance

MOREOTHR 24i - To work more hours: other?

Missing Values: 9

Value	Label
0	Not checked
1	1st importance
2	2nd importance
3	3rd importance

The values for the following five variables (INF*) indicate the Jewish educational positions that educators may hold in addition to their work in Jewish schools. Only if an educator did not check any response to question #25 are the following five variables (INF*) to be coded as 9 (missing).

why?

INFTUTR 25a - Work as private tutor?

Missing Values: 9

Value	Label
0	not checked
1	checked

INFYTH 25b - Work with Jewish youth group?

Missing Values: 9

Value	Label
0	not checked
1	checked

INFCMP 25c - Work in Jewish camp?

Missing Values: 9

Value	Label
0	not checked
1	checked

INFOTHR 25d - Work in other informal J. educ?

Missing Values: 9

Value	Label
0	not checked
1	checked

INFNOT 25e - Does not work in informal J. educ?

Missing Values: 9

Value	Label
0	not checked
1	checked

If an educator indicated that she ^{he} does not work in Jewish education (INFNOT = 1), then the following variable (INFHOURS) is to be coded as 0.

INFHOURS 25 - Work in informal education (hours/week)
Missing Values: 99

The values for the following sixty-six variables (XP* and YR*) indicate the types of Jewish educational work experiences ^{pluzi} the educators have had (XP*) and the number of years they have held these positions (YR*). ^{why?} Only if an educator did not check any response to question #26 are the following sixty-six variables to coded as either 9 (missing) if an XP* variable or 99 (missing) if a YR* variable.

XPSPLAID 26 - Experience as aide (suppl)?
Missing Values: 9
Value Label
0 not checked
1 checked

YRSPLAID 26 - Years as aide (suppl)
Missing Values: 99

XPSPLTCH 26 - Experience as teacher (suppl)?
Missing Values: 9
Value Label
0 not checked
1 checked

YRSPLTCH 26 - Years as teacher (suppl)
Missing Values: 99

XPSPLSUP 26 - Experience as supervisor (suppl)?
Missing Values: 9
Value Label
0 not checked
1 checked

YRSPLSUP 26 - Years as supervisor (suppl)
Missing Values: 99

XPSPLSPE 26 - Experience as specialist (suppl)?

Missing Values: 9

Value	Label
0	not checked
1	checked

YRSPLSPE 26 - Years as specialist (suppl)

Missing Values: 99

XPSPLPRN 26 - Experience as principal (suppl)?

Missing Values: 9

Value	Label
0	not checked
1	checked

YRSPLPRN 26 - Years as principal (suppl)

Missing Values: 99

XPSPLOTH 26 - Experience as other (suppl)?

Missing Values: 9

Value	Label
0	not checked
1	checked

YRSPLOTH 26 - Years as other (suppl)

Missing Values: 99

XPDAYAID 26 - Experience as aide (day)?

Missing Values: 9

Value	Label
0	not checked
1	checked

YRDAYAID 26 - Years as aide (day)

Missing Values: 99

XPDAYTCH 26 - Experience as teacher (day)?

Missing Values: 9

Value	Label
0	not checked
1	checked

YRDAYTCH 26 - Years as teacher (day)
Missing Values: 99

XPDAYSUP 26 - Experience as supervisor (day)?
Missing Values: 9
Value Label
0 not checked
1 checked

YRDAYSUP 26 - Years as supervisor (day)
Missing Values: 99

XPDAYSPE 26 - Experience as specialist (day)?
Missing Values: 9
Value Label
0 not checked
1 checked

YRDAYSPE 26 - Years as specialist (day)
Missing Values: 99

XPDAYPRN 26 - Experience as principal (day)?
Missing Values: 9
Value Label
0 not checked
1 checked

YRDAYPRN 26 - Years as principal (day)
Missing Values: 99

XPDAYOTH 26 - Experience as other (day)?
Missing Values: 9
Value Label
0 not checked
1 checked

YRDAYOTH 26 - Years as other (day)
Missing Values: 99

XPCMPCNS 26 - Experience as counselor (camp)?

Missing Values: 9

Value	Label
0	not checked
1	checked

YRCMPCNS 26 - Years as counselor (camp)

Missing Values: 99

XPCMPSPE 26 - Experience as specialist (camp)?

Missing Values: 9

Value	Label
0	not checked
1	checked

YRCMPSPE 26 - Years as specialist (camp)

Missing Values: 99

XPCMPUNI 26 - Experience as unit leader (camp)?

Missing Values: 9

Value	Label
0	not checked
1	checked

YRCMPUNI 26 - Years as unit leader (camp)

Missing Values: 99

XPCMPDVS 26 - Experience as division head (camp)?

Missing Values: 9

Value	Label
0	not checked
1	checked

YRCMPDVS 26 - Years as division head (camp)

Missing Values: 99

XPCMPDIR 26 - Experience as director (camp)?

Missing Values: 9

Value	Label
0	not checked
1	checked

YRCMPDIR 26 - Years as director (camp)
Missing Values: 99

XPCMPOTH 26 - Experience as other (camp)?
Missing Values: 9
Value Label
0 not checked
1 checked

YRCMPOTH 26 - Years as other (camp)
Missing Values: 99

XPJCCWRK 26 - Experience as group worker (jcc)? JCC
Missing Values: 9
Value Label
0 not checked
1 checked

YRJCCWRK 26 - Years as group worker (jcc)
Missing Values: 99

XPJCCPRG 26 - ~~Exper~~ as program director (jcc)?
Missing Values: 9
Value Label
0 not checked
1 checked

YJCCPRG 26 - Years as program director (jcc)
Missing Values: 99

XPJCCDPT 26 - Exper. as department head (jcc)?
Missing Values: 9
Value Label
0 not checked
1 checked

YRJCCDPT 26 - Years as department head (jcc)
Missing Values: 99

XPJCCDIR 26 - Experience as director (jcc)?

Missing Values: 9

Value	Label
0	not checked
1	checked

YRJCCDIR 26 - Years as director (jcc)

Missing Values: 99

XPJCCOTH 26 - Experience as other (jcc)?

Missing Values: 9

Value	Label
0	not checked
1	checked

YRJCCOTH 26 - Years as other (jcc)

Missing Values: 99

XPPREAIID 26 - Experience as aide (pre)?

Missing Values: 9

Value	Label
0	not checked
1	checked

YRPREAIID 26 - Years as aide (pre)

Missing Values: 99

XPPRETCH 26 - Experience as teacher (pre)?

Missing Values: 9

Value	Label
0	no
1	yes

YRPRETCH 26 - Years as teacher (pre)

Missing Values: 99

XPPREDIR 26 - Experience as director (pre)?

