

Interview Preparation for School Administrator, Supervision & Curriculum Development Candidates



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Websites for School Administrators/ Supervision/Curriculum Development

Academic Employment Network: www.academploy.com
Education Week on the Web: www.edweek.com
Education World – Administration: www.education-world.com/a_admin
Higher Education Job Sites: <http://www.niu.edu/crc/major/HigherEducationJobListings.htm>
Higher Education Jobs: <http://www.highereducationjobs.com>
Hispanic & Bilingual Higher Education Jobs: <http://www.latpro.com>
Professional Resources for Administrators: www.eduscapes.com/tap/topic79.htm
ProTeacher: www.proteacher.com/050001/shtml
The Chronicle of Higher Education/Careers: <http://chronicle.com/jobs>
University Job Bank: <http://www.ujobbank.com>
University Works: <http://www.universitywork.com>

U.S. State Certification Offices

Ohio Department of Education: www.ode.state.oh.us
Contacts: Jason Montgomery: Jason.Montgomery@ode.state.oh.us
James Miller, Director: James.Miller@ode.state.oh.us

Interstate Agreement (states that cooperate with licensure transfer): www.nasdtec.org
The U.S. Department of Education: www.ed.gov/index.jsp

Professional Education Associations School Administrators, Supervision

AASA – American Association of School Administrators: www.aasa.org
American Association of School Personnel Administrators: www.aaspa.org
Association for Supervision and Curriculum: www.ascd.org
NAESP – National Association of Elementary School Principals: www.naesp.org
NASSP – National Association of Secondary School Principals: www.nassp.org



DRESS SMART

Do's and Don'ts: Dress for Interview Success

Business Professional

Business Professional (Conservative)

- Most common dress code in the western world today.
- Consists of, for men, a dark-colored suit, worn with a long-sleeved shirt and tie. For women, a jacket with matching skirt or trousers plus a blouse.
- Appropriate for nearly all formal settings, but commonly worn at job interviews and in business settings.



Men

- A conservative two-piece business suit
- A conservative long-sleeved shirt
- Neck ties should be silk with a conservative pattern
- Dark shoes (black lace ups are best)
- Dark socks
- No rings other than wedding band or college ring
- No earrings

Women

- A conservative suit with a jacket; no dresses
- A conservative shirt/blouse
- No stilettos or high heels; shoes should be polished, competent, no-nonsense pumps
- Conservative hosiery at or near skin color
- Clear or conservative nail polish
- Minimal use of makeup
- No more than one ring on each hand
- One set of earrings only
- No tank tops or clothes that are too short, too sheer, or too low cut

Both Sexes

- Conservative two-piece business suit (solid dark black, blue or gray is best)
- Well-groomed hair style
- Shower; wear deodorant
- Makeup should be light and natural
- Clean, polished conservative shoes
- Clean, trimmed fingernails
- Minimal cologne or perfume
- No visible body piercing (nose rings, eyebrow rings, etc.); no tacky jewelry
- No gum, candy or cigarettes
- Light briefcase or professional portfolio case
- Empty pockets-no bulges or tinkling coins
- Black belt (belt should always match shoes)
- NO RINGING CELL PHONES (turn your cell phone off or set it on vibrate)

Cracking the Dress Codes

CORPORATE: Suit, shirt and tie mandatory. Closed toe shoes with a low medium heel. Blouse, crisp shirt or a knit sweater or shell under a suit.

BUSINESS APPROPRIATE: Shirt mandatory. Tie optional. Jacket mandatory. Suit preferred. A skirt and blouse or sweater set worn with heels or boots; tailored trousers paired with a turtleneck and jacket.

BUSINESS CASUAL: Shirt or sweater mandatory. Jacket not required but preferred. Ironed khakis with a classic white shirt; a casual skirt and a sweater set; a cleaned tailored pair of dark jeans with a jacket.



LAST MINUTE INTERVIEW TIPS

- **Prepare:** access your skills, values & interests
 - **Research:** learn about the organization
 - **Practice:** go over what you want to express

Before the Interview:

- Draw a line down the center of a piece of paper. On the left side, make a list of what the employer is looking for (based on the job posting). On the right side, make a list of the qualities you possess that fit those requirements – *What Do I Bring to the Table?*
- Organize a professional interview portfolio.
- Research the company, the industry, and the competition. Visit the company website and put the company name in a search engine to see what pops up.
- Prepare a brief statement to answer “Tell me about yourself.” Focus on your powerful qualities and accomplishments vs. just listing out your resume.
- Write at least five success stories to answer behavioral questions (such as “Tell me about a time where you dealt with a difficult student/parent”). Focus on what the situation was, what action you took, and what resulted from your action.
- Write out your successful classroom management plans.
- Prepare 10 questions to ask the interviewer about the job, the company, and the industry to take with you to the interview.
- Research salary data and determine your worth.
- Determine your salary needs based on your living expenses – what is your bottom line?
- Get permission from your references to use their names.

