



THE PITTSBURGH FEDERATION OF TEACHERS



April 2018

Dear TLC Liaison,

Thank you for serving as the Teaching and Learning Conditions (TLC) Liaison for your building, the point person on everything TLC Survey! Your efforts are vital in ensuring that all school-based licensed professionals and paraprofessionals participate in the ninth annual survey so we can continue to utilize highly reliable data to impact our District and schools.

For the ninth year, the District and the Pittsburgh Federation of Teachers (PFT) are working with the nationally recognized New Teacher Center to conduct this **anonymous** survey of all Pittsburgh teachers, school-based professionals, and paraprofessionals from April 23 to May 25. Please note that Early Childhood and Early Intervention teachers will be taking a separate online survey.

As the TLC Liaison, your primary goal is to ensure that staff members are informed about the survey so that we can reach our district goal of 100% participation!

**To launch the survey at your school, please work with your school principal to plan a staff meeting devoted to the survey on April 23<sup>rd</sup> or within 2 weeks after.**

At this meeting please:

- Distribute the survey code letters.
- Provide staff time to complete the survey.
- Share these important notes with staff:
  - The TLC survey is completely anonymous.
  - Staff are welcome to switch survey codes and use any computer with internet access to complete the survey.
  - Answers to FAQs are available online at [www.pittsburghteachingconditions.org](http://www.pittsburghteachingconditions.org).

If anyone is not in attendance at the staff meeting, please take time to **personally meet with them to explain the process for completing the survey**. Please **DO NOT** leave survey code letters in staff mailboxes or create a sign-up sheet indicating which staff have received the letters.

Attached to this letter should be the following materials:

- Bundled Survey Code Letters for staff that contain instructions on how to access the survey, and
- A poster that you can be placed in a highly visible area of the school.

To access your school's participation rate in real-time, visit:

[www.pittsburghteachingconditions.org](http://www.pittsburghteachingconditions.org).

If you have any questions or concerns, please email TLE contact Annie Fiscus ([afiscus1@pghboe.net](mailto:afiscus1@pghboe.net)) or PFT contact Bill Hileman ([william\\_hileman@pft400.org](mailto:william_hileman@pft400.org)). During the survey window, the survey help desk is also available for support at 1-866-301-2454 x16.

Thank you,

The Teaching and Learning Environment Team

Anthony Hamlet, Ed. D  
Superintendent of Schools

341 S. Bellefield Avenue  
Pittsburgh, PA 15213

[superintendenthamlet@pghboe.net](mailto:superintendenthamlet@pghboe.net)  
Phone: 412-529-3600  
Fax: 412-622-3604

Parent Hotline:  
412-529-HELP (4357)  
[www.pghschools.org](http://www.pghschools.org)

Nina Esposito-Visgitis  
President  
Pittsburgh Federation of Teachers

10 S. 19<sup>th</sup> Street  
Pittsburgh, PA 15203

[nina\\_ev@pft400.org](mailto:nina_ev@pft400.org)  
Phone: 412-431-5900  
[www.pft400.com](http://www.pft400.com)