Missing Values: 9

Value	Label
0	no
1	yes

YRPREDIR 26 - Years as director (pre)
Missing Values: 99

XPPREOTH 26 - Experience as other (pre)?
Missing Values: 9
Value Label
0 no
1 yes

YRPREOTH 26 - Years as other (pre)
Missing Values: 99

If an educator did not check either "Yes" or "No" to question #27 (GENED), but indicated the number of years she worked in general education (GENEDYRS), then code GENED as 1 (yes).

GENED 27 - Has worked in general education?
Missing Values: 9
Value Label
1 yes
2 no

If an educator checked "No" to question #27 (GENED = 2), then code GENEDYRS as 0.

GENEDYRS 27 - Years worked in general education
Missing Values: 99

CAREER 28 - Considers Jewish educ. a career?
Missing Values: 9
Value Label
1 yes
2 no

If an educator did not check either "Yes" or "No" to question #29 (WRKSHREQ), but indicated the number of workshops required (WRKSH#RQ), then code WRKSHREQ as 1 (yes).

WRKSHREQ 29 - Required to attend workshops?
Missing Values: 9
Value Label
1 yes
2 no

If an educator checked "No" to question #29 (WRKSHREQ = 2), then code WRKSH#RQ as 0.

WRKSH#RQ 29 - Number of workshops required
Missing Values: 99

The values for the following five variables (WREQ*) indicate the reasons that educators are required to attend workshops. If an educator checked "No" to the first part of question #29 (WRKSHREQ = 2), then the following five variables (WREQ*) are to be coded as 0. Only if an educator did not check "No" to question #29 (WRKSHREQ = 1 or 0) and did not provide any reason that workshops were required are the following five variables (WREQ*) to be coded as 9 (missing).

WREQSCH 29 - Workshops req'd: school contract?
Missing Values: 9

Value	Label
0	not indicated
1	indicated

WREQLIC 29 - Workshops req'd: state license?
Missing Values: 9

Value	Label
0	not indicated
1	indicated

WREQNATC 29 - Workshops req'd: nat. board cert.?
Missing Values: 9

Value	Label
0	not indicated
1	indicated

WREQOTHC 29 - Workshops req'd: local cert.?
Missing Values: 9

Value	Label
0	not indicated
1	indicated

WREQOTH 29 - Workshops req'd: other?
Missing Values: 9

Value	Label
0	not indicated
1	indicated

WRKSH#AT 30 - Total number of workshops attended
Missing Values: 99

WATTJUD 31a - Attended wrkshp: Judaic subjects?
Missing Values: 9
Value Label
1 yes
2 no

WATTHBRW 31b - Attended workshop: Hebrew?
Missing Values: 9
Value Label
1 yes
2 no

WATTTCH 31c - Attended wrkshp: teaching methods?
Missing Values: 9
Value Label
1 yes
2 no

WATTCLAS 31d - Attended wrkshp: class management?
Missing Values: 9
Value Label
1 yes
2 no

WATTCURR 31e - Attended wrkshp: curriculum dev?
Missing Values: 9
Value Label
1 yes
2 no

WATTLEAD 31f - Attended wrkshp: educ. leadership?
Missing Values: 9
Value Label
1 yes
2 no

WATTART 31g - Attended wrkshp: art/drama/music?

Missing Values: 9

Value	Label
1	yes
2	no

WATTOTHR 31h - Attended workshop: other?

Missing Values: 9

Value	Label
1	yes
2	no

WHLPJUD 32a - Workshops in Judaic subjects

Missing Values: 9

Value	Label
1	Very helpful
2	Somewhat helpful
3	Not helpful
4	Did not attend

WHLPHBRW 32b - Workshops in Hebrew

Missing Values: 9

Value	Label
1	Very helpful
2	Somewhat helpful
3	Not helpful
4	Did not attend

WHLPTCH 32c - Workshops in teaching methods

Missing Values: 9

Value	Label
1	Very helpful
2	Somewhat helpful
3	Not helpful
4	Did not attend

WHLPCLAS 32d - Workshops in classroom management

Missing Values: 9

Value	Label
1	Very helpful
2	Somewhat helpful
3	Not helpful
4	Did not attend

WHLPCURR 32e - Workshops in curriculum develop.

Missing Values: 9

Value	Label
1	Very helpful
2	Somewhat helpful
3	Not helpful
4	Did not attend

WHLPLEAD 32f - Workshops in education leadership

Missing Values: 9

Value	Label
1	Very helpful
2	Somewhat helpful
3	Not helpful
4	Did not attend

WHLPART 32g - Workshops in art/drama/music

Missing Values: 9

Value	Label
1	Very helpful
2	Somewhat helpful
3	Not helpful
4	Did not attend

WHLPOTHR 32h - Workshops in other

Missing Values: 9

Value	Label
1	Very helpful
2	Somewhat helpful
3	Not helpful
4	Did not attend

The values for the following seven variables (TRN*) indicate the items that would encourage educators to spend additional time on professional training. Only if an educator did not check any response in question #33 are the seven variables (TRN2*) to be coded as 9 (missing).

TRNSAL 33a - Encourage training: salary?

Missing Values: 9

Value	Label
0	not checked
1	checked

TRNRLST 33b - Encourage training: release time?

Missing Values: 9

Value	Label
-------	-------

0	not checked
---	-------------

1	checked
---	---------

TRNTUIT 33c - Encourage training: tuition?

Missing Values: 9

Value	Label
-------	-------

0	not checked
---	-------------

1	checked
---	---------

TRNINTR 33d - Encourage training: of interest? ?

Missing Values: 9

Value	Label
-------	-------

0	not checked
---	-------------

1	checked
---	---------

TRNRLVN 33e - Encourage training: job relevance?

Missing Values: 9

Value	Label
-------	-------

0	not checked
---	-------------

1	checked
---	---------

TRNCERT 33f - Encourage training: certification?

Missing Values: 9

Value	Label
-------	-------

0	not checked
---	-------------

1	checked
---	---------

TRNOTHR 33g - Encourage training: other?

Missing Values: 9

Value	Label
-------	-------

0	not checked
---	-------------

1	checked
---	---------

WOTHJUDS 34a - Attend Judaic course (synagogue)?

Missing Values: 9

Value	Label
-------	-------

1	yes
---	-----

2	no
---	----

WOTHJUDC 34b - Attend Judaic course (college)?

Missing Values: 9

Value	Label
1	yes
2	no

WOTHEDUC 34c - Attend education course (college)?

Missing Values: 9

Value	Label
1	yes
2	no

WOTHPRVT 34d - Attend private Judaic study group?