Before you to to the interview:

- Do you look professional? Check yourself in the mirror; part of your confidence will come from looking good.
- Bring the following with you to the interview: several copies of your resume on quality resume paper; a copy of your references with complete contact information; addresses and phone numbers of previous employers; a pad of paper from which you can take notes; directions to the interview site and a contact person’s name.
- Review what you would say to the 10 most common interview questions:
 1. Tell me about yourself.
 2. Why did you leave or why are you leaving your present position?
 3. What do you know about this school district/company?
 4. What are your career goals?
 5. What are your strengths and weaknesses?
 6. What to you want to work for this school district/company?
 7. What has been your most significant achievement?
 8. How would your last supervisor and colleagues describe you?
 9. Why should we hire you?
 10. What are your salary expectations?

Upon Arrival:

- Arrive early – enter the building 10 minutes prior to your interview time.
- Go to the restroom and check your appearance one last time.
- Announce yourself to the receptionist in a professional, courteous manner.
- Stand and greet your interviewer with a hearty – not bone crushing or limp – handshake.
- Smile and look directly into the interviewer’s eyes.

During the Interview:

- Try to focus on the points you have prepared without sounding rehearsed or stiff.
- At the conclusion: express your interest for the job; thank the interviewer; and determine the next steps.
- Ask for the interviewer’s business card so that you can send a follow-up letter.

After the Interview:

- As soon as possible, write down your thoughts and feelings about the interview.
- Look at your notes and assess how well you did.
- Within 24 hours, write a follow-up thank you letter, reminding the interviewer of your qualities.

INTERVIEW PROFILE CRITERIA

Profile...Does the applicant:

1. Love kids?
2. Have sound character?
3. Possess arts/crafts skills in:
 - differentiated curriculum?
 - assessment?
 - technology?
 - organizational preparation?
4. Have Master Teacher potentiality?
5. Have excellent references.

University/Degree –

Praxis -

Certification/Licensure –

Years Teaching –

Grade Level Preference -

Qualitative Assessments – How well did you perform?
What did you achieve?
What impact did your projects have?
What challenges did you overcome?

Evaluative Assessments - Judgment
Problem-solving ability
Motivation
Enthusiasm
Personality
Interpersonal ability
Other personal characteristics

Interview Questions:

1. Background/Experience – Student Teaching, Call to teaching
2. Philosophy of Education
3. Keys to effective teaching
4. Model Classroom Lesson
5. Describe your favorite teacher
6. Personal/Professional Goals
7. Planning – Discipline – Enthusiasm
8. Commitment – Action – Feeling
9. Discipline – Scenarios
10. Character Traits: Loyalty, Accept Criticism, Responsibility, Punctuality, Flexibility, Creativity, Cooperation
11. Strengths
12. Improvements
13. What adjectives would your friends use to describe you?
14. What would typically be observed in your classroom if someone walked in?
15. What should our district hire you?
16. Extra Curricular Interests

INTERVIEW ASSESSMENT CRITERIA

Area(s) of Licensure _____

	When	Where
Student Teaching Experience		
Background Check (BCII)		
Praxis II Passed		

Content Knowledge/Pedagogy:

- **Knowing students' background/knowledge/experiences** (How do you get to know your students? What do you do the first day of school?)
- **Clear learning goals and instructional procedures** (Describe your best lesson? Include the Goals and Procedures of the lesson.)
- **Understands content connections-learned/current/to be learned**
- **Ability to create/select appropriate teaching methods**
- **Evaluation Strategies** (What form of evaluation did you use to determine student learning in the lesson you described?)
- **Monitor understanding/provides feedback/adjusts activities**
- **Use instructional time wisely** (Do you see yourself as more creative or organized and what do you do to balance these?)
- **Reflect on learning goals** (What was the worse lesson you have ever taught and what would you do differently?)
- **Appropriate use of instructional resources, including technology** (Tell about your background as it relates to technology experience and use in integrating it into instruction.)

Communications/Relationships:

- **Climate that promotes fairness** (What rules and procedures would you have posted in your class?)
- **Establish and maintain rapport with students**
- **Communicate expectations to students**
- **Consistent standards of classroom behavior** (Description of a scenario of unruly student who thinks teacher is unfair. How would you react?)
- **Provide safe and conducive environment for learning** (What do you see as a teacher's most important responsibility?)
- **Demonstrate a sense of efficacy (belief that you can make a difference)** (Given a choice to teach in an outer suburban district and an urban district what would you choose and why?)
- **Build professional relationships with colleagues** (What professional organizations do you belong to or would you like to join? React to a scenario where the colleague is negative.)
- **Communicate with parents/guardians** (How do you keep parents informed of student progress and problems?)

Extra-Curricular Interests _____

Professional Appearance/Demeanor _____

Ratings: Based Rubric – Not Proficient/Minimally Proficient/Proficient/Highly Proficient/Outstandingly Proficient

School Administrators Top Ten Traits

A Successful Administrator:

- #1 Has a stated vision for the school and a plan to achieve that vision
- #2 Clearly states goals and expectations for students, staff, and parents.
- #3 Is visible – gets out of the office; is seen all over the school in classrooms, in corridors, at bus duty, at lunches, at extracurricular activities – is aware of what is taking place in the building.
- #4 Is trustworthy and straight with students and staff.
- #5 Helps develop leadership skills in others.
- #6 Develops strong teachers; cultivates good teaching practice, a sense of purpose and a commitment to learning.
- #7 Shows that he or she is not in charge alone; involves others; includes others in the decision-making process.
- #8 Has a sense of humor! Administrators need to laugh at themselves, laugh with their teachers, and laugh at the wonderful things the students do each day. Laughter is the universal language and an excellent form of communication for both desired and unacceptable behaviors.
- #9 Is a role model for students and staff. Exemplifies good manners, punctuality, fairness, consideration, good grooming...the qualities regularly expected from students and staff.
- #10 Offers meaningful respect, kindnesses and kudos to staff and students.

Structured Evaluation-CASAL Interview Questions

Improvement of Job Performance:

1. How would you deal with a staff member who is either continuously late to work or excessively absent?
2. Please outline the process for evaluating teachers that you believe to be most effective.
3. Identify the essential elements of a plan for improvement for teachers whose performance is not satisfactory.
4. A teacher who has been employed by the district for many years is not performing satisfactorily...how would you proceed?
5. A popular teacher is doing an outstanding job. How would you approach the required evaluation of this employee?
6. Describe reliable indicators of an effective classroom.
7. What have you done to assist a teacher in improving his/her areas of weakness and supporting his/her strengths?

Multi-Cultural Diversity:

1. How would you effectively promote or facilitate multicultural environment?
2. Cite specific examples where you have initiated programs and opportunities to meet the diversified needs of students.
3. How have/will you promote multi-cultural awareness and appreciation for diversity?
4. Share your experiences in meeting the needs of a culturally diverse student body.
5. What are your visions on multi-cultural education? How have/would you include this in the average operation of a school?
6. What strategies have you used to bring about unity and to increase inclusiveness in ethnically and economically diverse student populations?
7. What strategies have you utilized to increase student achievement of minority students where that has been a concern?

Exceptional Educational Needs:

1. What do you see as regular education's core in servicing special education students?
2. What are your experiences and beliefs about fulfilling the needs of special education students?
3. What are your experiences and beliefs about fulfilling the needs of students at risk?
4. Describe your experiences in developing school programs for students with special needs.

Leadership Qualities:

1. Why would you like to be a (principal)?
2. What qualities do you consider essential for an effective (principal)?
3. Share the details of the implementation process by which you introduced an innovative practice in your current building/district.
4. What is your vision for this building/district in the next decade?
5. Describe how you prepare for and spend a typical work day.
6. What leadership attributes do you believe to be your strengths? Cite examples in which you demonstrated these qualities.
7. What are some beliefs and practices related to education administration which you absolutely will not compromise? Cite examples where you held to these beliefs/practices in the face of adversity.
8. How do you initiate/facilitate change? Cite an example.
9. Highlight the basic elements of delegation and share an example of how you typically delegate responsibilities.
10. How do you get staff members excited about new ideas/changes?