Missing Values: 9

Value	Label
1	yes
2	no

WOTHOWN 34e - Study Judaica on your own?

Missing Values: 9

Value	Label
1	yes
2	no

WOTHOTHR 34f - Other ongoing study of Judaica?

Missing Values: 9

Value	Label
1	yes
2	no

In contrast to code

The values for the following eleven variables (SKIL*) indicate the skills that want to develop further. Only if an educator did not check any response in question #35 are the eleven variables (SKIL*) to be coded as 9 (missing).

SKILCLAS 35a - Develop skills: class management?

Missing Values: 9

Value	Label
0	not checked
1	checked

SKILCHLD 35b - Develop skills: child development?

Missing Values: 9

Value	Label
0	not checked
1	checked

SKILLSN 35c - Develop skills: lesson planning?

Missing Values: 9

Value	Label
0	not checked
1	checked

SKILCURR 35d - Develop skills: curriculum dev.?

Missing Values: 9

Value	Label
0	not checked
1	checked

SKILCREA 35e - Develop skills: create materials?

Missing Values: 9

Value	Label
0	not checked
1	checked

SKILPRNT 35f - Develop skills: involve parents?

Missing Values: 9

Value	Label
0	not checked
1	checked

SKILMOTV 35g - Develop skills: motivate child?

Missing Values: 9

Value	Label
0	not checked
1	checked

SKILLEAD 35h - Develop skills: educ. leadership?

Missing Values: 9

Value	Label
0	not checked
1	checked

SKILADMN 35i - Develop skills: school admin.? *diff. w/ educ leadership?*

Missing Values: 9

Value	Label
0	not checked
1	checked

SKILSTAF 35j - Develop skills: develop staff?

Missing Values: 9

Value	Label
0	not checked
1	checked

SKILOTHR 35k - Develop skills: other?

Missing Values: 9

Value	Label
0	not checked
1	checked

The values for the following nine variables (KNOW*) indicate the areas ^{in which} that educators want to increase their knowledge of. Only if an educator did not check any response in question #36 are the nine variables (KNOW*) to be coded as 9 (missing).

KNOWHRBW 36a - More knowledge:

Missing Values: 9

Value	Label
0	not checked
1	checked

KNOWHOLI 36b - More knowledge: holiday & ritual?

Missing Values: 9

Value	Label
0	not checked
1	checked

KNOWISRL 36c - More knowledge: Israel & Zionism?

Missing Values: 9

Value	Label
0	not checked
1	checked

KNOWHIST 36d - More knowledge: Jewish history?

Missing Values: 9

Value	Label
0	not checked
1	checked

KNOWBIBL 36e - More knowledge: bible?

Missing Values: 9

Value	Label
0	not checked
1	checked

KNOWPRAY 36f - More knowledge: prayer?

Missing Values: 9

Value	Label
0	not checked
1	checked

KNOWRBLT 36g - More knowledge: rabbinic lit.?

Missing Values: 9

Value	Label
0	not checked
1	checked

KNOWTHGT 36h - More knowledge: Jewish thought?

Missing Values: 9

Value	Label
0	not checked
1	checked

KNOWOTHR 36i - More knowledge: other?

Missing Values: 9

Value	Label
0	not checked
1	checked

HBRREADP 37a - Read Hebrew (for pronunciation)

Missing Values: 9

Value	Label
1	Fluent
2	Moderate
3	Limited
4	Not at all

HBRREADU 37b - Read Hebrew (for understanding)

Missing Values: 9

Value	Label
1	Fluent
2	Moderate
3	Limited
4	Not at all

HBRWRITE 37c - Write Hebrew

Missing Values: 9

Value	Label
1	Fluent
2	Moderate
3	Limited
4	Not at all

HBRSPK 37d - Speak Hebrew

Missing Values: 9

Value	Label
1	Fluent
2	Moderate
3	Limited
4	Not at all

ADQWRKSH 38a - Adequacy of workshops

Missing Values: 9

Value	Label
1	More than adequate
2	Adequate
3	Less than adequate
4	Not at all adequate

ADQINF 38b - Adequacy of informal study

Missing Values: 9

Value	Label
1	More than adequate
2	Adequate
3	Less than adequate
4	Not at all adequate

ADQDGR 38c - Adequacy of degrees in Judaica

Missing Values: 9

Value	Label
1	More than adequate
2	Adequate
3	Less than adequate
4	Not at all adequate

ADQCERTJ 38d - Adequacy of certification (J educ)

Missing Values: 9

Value	Label
1	More than adequate
2	Adequate
3	Less than adequate
4	Not at all adequate

ADQCERTA 38e - Adequacy of certification (admin.)

Missing Values: 9

Value	Label
1	More than adequate
2	Adequate
3	Less than adequate
4	Not at all adequate

JEWISH 39 - Is Jewish?

Missing Values: 9

Value	Label
1	yes
2	no

If an educator checked "No" to question #39 (JEWISH = 2), then JEWAFFIL is be coded as 9 (missing).

JEWAFFIL 40 - Personal Jewish affiliation

Missing Values: 9

Value	Label
1	Reform
2	Conservative
3	Traditional
4	Orthodox
5	Reconstructionist
6	Unaffiliated
7	Other

SYNMMBR 41 - Currently a member of a synagogue?

Missing Values: 9

Value	Label
1	yes
2	no

If an educator checked "No" to the first part of question #41 (SYNMMBR = 2), then SYNEduc is be coded as 2 (no).

SYNEduc 41 - Educator in synagogue where member?

Missing Values: 9

Value	Label
1	yes
2	no

The values for the following nine variables (OBS*) indicate the Jewish practices that educators observe. Only if an educator did not check any response in question #42 are the following nine variables (OBS*) to be coded as 9 (missing).

OBSCNDL 42a - Light candles Friday evening?

Missing Values: 9

Value	Label
0	not checked
1	checked

OBSSEDR 42b - Attend Passover seder?

Missing Values: 9

Value	Label
0	not checked
1	checked

OBSKSHR 42c - Keep kosher at home?

Missing Values: 9

Value	Label
0	not checked
1	checked

OBSHNKH 42d - Light Hanukkah candles?

Missing Values: 9

Value	Label
0	not checked
1	checked

OBSYOMK 42e - Fast on Yom Kippur?

Missing Values: 9

Value	Label
0	not checked
1	checked

OBSSHBT 42f - Observe Shabbat?

Missing Values: 9

Value	Label
0	not checked
1	checked

OBSSKKH 42g - Build a sukkah?

Missing Values: 9

Value	Label
0	not checked
1	checked

OBSFAST 42h - Fast on Fast of Esther?

Missing Values: 9

Value	Label
0	not checked
1	checked

OBSINDP 42i - Celebrate Israel Independence Day?

Missing Values: 9

Value	Label
0	not checked
1	checked

SYNHIGH 43a - Attend synagogue: High Holidays?

Missing Values: 9

Value	Label
1	yes
2	no

SYNSHBT 43b - Attend synagogue: Shabbat 2/month?

Missing Values: 9

Value	Label
1	yes
2	no

SYNSKKT 43c - Attend synagogue: Sukkot/Passover?

Missing Values: 9

Value	Label
1	yes
2	no

SYNDAILY 43d - Attend synagogue or daven daily? *pray?*

Missing Values: 9

Value	Label
1	yes
2	no

ISRLVST 44 - Ever visit Israel?

Missing Values: 9

Value	Label
1	yes
2	no

If an educator checked "No" to the first part of question #44 (ISRLVST = 2), then ISRLIV is be coded as 2 (no).

ISRLIV 44 - Live in Israel (3 months or more)?

Missing Values: 9

Value	Label
1	yes
2	no

The values for the following six variables (BF13*) indicate the type of Jewish schooling that educators had before ^{age of} thirteen. Only if an educator did not check any response in question #45 are the following six variables (BF13*) to be coded as 9 (missing).

BF13ONED 45a - Before 13: 1 day supplementary? *spelled out here*

Missing Values: 9

Value	Label
0	not checked
1	checked

BF13TWOD 45b - Before 13: 2+ day supplementary?

Missing Values: 9

Value	Label
0	not checked
1	checked

BF13DAY 45c - Before 13: day school or yeshiva?

Missing Values: 9

Value	Label
0	not checked
1	checked

BF13ISRL 45d - Before 13: school in Israel?

Missing Values: 9

Value	Label
0	not checked
1	checked

BF13NONE 45e - Before 13: no Jewish school?

Missing Values: 9

Value	Label
0	not checked
1	checked

BF13OTHR 45f - Before 13: other?

Missing Values: 9

Value	Label
0	not checked
1	checked

The values for the following six variables (AF13*) indicate the type of Jewish schooling that educators had after thirteen. Only if an educator did not check any response in question #46 are the following six variables (AF13*) to be coded as 9 (missing).

AF13ONED 46a - After 13: 1 day supplementary?

Missing Values: 9

Value	Label
0	not checked
1	checked

AF13TWOD 46b - After 13: 2+ day supplementary?

Missing Values: 9

Value	Label
0	not checked
1	checked

AF13DAY 46c - After 13: day school or yeshiva?

Missing Values: 9

Value	Label
0	not checked
1	checked

AF13ISRL 46d - After 13: school in Israel?

Missing Values: 9

Value	Label
0	not checked
1	checked

AF13NONE 46e - After 13: no Jewish school?

Missing Values: 9

Value	Label
0	not checked
1	checked

AF13OTHR 46f - After 13: other?

Missing Values: 9

Value	Label
0	not checked
1	checked

If an educator checked neither "Yes" or "No" to question #47 (JCMP), but indicated the number of summers of camp attended (JCMPYRS), then code JCMP as 1 (yes).

JCMP 47 - Attend Jewish summer camp?

Missing Values: 9

Value	Label
1	yes
2	no

If an educator checked "No" to question #47 (JCMP = 2), then code JCMPYRS as 0.

JCMPYRS 47 - # of summers at Jewish summer camp

Missing Values: 99

If an educator checked neither "Yes" or "No" to question #48 (JYTH), but indicated the number of summers of camp attended (JYTHYRS), then code JYTH as 1 (yes).

JYTH 48 - Belong to a Jewish youth group?

Missing Values: 9

Value	Label
1	yes
2	no

If an educator checked "No" to question #48 (JYTH = 2), then code JYTHYRS as 0.

JYTHYRS 48 - # of years in Jewish youth group

Missing Values: 99

If an educator checked neither "Yes" or "No" to question #49 (JYSHV), but indicated the number of years attending a yeshiva (JYSHVYRS), then code JYSHV as 1 (yes).

JYSHV 49 - Attend a yeshiva (after 18)?

Missing Values: 9

Value	Label
1	yes
2	no

If an educator checked "No" to question #49 (JYSHV = 2), then code JYSHVYRS as 0.

JYSHVYRS 49 - (#) of years at Jewish yeshiva (after 18)
Missing Values: 99

DEGREE 50 - Earned degree (since high school)?

Missing Values: 9

Value	Label
1	yes
2	no

DEGREE1 50 - First degree

Missing Values: 99

Value	Label
1	A.A.
2	Associate
3	B.A.
4	Bachelor
5	B.S.
6	B.S.Ed.
7	B.S.W.
8	B.T.L.
9	Masters
10	M.A.
11	M.D.
12	M.Ed.
13	M.S.
14	Rabbinic Ordination
16	Smicha
17	(Teachers) Seminary
18	Judaic/Hebrew Teacher's Degree, etc.
19	Ph.D.
79	Other

diff 7

perc.?

MAJOR1A 50 - Major A of first degree

Missing Values: 999

Value	Label
1	Education
2	Early/elementary education
3	Special education
4	Exceptional education
6	Physical education
7	Teaching

8	Educational Administration
9	Childcare & development
10	Art education
11	Speech education
12	Jewish education
13	Religious education
14	Reading
15	Curriculum & instruction
19	Foreign language teaching
20	Music education
99	Other (education)
101	Hebrew
102	Spanish
103	English
104	French
199	Other (language)
201	Art
202	Art history
203	Music
205	Fine Arts
206	Drama
299	Other (arts)
300	Jewish/Hebrew related
301	Jewish/Judaic studies
302	Hebrew/Semitic studies
304	Jewish philosophy
306	Talmud
307	Hebrew literature
308	Rabbinic literature
309	Jewish/Talmudic law
310	Bible studies
311	Jewish history
399	Other (Jewish/Hebrew related)
400	Business/Finance
403	Accounting
499	Other (Business/Finance)
500	Math/Science
501	Mathematics
502	Biology
505	Computer science
507	Computers
508	Library science
509	Political science

510	Microbiology
599	Other (math/science)
601	Psychology
603	Social work
605	Sociology
606	Social studies
612	Community planning
699	Other (social sciences)
701	History
702	Liberal arts
704	English literature
705	Communications
707	International relations
710	Speech
711	Speech pathology/therapy
712	Communicative disorders
714	Law/litigation/paralegal
716	American studies
722	Geography
723	Nursing
724	Creative Writing
799	Other (miscellany)