11. How do you motivate staff members?
12. What are the most important functions of an administrator in this position?
13. What are appropriate organizations/community activities for an administrator in this position?
14. If you were observed in your normal work day, what would be seen which would help to understand your leadership style?
15. What is your vision for your school/position? What special talents do you bring to facilitate this vision?
16. How have you provided educational leadership for classroom teachers?

Student Discipline:

1. What role should a principal take in regard to student discipline?
2. When is it appropriate for the principal to intervene in a student disciplinary concern?
3. Describe the process or system you believe to be most effective in addressing student discipline.
4. What techniques for managing children's behavior have you used?

Relationships/Communication:

1. What type of relationship would you establish with the employees you supervise?
2. How have/would you encourage the involvement of parents and community members in the educational process?
3. How have/would you promote articulation and cooperation between departments?
4. What are the elements of effective communication?
5. What type of relationship would you like to have with students and staff? How would you develop these relationships?
6. How can cooperation and camaraderie be maintained in spite of competition for limited resources?
7. Please share a time in which you worked with parents and the community in some kind of school-community partnership. What did you do?
8. Just as the student population has become more diverse, so has the parent population. How have/would you make parents feel more a part of their child's education and increase their level of comfort in a school setting?
9. What role have you taken as an educator and a leader in interacting with the community?
10. Describe a situation in your current position in which you had to deal with a volatile or sensitive encounter concerning a student, staff member, or parent. How was this situation resolved?

Technology:

1. How have/would you utilize technology to be most effective as an administrator?
2. What new technologies and applications do you foresee for the future of education?
3. How does technology interface with education at this level?

Professional Growth and Development:

1. How have/would you insure an effective staff development program for your staff members?
2. What professional development activities have you pursued in the past year? How have you found them to be beneficial?
3. What are your main goals and aspirations for your professional career?
4. How do you determine your effectiveness as an administrator?
5. How do you balance the demands and stress of education administration with other demands and needs in your life?
6. What are your interests outside of education administration?
7. What is it about being an administrator that brings/will bring you the greatest satisfaction?

Problem Solving/Decision Making:

1. Share your beliefs/experiences with site-based decision making.
2. What areas lend themselves best to site-based decisions and what areas should not be open to a site-based decision making process?

3. What administrative duties do you find to be the most enjoyable? Which do you find to be the most unenjoyable?
4. What has been your greatest professional challenge? How did you address the challenge?
5. How do you determine when to have a staff meeting and its agenda?
6. You have just received a grievance from the union for a new practice you have implemented. What would you do?
7. A teacher has come to you with a request which you believe has merit but is not permitted by the Master Contract. What would you do?
8. How would staff members describe your decision making style? Describe one instance in which a difficult decision had to be made and how you reach the decision.
9. How would you resolve a situation in which a staff member, student, and parent are in serious disagreement?
10. How do you handle conflict between staff members?
11. What are the most critical problems facing education today? What steps would you like to see initiated to address these problems?
12. How would you proceed with developing your annual budget?
13. Give an example of how you have dealt with a staff member who was resistant to change when change was necessary.
14. A student is referred to you because he/she has been missing school with increasing frequency. How would you work toward reducing the student's absenteeism?

Staff Selection:

1. What qualities and characteristics do you look for in prospective employees?
2. What process do you find most effective in selecting new staff members?

Curriculum and Instruction:

1. How do/can you determine if students are receiving the learning experiences they need?
2. How have you supported teachers in developing an innovative teaching practice, learning model, or curriculum development?
3. We have more and more children who present academic and behavioral challenges, yet do not meet the criteria for special education services. What strategies would you suggest to teachers as they attempt to meet the diversified needs of these children?
4. How have you supported diverse learning styles and teaching styles?

*Cleveland State University
College of Education
CASAL Department
Questions provided by: Dr. Daniel Drake
2006*