MAJOR1B 50 - Major B of first degree

Missing Values: 999

Value Label

See variable MAJOR1A

MINOR1A 50 - Minor A of first degree

Missing Values: 999

Value Label

See variable MAJOR1A

MINOR1B 50 - Minor B of first degree

Missing Values: 999

Value Label

See variable MAJOR1A

DEGREE2 50 - Second degree

Missing Values: 99

Value Label

See variable DEGREE1

MAJOR2A 50 - Major A of second degree
Missing Values: 999
Value Label
See variable MAJOR1A

MAJOR2B 50 - Major B of second degree
Missing Values: 999
Value Label
See variable MAJOR1A

MINOR2A 50 - Minor A of second degree
Missing Values: 999
Value Label
See variable MAJOR1A

MINOR2B 50 - Minor B of second degree
Missing Values: 999
Value Label
See variable MAJOR1A

DEGREE3 50 - Third degree
Missing Values: 99
Value Label
See variable DEGREE1

MAJOR3A 50 - Major A of third degree
Missing Values: 999
Value Label
See variable MAJOR1A

MAJOR3B 50 - Major B of third degree
Missing Values: 999
Value Label
See variable MAJOR1A

MINOR3A 50 - Minor A of third degree
Missing Values: 999
Value Label
See variable MAJOR1A

MINOR3B 50 - Minor B of third degree

Missing Values: 999

Value Label

See variable MAJOR1A

DGRCCRNT 51 - Currently enrolled in degree program?

Missing Values: 9

Value Label

1 yes

2 no

DEGREEC 50 - Degree currently working on

Missing Values: 99

Value Label

See variable DEGREE1

MAJORCA 51 - Major A of current degree

Missing Values: 999

Value Label

See variable MAJOR1A

MAJORCB 50 - Major B of current degree

Missing Values: 999

Value Label

See variable MAJOR1A

The following four pairs of variables (CERT* with WHCERT*) indicate the types of certification that educators hold and from what place they received their certification. If an educator answer "No" (CERT* = 2) for a specific type of certification, then the corresponding WHCERT* variable should be coded as 0 (Not certified).

CERTJED 52a - Certified: Jewish education?

Missing Values: 9

Value Label

1 yes

2 no

WHCERTJ 52a - Where certified: J. educ.

Missing Values: 9

Value	Label
0	Not certified
1	Nat. Board of License
2	Local License Board
3	Reform J Movement
4	Local university
5	Israeli university
6	Other university
7	Other

CERTGEN 52b - Certified: general education?

Missing Values: 9

Value	Label
1	yes
2	no

WHCERTG 52b - Where certified: gen. educ.

Missing Values: 9

Value	Label
0	Not certified
1	(your) State
2	Other state
3	National organization
4	Local university
5	Other university
7	Other

CERTADM 52c - Certified: education admin.?

Missing Values: 9

Value	Label
1	yes
2	no

WHCERTA 52c - Where certified: educ. admin.

Missing Values: 9

Value	Label
0	Not certified
1	(your) State
2	Other state
3	National organization
4	Local university
5	Other university
7	Other

CERTOTHR 52d - Certified: other?

Missing Values: 9

Value	Label
1	yes
2	no

WHCERTO 52d - Where certified: other

Missing Values: 9

Value	Label
0	Not certified
1	(your) State
2	Other state
3	National organization
4	Local university
5	Other university
7	Other

The following four pairs of variables (TCERT* with WHTCERT*) indicate the types of certification that educators are currently working toward and from what place they will receive their certification. If an educator answer "No" (TCERT* = 2) for a specific type of certification, then the corresponding WHTCERT* variable should be coded as 0 (Not certified).

TCERTJED 53a - To be certified: Jewish education?

Missing Values: 9

Value	Label
1	yes
2	no

WHTCERTJ 53a - Where to be certified: J. educ.

Missing Values: 9

Value	Label
0	Not certified
1	Nat. Board of License
2	Local License Board
3	Reform J Movement
4	Local university
5	Israeli university
6	Other university
7	Other

TCERTGEN 53b - To be certified: general education?

Missing Values: 9

Value	Label
1	yes
2	no

WHTCERTG 53b - Where to be certified: gen. educ.

Missing Values: 9

Value	Label
0	Not certified
1	(your) State
2	Other state
3	National organization
4	Local university
5	Other university
7	Other

TCERTADM 53c - To be certified: education admin.?

Missing Values: 9

Value	Label
1	yes
2	no

WHTCERTA 53c - Where to be certified: educ admin

Missing Values: 9

Value	Label
0	Not certified
1	(your) State
2	Other state
3	National organization
4	Local university
5	Other university
7	Other

TCERTOTH 53d - To be certified: other?

Missing Values: 9

Value	Label
1	yes
2	no

WHTCERTO 53d - Where to be certified: other

Missing Values: 9

Value	Label
0	Not certified
1	(your) State
2	Other state
3	National organization
4	Local university
5	Other university
7	Other

SEX 54 - Sex

Missing Values: 9

Value	Label
1	male
2	female

AGE 55 - Age

Missing Values: 9

Value	Label
1	Under 20 years
2	20 to 29 years
3	30 to 39 years
4	40 to 49 years
5	50 to 59 years
6	60 years and over

COUNTRY 56 - Country of birth

Missing Values: 9

Value	Label
1	U.S.A.
2	Israel
3	Canada
4	Russia
8	Other

MARSTAT 57 - Marital status

Missing Values: 9

Value	Label
1	Single, never married
2	Married
3	Separated
4	Divorced
5	Widowed

SPOUSE 57 - Is spouse Jewish?

Missing Values: 9

Value	Label
1	yes
2	no

INCOMEFM 59 - Total family income

Missing Values: 9

Value	Label
1	Less than \$30,000
2	\$30,000 to \$44,999
3	\$45,000 to \$59,999
4	\$60,000 to \$74,999
5	\$75,000 to \$89,999
6	\$90,000 or more

INCIMPRT 60 - Importance of Jewish school income

Missing Values: 9

Value	Label
1	Main source
2	Additional income
3	Insignificant

The values for the following four variables (WRK*) indicate the positions that educators may hold in addition to their work in Jewish education. Only if an educator did not check any response to question #61 are the following four variables (INF*) to be coded as 9 (missing).

WRKNONJ 61a - Educator in non-Jewish setting?

Missing Values: 9

Value	Label
0	not checked
1	checked

WRKOTHR 61b - Employed in other job?

Missing Values: 9

Value	Label
0	not checked
1	checked

WRKNOT 61c - Not employed elsewhere?

Missing Values: 9

Value	Label
0	not checked
1	checked

WRKSTDNT 61d - Student?

Missing Values: 9

Value	Label
0	not checked
1	checked

If an educator indicated that she was either not employed elsewhere (WRKNOT = 1) or only worked as a student (WRKSTDNT = 1 and WRKNONJ = 0 and WRKOTHR = 0), then the following variable (INFHOURS) is to be coded as 0.

WRKHOURS 61 - Hours/week employed (outside J ed)

Missing Values: 99

inconsist. p/nr for abbrev.

CRRPLANS 62 - Future career plans

Missing Values: 99

Value	Label
1	Same position & school
2	New school (same pos)
3	New position
4	J educ not in school
5	Non-J education
6	Outside education
7	Not work
8	Undecided
9	Other





CIJE Council
for
Initiatives
in
Jewish
Education

**CODING
INSTRUCTIONS**
FOR THE

***CIJE EDUCATORS
SURVEY***

AMERICAN JEWISH
ARCHIVES

**Composite
Variable List**

Version 2.0

MARCH 1996

Council for Initiatives in Jewish Education

CIJE EDUCATORS SURVEY COMPOSITE VARIABLE LIST

is previously

The **CIJE Educators Survey Composite Variable List** contains a list of variables that can provide important, summary information about your educators. These variables, based on the variables listed in the **CIJE Educators Survey Questionnaire Variable List**, are created by following the specific computing and recoding instructions detailed below. For each variable in the list, the following information is provided: variable name, variable label, possible values, value labels, user-assigned missing value, and computing/recoding instructions. The information is provided in the following format:

VARIABLE NAME Variable Label
Missing Values [Optional]
Values Value Labels [Optional]

Computing and recoding instructions

IMPORTANT: Before you begin creating each composite variable, you must remove the user-defined missing value designation for each questionnaire variable included in the computing and recoding instructions. The only exception is the composite variable FTHOURS; the user-defined missing value designation of 99 should remain for the four HOURS* variables.

simplest?

SUPPLEMENTAL VARIABLE LIST

FTHOURS Full-time: 25 or more hours?
Missing Value: 0
Value Label
1 yes
2 no

COMPUTE fthours = SUM (hours1, hours2, hours3, hours4)
RECODE fthours (1 thru 24 = 2) (25 thru hi = 1)
RECODE fthours (SYSMIS=9)

POSITN1 Position of educator in first school

Missing values: 9

Value	Label
1	Tutor
2	Teacher's aide
3	Teacher
4	Department Head
5	Assistant Principal
6	Principal
8	Other

IF (pos1othr = 1) COMPUTE positn1 = 8
IF (pos1tutr = 1) COMPUTE positn1 = 1
IF (pos1aide = 1) COMPUTE positn1 = 2
IF (pos1tchr = 1) COMPUTE positn1 = 3
IF (pos1dept = 1) COMPUTE positn1 = 4
IF (pos1asst = 1) COMPUTE positn1 = 5
IF (pos1prnc = 1) COMPUTE positn1 = 6
RECODE positn1 (SYSMIS = 9)

POSITN2 Position of educator in second school

Missing values: 9

Value	Label
1	Tutor
2	Teacher's aide
3	Teacher
4	Department Head
5	Assistant Principal
6	Principal
8	Other

IF (pos1othr = 1) COMPUTE positn2 = 8
IF (pos1tutr = 1) COMPUTE positn2 = 1
IF (pos1aide = 1) COMPUTE positn2 = 2
IF (pos1tchr = 1) COMPUTE positn2 = 3
IF (pos1dept = 1) COMPUTE positn2 = 4
IF (pos1asst = 1) COMPUTE positn2 = 5
IF (pos1prnc = 1) COMPUTE positn2 = 6
RECODE positn2 (SYSMIS = 9)

JEDBF13 Early Jewish education before thirteen

Missing Value: 9

Value	Label
0	None
1	1 day supplementary
2	2+ day supplementary
3	Day school / yeshiva
4	School in Israel
8	Other

```
IF (bf13othr = 1) COMPUTE jedbf13 = 8
IF (bf13oned = 1) COMPUTE jedbf13 = 1
IF (bf13twod = 1) COMPUTE jedbf13 = 2
IF (bf13day = 1) COMPUTE jedbf13 = 3
IF (bf13isrl = 1) COMPUTE jedbf13 = 4
DO IF (bf13none = 1)
    RECODE jedbf13 (SYSMIS=0)
END IF
RECODE jedbf13 (SYSMIS=9)
```

JEDAF13 Early Jewish education after thirteen

Missing Value: 9

Value	Label
0	None
1	1 day supplementary
2	2+ day supplementary
3	Day school / yeshiva
4	School in Israel
8	Other

```
IF (af13othr = 1) COMPUTE jedaf13 = 8
IF (af13oned = 1) COMPUTE jedaf13 = 1
IF (af13twod = 1) COMPUTE jedaf13 = 2
IF (af13day = 1) COMPUTE jedaf13 = 3
IF (af13isrl = 1) COMPUTE jedaf13 = 4
DO IF (af13none = 1)
    RECODE jedaf13 (SYSMIS=0)
END IF
RECODE jedaf13 (SYSMIS=9)
```

DEGREEHI Highest level of formal education

Missing Value: 9

Value	Label
0	No degree
1	Associate degree
2	Teaching degree
3	Bachelor degree
4	Ordination/smicha
5	Graduate degree

```
RECODE degree1 INTO degreehi (1 thru 2 = 1) (3 thru 8 = 3) (9 thru 13 = 5)
(14 = 4) (15 = 2) (16 = 4) (17 thru 18 = 2) (19 = 5) (79 = 0) (99 = 0)
RECODE degree2 INTO degree2r (1 thru 2 = 1) (3 thru 8 = 3) (9 thru 13 = 5)
(14 = 4) (15 = 2) (16 = 4) (17 thru 18 = 2) (19 = 5) (79 = 0) (99 = 0)
RECODE degree1 INTO degree3r (1 thru 2 = 1) (3 thru 8 = 3) (9 thru 13 = 5)
(14 = 4) (15 = 2) (16 = 4) (17 thru 18 = 2) (19 = 5) (79 = 0) (99 = 0)
DO IF degree2r > degreehi
    COMPUTE degreehi = degree2r
END IF
DO IF degree3r > degreehi
    COMPUTE degreehi = degree3r
END IF
DO IF (degree = 2)
    RECODE degreehi (SYSMIS = 0)
END IF
RECODE degreehi (SYSMIS = 9)
DELETE degree2r
DELETE degree3r
```

Following the above procedure, select all cases where any DEGREE* variable = 79. Examine the actual responses of these educators to question #50 and change the value(s) of DEGREEHI manually, if necessary.

EDMAJOR Degree with major in general education?