School Administrator Interview Questions

1. Tell us about your educational background.
2. Tell us about your work/professional experience.
3. Why do you want to become an administrator?
4. What are your professional goals for the next 5-10 years?
5. Suppose you have a new idea for parent-school communications that you want to try; how would you go about it?
6. Do you think social faculty functions are important? Why?
7. What is your greatest professional strength? weakness?
8. What are your three best leadership qualities? Describe at least one situation where one of these qualities was exemplified?
9. How would you improve school-community relations?
10. Describe your philosophy of discipline? In which methods of discipline have you been formally trained?
11. On a scale of 1 to 10, how would you rate yourself as a disciplinarian? Why?
12. If problems arise with a student, what support services should the school provide?
13. Do you think schools should be "single-point-of-service" providers? Why?
14. What skills or interests do you have that would benefit our extracurricular programs?
15. In this era of fiscal belt-tightening, what are some ways which you would maintain services/activities without incurring extra costs? How would you cut costs?
16. A teaching assistant in your building comes to you, in confidence, to complain about something a teacher has done. How would you handle it?
17. What methods/strategies have you used in resolving conflicts between students?
Teachers?
18. How would you help teachers and staff improve student achievement?
19. What is the impact of inclusion on the school community?
20. Why do you feel that you are the best candidate for this position?
21. What have you done with your life?
22. Why do you want this position?
23. After being with smaller colleges/universities, do you think you'll be able to adjust to a large, diverse university?
24. What was your biggest career disappointment? How did you deal with it?
25. What are the skills you most need to develop to advance your career?
26. What do your supervisors tend to criticize most about your performance? Did you agree or disagree with them?
27. What types of people do you find it most difficult to get along with?
28. Have you ever hired anyone? Was it a successful experience?
29. Have you ever had to write a critical Incident report? What was the outcome?
30. What does the word "success" mean to you?
31. What does the word "failure" mean to you?

32. Are there any questions that we did not ask you that you wish we had? If so, what are they?
33. Discuss leadership style as it relates to organizational change.
34. How do you know when you've been successful?
35. List three of your leadership strengths and provide an example of each.
36. Will you briefly describe your leadership style?
37. What are your strong points as an educator?
38. In what areas do you feel need improvement?
39. How would students in your school describe you?
40. What is your most significant achievement in education?
41. What have you done to keep abreast of developments in your field?
42. What steps would you take when developing a budget for your department?
43. What do you do for recreation?
44. How would you involve your community?
45. How would you describe your staff evaluation procedures?
46. What is the role of students in an academic setting?
47. What is the most exciting thing going on in education today?
48. What changes have you made in your last position?
49. What means of communication do you rely on most?
50. What inservice programs have you developed for and with your staff?
51. What activities do you rely on to improve or maintain staff morale?
52. What do you consider your biggest pressure?
53. What are your educational goals, personal goals?
54. Where do you plan to be five years from now, ten years from now?
55. What methods do you use to evaluate your department and its programs?
56. What do you like most about working in higher ed? Which part of the job do you least like?
57. How do you resolve conflict between staff members? Students and staff?
58. What is your personal philosophy of education?
59. What special programs have you developed?
60. Can you site evidence of recent professional growth?
61. What is your experience with management by objectives, or with working a management team?
62. What are the most crucial issues facing college students today?
63. What motivates you?
64. Why do you want to leave your current position?
65. How would you describe your last supervisor?
66. How would you describe your last day at work? How do you deal with personal stress?
67. What process do you use to understand all facets of a problem?
68. If you could, what would you change about your current situation?
69. What yearly goals were established for your previous position? How were they determined and how were they achieved?
70. What are the last three books you have read?
71. How would you describe an effective public relations program for the department?
72. Can you tell me about your most successful professional experiences?
73. Can you cite evidence of your efforts in staff development?
74. What has been your biggest contribution to your previous position?
75. Why did you desire to go into higher ed administration?
76. How important is it to you to be the best at what you are doing?
77. Can you cite evidence of your position on professional development of support personnel?

78. How do you define a high quality education program?
79. What aspect of your current position consumes most of your time?
80. Why should you be hired instead of the other candidates?
81. If you are selected for this position, what do you think we can do to help you be successful?

Interview Questions: Principal

1. What is the single most important quality a principal should have, and why?
2. How will you introduce yourself to the students and continue to build a relationship with them throughout the year?
3. Describe your approach for student behavior management.
4. As a principal what would you do to support the teachers?
5. How will you promote new curriculum and instruction initiatives at the school?
6. Why are interested in being a principal in our school district?
7. What is your vision for parent participation in the school and what steps will you take to achieve this vision?
8. What do you know about our school district?
9. How can you contribute to the development of the children in our school?
10. What is your philosophy of secondary/elementary/middle school education?
11. What are your perceptions of the role of the secondary/elementary/middle school administrator in public education today?

ADMINISTRATOR INTERVIEW QUESTIONS

Prepared by National Middle School Association 5/24/05

Administrator Interview Questions (principal, assistant principal, dean of students)

Background:

- o Please explain experience you have had as it relates to this position.
- o Tell us about yourself. (Include information about high school, college, activities, honors, student teaching assignment, administrative experience. etc.)
- o What are your endorsements?
- o Why do you want to be a middle level principal/assistant principal/dean of students?
- o What do you perceive as the top priority as a school administrator? For this position?
- o Why do you feel that you are the best candidate for the position?
- o What makes for a good middle school?

Students:

- o Describe some characteristics of middle level students.
- o What three expectations do you have of students?
- o How do kids learn?
- o How have you had a positive influence on the lives of your students as an administrator?
- o What should a typical day be like for students in middle school?

Leadership – General:

- o Tell us about your leadership style. How do you lead? What would we observe when watching you work with staff?
- o What role do you take in team meetings?
- o What do you look for when observing teachers?
- o Describe how you utilize technology to manage your building.
- o What characteristics do you look for in a teacher candidate for your building?
- o Describe your experience with building a master schedule.
- o What three expectations do you have of your staff?
- o Explain your experience in running meetings and leading groups.
- o How have you worked with regular education teachers in order to better ensure the success of integrating kids with special needs in regular education classrooms?
- o What are the characteristics of a successful school for young adolescents?
- o Describe your knowledge and experience in using data to inform decisions.

Leadership - Instruction/Curriculum:

- o Describe a curriculum project that you have led in your building as an administrator and your role in the process.
- o Describe your experience working with special education programs/students.
- o Describe your experience working with English language learners.
- o Describe what you consider good assessment.
- o What do you see as the Curriculum Director's role in working with your staff?
- o What do you consider to be the key components of a good middle level program?
- o When you walk into a classroom, how can you tell if learning is going on?
- o What do you expect to see in quality lesson plans?

Leadership - Staff development:

- o How do you tell someone he or she is not doing a good job?
- o How do you decide what staff development is necessary?
- o How do you determine what to do on staff development day?
- o How do you evaluate the effectiveness of staff development?
- o What does staff development look like in your school?

Situations:

- o How would you go about developing and implementing an advisory program in a school where no such program exists?
- o Have you had to develop a shared vision where there had been no vision or different visions? Describe that experience.
- o How do you work with a teacher that repeatedly sends students to the office?
- o How do you work with a parent who is upset and/or angry with a teacher?
- o Describe the toughest student(s) you have dealt with and how you resolved the situation.
- o What steps would you follow if a teacher did not comply with your recommendations after a classroom visit?
- o How do you react when a parent calls and is upset with something one of your teachers has done?
- o How do you react when a parent calls and is upset with something you have done?

School Climate and Community:

- o Describe ways you contribute to or facilitate collegial support and staff morale.
- o When dealing with a discipline problem with a student, what is your major concern?
- o How much/what type of input do you solicit from a teacher in dealing with referrals/discipline problems with a student?
- o What kind of discipline plan do you expect from the teachers working under you?
- o When a teacher sends a student to you for discipline what process do you follow?
- o How have you helped others develop discipline, intervention, or behavior plans?
- o Tell us about a time when you had to make a difficult decision, and you knew that whatever you decided, some people would be unhappy.
- o Define "learning community," and describe what that looks like in your school.
- o What does a safe, supportive, encouraging environment look like in your school?
- o How do you go about creating and nurturing a safe, supportive, encouraging school environment?
- o What role do parents and adult family members have in the school?
- o What do you expect of students' parents and adult family members?

Professional identity, care, and development:

- o What makes you well-suited to work with middle level students in this capacity?
- o What is your greatest strength?
- o Weakness?
- o What three words would your staff use to describe you?
- o What three words would your students use to describe you?
- o What do you read to stay current in your field?
- o What are your long-term professional goals?
- o What do you do to combat stress?
- o What kinds of things are important to you and would definitely be part of your daily schedule?