Missing value: 9

Value	Label
1	yes
2	no

```
IF (ANY(degree1,6,12,17,18) | ANY(degree2,6,12,17,18) |  
    ANY(degree3,6,12,17,18)) COMPUTE edmajor = 1
```

```
IF (RANGE(major1a,1,99) | RANGE(major1b,1,99) | RANGE(major2a,1,99) |  
    RANGE(major2b,1,99) | RANGE(major3a,1,99) | RANGE(major3b,1,99))  
    COMPUTE edmajor = 1
```

```
IF (degree1 = 0 & degree2 = 0 & degree3 = 0 & major1a = 0 & major1b = 0 &  
    major2a = 0 & major2b = 0 & major3a = 0 & major3b = 0) COMPUTE  
    edmajor = 9
```

```
RECODE edmajor (SYSMIS=2)
```

Following the above procedure, select all cases where any DEGREE* variable = 79 and the value of EDMAJOR has been set to 2. Examine the actual responses of these educators to question #50 and change the value(s) of EDMAJOR manually, if necessary.

JSMAJOR Degree with major in Jewish studies?

Missing value: 9

Value	Label
1	yes
2	no

```
IF (ANY(degree1,14,16,18) | ANY(degree2,14,16,18) | ANY(degree3,14,16,18))  
  COMPUTE jsmajor = 1
```

```
IF (ANY(major1a,12,101) | ANY(major1b,12,101) | ANY(major2a,12,101) |  
  ANY(major2b,12,101) | ANY(major3a,12,101) | ANY(major3b,12,101))  
  COMPUTE jsmajor = 1
```

```
IF (RANGE(major1a,300,399) | RANGE(major1b,300,399) |  
  RANGE(major2a,300,399) | RANGE(major2b,300,399) |  
  RANGE(major3a,300,399) | RANGE(major3b,300,399)) COMPUTE  
  jsmajor = 1
```

```
IF (degree1 = 0 & degree2 = 0 & degree3 = 0 & major1a = 0 & major1b = 0 &  
  major2a = 0 & major2b = 0 & major3a = 0 & major3b = 0) COMPUTE  
  jsmajor = 9
```

```
RECODE jsmajor (SYSMIS=2)
```

Following the above procedure, select all cases where any DEGREE* variable = 79 and the value of JSMAJOR has been set to 2. Examine the actual responses of these educators to question #50 and change the value(s) of JSMAJOR manually, if necessary.

ADMAJOR Degree with major in administration?

Missing value: 9

Value	Label
-------	-------

1	yes
---	-----

2	no
---	----

IF (major1a = 8 | major1b = 8 | major2a = 8 | major2b = 8 | major3a = 8 | major3b = 8) COMPUTE admajor = 1

IF (degree1 = 0 & degree2 = 0 & degree3 = 0 & major1a = 0 & major1b = 0 & major2a = 0 & major2b = 0 & major3a = 0 & major3b = 0) COMPUTE admajor = 9

RECODE admajor (SYSMIS=2)

Following the above procedure, select all cases where any DEGREE* variable = 79 or any MAJOR* variable = 799, and the value of ADMAJOR has been set to 2. Examine the actual responses of these educators to question #50 and change the value(s) of ADMAJOR manually, if necessary.



TRAIN Trained in J studies & general education

Missing Values: 9

Value	Label
1	Trained in education
2	Trained in both
3	Trained in J studies
4	Trained in neither

IF (edmajor = 1 | certgen = 1) COMPUTE train = 1

IF (jsmajor = 1 | certjed = 1) COMPUTE train = 3

IF ((edmajor = 1 | certgen = 1) & (jsmajor = 1 | certjed = 1)) COMPUTE train = 2

IF (jsmajor = 9 & certjed ~= 1) | (jsmajor ~= 1 & certjed = 9) COMPUTE
train = 9

IF (edmajor = 9 & certgen ~= 1) | (edmajor ~= 1 & certgen = 9) COMPUTE
train = 9

RECODE train (SYSMIS=4).

Prior to the above procedure, select all cases where
CERTOTHR = 1. Examine the actual responses of these
educator to question #52d. If their "other" certification
qualifies them as being "trained" in either general education
or Jewish studies, manually change the value(s) of
CERTGEN and CERTJED, respectively.

then why not
put above

facsimile

TRANSMITTAL

to: Nessa Rapoport (at CIJE)
fax #: (212) 532-2646
re: Coding Instructions for the CIJE Educators Survey
date: November 18, 1996
pages: 7, including cover sheet.

Nessa,

Trying to take care of loose ends, I found and finished (?) the revisions to the *Coding Instructions*. By now, you probably have no recollection of what still needed to be done: very little. I circled the three paragraphs that had required me to create new wording. The third paragraph was NOT your suggestion. Based on my conversations with the person in Chicago who was using a draft copy of the instructions I decided that the explanation given (in this second paragraph) is necessary. [I have copies of your notes, if you need them.]

Hopefully, this is it, as I know neither of us have the time to continue working on this. [Adam is aware and will be reminded of how much time it has taken.] Since the distribution of these instructions will be very small - I envision between 2 and 10 more copies ever being sent to communities - I strongly believe that we have created a (much) more than adequate, user-friendly resource.

Thanks for all of your careful and totally worthwhile editing!
Bill

From the desk of...

Bill Robinson
Staff Researcher
CIJE
1525 Wood Creek Trail
Roswell, Georgia 30076

(770) 552-0930
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Council for Initiatives in Jewish Education**CODING INSTRUCTIONS FOR THE
CIJE EDUCATORS SURVEY****OVERVIEW**

The **CIJE Educators Survey** is designed to help communities learn about the training, educational background, experience, professional development, work conditions (i.e., salary, benefits, hours of employment), commitment of their educators, and other important information. The **Coding Instructions for the CIJE Educators Survey** is designed to facilitate the process of entering the educators' answers to the questionnaire into a commercially available statistical software program.

The **Coding Instructions for the CIJE Educators Survey** consists of two parts:

- The **CIJE Educators Survey: Questionnaire Variable List**
- The **CIJE Educators Survey: Composite Variable List**

IMPORTANT: The **Coding Instructions for the CIJE Educators Survey** is designed to be used by the **study coordinator** or a research assistant with expertise and experience in statistical analysis. (See page 3 of the **Manual for The CIJE Study of Educators: Overview**.) This overview is addressed to the professionals who will be responsible for entering and analyzing the data.

IF YOU HAVE MODIFIED THE CIJE EDUCATORS SURVEY

As discussed in the **Manual for The CIJE Study of Educators** (on page 4 of the **Guide to the CIJE Educators Survey**), you may have chosen to add questions and modify some of the questions already included in the **CIJE Educators Survey** to suit the particular needs and resources of your community. If you have made any changes to the questionnaire, you will need to adjust the variables and instructions found in both parts of the **Coding Instructions for the CIJE Educators Survey**.