INTERVIEW QUESTIONS

School Administrator Supervision Curriculum Development

1. Tell us about your educational background.
2. Tell us about your work/professional experience.
3. Why do you want to become an administrator? Principal? Vice principal? Business administrator? Coordinator?
4. What are your professional goals for the next 5-10 years?
5. Suppose you have a new idea for parent-school communications that you want to try; how would you go about it?
6. Do you think social faculty functions are important? Why?
7. What is your greatest professional strength? weakness?
8. What are your three best leadership qualities? Describe at least one situation where one of these qualities was exemplified?
9. How would you improve school-community relations?
10. How do you view the current teacher evaluation procedure used by the school district? Would you change it if you could and how?
11. Describe your philosophy of discipline? In which methods of discipline have you been formally trained?
12. Please respond to the following: "Instruction and classroom management are related."
13. On a scale of 1 to 10, how would you rate yourself as a disciplinarian? Why?
14. What is the administrator's role in disciplining a child? The parent's role?
15. If problems arise with a student, what support services should the school provide?
16. Do you think schools should be "single-point-of-service" providers? Why?
17. What skills or interests do you have that would benefit our extracurricular programs?
18. In this era of fiscal belt-tightening, what are some ways which you would maintain services/activities without incurring extra costs? How would you cut costs?
19. How would you involve parents in the education of their children?
20. What are some ways you measure a teacher's effectiveness?
21. How do you deal with a teacher's deficits?
22. A teaching assistant in your building comes to you, in confidence, to complain about something a teacher has done. How would you handle it?
23. What methods/strategies have you used in resolving conflicts between students? Teachers? Parent vs. teacher?
24. How would you help teachers and staff improve student achievement?
25. What is the role of a Principal? Vice Principal? Intern? (position for which you are interviewing)
26. What is your vision of Special Education?
27. What is the impact of inclusion on the school community?
28. Why do you feel that you are the best candidate for this position?

29. What would you do if an angry parent came in unexpectedly to demand that their child Not be suspended for fighting?
30. How would you go about improving Instruction?
31. Correlate student achievement to teacher evaluations.
32. A teacher has an unusually high failure rate. What would you do? What if that teacher was uncooperative with you? What if that teacher started discussing these issues in the teachers' lounge?
33. Several teachers have been grumbling in the lounge, about lack of administrative support. What would you do?
34. An informant(student) comes to you and reports that another student has brought drugs Into the building. What would you do?
35. You suspect a female student has hidden a box cutter in her undergarments. What would you do?
36. What have you done with your life?
37. Why do you want this position as Vice-Principal since it would be a lateral move?
38. After being with the same large school district for so long, do you think you'll be able to adjust to a small, rural district?
39. What was your biggest career disappointment? How did you deal with it?
40. What are the skills you most need to develop to advance your career?
41. What do your supervisors tend to criticize most about your performance? Did you agree or disagree with them?
42. What types of teachers(people do you find it most difficult to get along with)?
43. Have you ever hired anyone? Was it a successful experience?
44. Have you ever had to write a critical Incident report on a teacher? What was the outcome?
45. A bus driver angrily demands that a disruptive student get off the bus immediately and at a place that is not the student's regular stop. The child calls home, the parent calls you and demands assistance in getting the child home. Are you responsible? What do you do?
46. What does the word "success" mean to you?
47. What does the word "failure" mean to you?
48. What does "Integrated Thematic Instruction" mean? What experience do you have with ITT?
49. Please elaborate on Learner Outcomes. What is your training experience In implementing Learner Outcomes?
50. What is a variance? Have you any experience in obtaining a variance? Developed a program involving a variance?
51. a.) Three students approach you, in confidence, and they state that a particular teacher has been hitting them with a ruler. What do you do? b.) This is the second time in two years that this complaint has been made. Now what do you do? c.) The teacher admits to this practice. Now what?
52. An angry cafeteria worker refuses to serve a very rude student and demands that the student be denied lunch for the next three days. What do you do?
53. What should a principal expect from teachers and staff?
54. What should teachers and staff expect from the principal?
55. Are there any questions that we did not ask you that you wish we had? If so, what are they?
56. The 3 most important roles of principal V. P .Intern
57. Discuss leadership style as it relates to organizational change How do you know when you've been successful?
58. Discuss the relationship between instructional improvement, teacher evaluation and staff development.
59. List three of your leadership strengths and provide an example of each.
60. Will you briefly describe your leadership style?
61. What are your strong points as an educator?