ENTERING THE DATA

The **Questionnaire Variable List** of the **CIJE Educators Survey** contains a list of variables (including variable label, possible values, value labels, and user-assigned missing value) into which the educators' answers can be entered. This will allow you to present their answers to the **CIJE Educators Survey** in a comprehensive and clear manner. You will be able to show the most common and least common answers given by the educators, and you also will be able to know if specific groups of educators differed on their answers (e.g. Do more experienced educators attend more in-service workshops than educators with less experience?).

ANSWERING ADDITIONAL QUESTIONS

The **Composite Variable List** of the **CIJE Educators Survey** provides directions to assist you in reorganizing the data to find answers to questions not found in the initial review of the data (e.g., How many total hours are the educators employed in Jewish schools?). By reorganizing the data you will be able to present information about certain key issues concerning your Jewish educators:

- Hours employed
- Current position(s)
- Early Jewish education
- Formal training in general education, Jewish studies, and administration

REQUESTING A DISK

The variables and instructions found in both parts of the **Coding Instructions for the CIJE Educators Survey** are formulated for use with an SPSS statistical package. A diskette containing an SPSS for Windows (Release 6.0.1) data file with already defined questionnaire variables and program commands for creating the composite variables is available from the NY office of CIJE upon request.

If you need any further assistance, please contact the NY office of CIJE.

ABOUT THE CODING INSTRUCTIONS

The **Coding Instructions for the CIJE Educators Survey** was created by CIJE's Monitoring, Evaluation, and Feedback (MEF) Research Team. It was developed and refined using data obtained from a field test of the **CIJE Educators Survey** in the three Lead Communities of CIJE (Atlanta, Baltimore, and Milwaukee) in 1992-93.

MEF Research Team

Adam Gamoran

*Professor of Sociology and Educational Policy Studies
University of Wisconsin, Madison*

Ellen Goldring

*Professor of Educational Leadership and Associate Dean
Peabody College of Education, Vanderbilt University*

Bill Robinson

Staff Researcher

The members of the MEF Research Team acknowledge the substantial and invaluable work of Roberta Louis Goodman, Julie Tammivaara, and Nancy Hendrix, as well as the contributions of Shulamith Elster. They appreciate the efforts of the three Lead Communities (Atlanta, Milwaukee, and Baltimore). They are grateful for the guidance of the MEF Academic Advisory Committee: James Coleman; Seymour Fox; Annette Hochstein; Stephen Hoffman; and Mike Inbar. They also acknowledge the help of CIJE staff. The members of the MEF Research Team are especially thankful to the Jewish educators who participated in the study.

Please contact the NY office of CIJE with questions or suggestions regarding the **Coding Instructions for the CIJE Educators Survey**.

Phone # (212) 532-2360 Ext. 408

Fax # (212) 532-2646

15 East 26th Street, New York, NY 10010-1589

Council for Initiatives in Jewish Education**CIJE EDUCATORS SURVEY:
QUESTIONNAIRE VARIABLE LIST****A. What is the *Questionnaire Variable List*?**

The *Questionnaire Variable List* contains a list of variables into which the educators' answers to the *CIJE Educators Survey* can be entered into a commercially available statistical software package. For each variable in the list, the following information is provided: variable name, variable label, possible values, value labels, and user-assigned missing value (if applicable). The information is provided in the following format:

VARIABLE NAME Variable Label [beginning with question number, when applicable]
Missing Values [Optional]
Values Value Labels [Optional]

B. How to code for missing data

For some variables, instructions on coding for missing data is provided immediately before the relevant variables. For example, in some questions (e.g., question #10 concerning the positions educators hold in each school), the educator is requested to check every item that applies. In these cases, there is a separate variable for each possible item (e.g., Teacher, Teacher's Aide, Educational Director or Principal, etc.). Each variable is to be coded as 0 (Not Checked) or 1 (Checked). One concern you may have is: How do you code the variables for missing (9)?

For this example, instructions preceding the variables associated with question #10 (i.e., POS1* and POS2*) provide an answer:

Coding instructions for POS1TCHR to POS2OTHR:

The values for the following fourteen variables (POS1* and POS2*) indicate the positions that the educators hold in their first two schools. Only if an educator did not check *any* response for the first school in question #10 are the first seven variables (POS1*) to be coded as 9 (missing). Similarly, only if an educator did not check *any* response for the second school in question #10 are the second seven variables (POS2*) to be coded as 9 (missing).

C. Creating new variables and values

It is important to input the data from the questionnaire into a commercially available software package using the precise variable names and assigned values detailed in this section. However, since many questions offer the opportunity to indicate "other," you may find that educators provided responses that are not listed below as an assigned value within a variable or as a separate variable. If a substantial percentage of educators have indicated the same "other" response, you may need to assign an additional value to the particular variable or include a new variable. If you may have made changes to the **CIJE Educators Survey**, you will need to modify the variables listed below or add new variables.

IMPORTANT: if you modify any variables or add new variables, you may need to adjust the computing and recoding instructions found in the **Composite Variable List** of the **CIJE Educators Survey**. For example, to create a new variable that can tell you how many educators are trained in Jewish studies, education, both, or neither (TRAIN), you would need to use the following variables: DEGREE1, MAJOR1A, MAJOR1B, DEGREE2, MAJOR2A, MAJOR2B, DEGREE3, MAJOR3A, MAJOR3B, CERTJED, and CERTGEN. Thus, if any of these variables have been modified, the instructions for creating the composite variable TRAIN (found in the next section) need to be adjusted accordingly.

Council for Initiatives in Jewish Education

**CIJE EDUCATORS SURVEY:
COMPOSITE VARIABLE LIST**

A. What is the Composite Variable List?

The **Composite Variable List** contains specific computing and recoding instructions for creating additional variables that can assist you in finding answers to questions not found in the initial review of the data. For each variable in the list, the following information is provided: variable name, variable label, possible values, value labels, user-assigned missing value, and computing/recoding instructions. The information is provided in the following format:

VARIABLE NAME Variable Label
Missing Values [Optional]
Values Value Labels [Optional]

Computing and recoding instructions

IMPORTANT: The computing and recoding instructions have not been written in the precise syntax used by SPSS for Windows (Release 6.0.1). The instructions have been modified for ease in understanding.

B. On missing values

Before you begin creating each composite variable, it is important that you remove the user-defined missing value designation for each questionnaire variable included in the following computing and recoding instructions. The only exception is the composite

following computing and recoding instructions. The only exception is the composite variable FTHOURS; the user-defined missing value designation of 99 should remain for the four HOURS* variables.