62. In what areas do you feel need improvement?
63. How would students in your school describe you?
64. If I were to walk into your faculty workroom and ask teachers to describe you, what would they say?
65. What is your most significant achievement in education?
66. What have you done to keep abreast of developments in your field?
67. What steps would you take when developing a budget for your school?
68. What do you see as the role of the department head?
69. How would you involve the professional staff in the decision making process?
70. What do you do for recreation?
71. How would you involve your community?
72. How would you describe your staff evaluation procedures?
73. What is the role of students in your building?
74. What is your position on competency-based education?
75. What is the most exciting thing going on in education today?
76. What changes have you made in your school since becoming a principal (or in your classroom if not a principal)?
77. What means of communication do you rely on most?
78. What inservice programs have you developed for and with your staff?
79. What curriculum changes have you made?
80. How do you make curriculum changes?
81. What role does student council play in your school?
82. What is the ideal role of the public school principal?
83. How important are athletics at your school?
84. What activities do you rely on to improve or maintain staff morale?
85. What do you consider a principal biggest pressure?
86. What are your educational goals, personal goals?
87. Where do you plan to be five years from now, ten years from now?
88. What methods do you use to evaluate your school and its programs?
89. How would you involve parents in your school?
90. What do you like most about being principal? Which part of the job do you least like?
91. Would you enjoy living in this community?
92. How important is it that people like you?
93. What are the major qualities you seek in a new teacher?
94. How do you resolve conflict between staff members, students and staff?
95. What is your personal philosophy of education?
96. How would you describe the appearance of an effective classroom?
97. What special programs have you developed?
98. What is your school doing for the special needs children?
99. Can you site evidence of recent professional growth?
100. What is your experience with management by objectives, or with working a management team?
101. How would you organize the administrative staff for a school of this size?
102. How would you describe the role of the student counselors?
103. How would you react to a student calling you by your first name?
104. What are the most crucial issues facing a principal today?
105. What motivates you?
106. Why do you want to leave your current position?
107. How would you describe your last superintendent.
108. How would you describe your last day at work? How do you deal with personal stress?
109. What process do you use to understand all facets of a problem?

110. If you could, what would you change about your current situation?
111. Are there yearly goals established for your current staff? If so how are they determined and how are they achieved?
112. Will you tell me about your personal experiences with school?
113. How do you resolve parental complaints when you know the teacher is in error?
114. How would you describe an effective drug policy for schools?
115. How do you manage your time effectively in school?
116. What are the last three books you have read?
117. How would you describe an effective public relations program for a school?
118. Can you tell me about your most successful professional experiences?
119. What personal qualities do you think are important for a principal to possess?
120. How often and in what manner do you conduct faculty meetings?
121. Do you work with a faculty council or similar group? If so, how are members selected?
122. Can you cite evidence of your efforts in staff development?
123. What has been your biggest contribution to your school system?
124. How many days have you missed in the last three years?
125. Can you describe how you organize meetings?
126. Why did you desire to go into school administration?
127. How would you use the following: assistant principal, office manager etc.?
128. What are some of the actions for which you would suspend students?
129. Do you think a school can be too student oriented?
130. Do schools need to return to basics?
131. How important is it to you to be the best at what you are doing?
132. What is your opinion of the teachers' association?
133. If you were to take us on a tour three years from now, what would you say is significant about the educational program and philosophy of the school?
134. How do you involve students in the decision-making process?
135. How do you involve teachers in the decision-making process?
136. Can you cite evidence of your position on professional development of support personnel?
137. What concept would you insist be contained in the education philosophy of your school?
138. What role does the principal play in curriculum development?
139. Can you site evidence of steps you have taken to eliminate sexual and racial stereotyping in the instructional program?
140. How do you define a high quality education program?
141. What instructional programs have you developed for the handicapped?
142. Can you name the two or three books or concepts that have influence you most in your professional career?
143. What factors do you consider when allocating money for the educational program?
144. Can you site your experiences in developing a schedule of classes for a school?
145. Can you cite effective teaching techniques that you look for when evaluating a class?
146. Can you site steps you have taken to improve the performance of a poor teacher?
147. How do you view negotiated employee contracts?
148. What aspect of your current position consumes most of your time?
149. How would you describe an effective antivandalism program?
150. What energy-saving programs have you implemented in your school?
151. Why should you be hired instead of the other candidates?
152. What questions do you wish I would have asked?
153. If you are selected for this position, what do you think we can do to help you be successful?
154. What does "student as learner" mean to you?

QUESTIONS TO ASK

1. May I ask, what aspects of my background attracted you to my resume?
2. Why is this position open?
3. How would you describe your administrative style?
4. If I am your candidate of choice and accept the position, what are the top priorities you would want me to address during my first few months on the job?
5. Is there any aspect of my candidacy/resume that is unclear or might concern you that I can clarify before I leave?
6. How soon can I expect to hear from you?
7. Are there additional individuals/committees with whom I'll be interviewing prior to the final selection?
8. What is your hiring timetable?
9. What specific qualities/experience/credentials are you seeking? How do you intend to utilize those strengths?
10. What is your vision for the program? School? District?