**Administrator Interview Questions**

Teachers & Support Staff

Interview Team Introductions

1. Please tell us about yourself.
2. What are the most important ways that you will help the teachers? How do you bring out excellence in others?
3. Why did you apply for this position at South Hardin High School?
4. How do you get involved with students? Please provide examples.
5. As a new principal in a school, how would you go about building relationships of trust and collaboration with staff, parents, and students?
6. How do you go about creating and nurturing a safe, supportive, encouraging school environment?
7. How do you use assessment data to improve student achievement?
8. Describe how you utilize technology for instruction? To manage your building?
9. How would you describe your leadership style?
10. What is student-centered instruction and how would you work with teachers to make classrooms more student-centered?
11. High-risk parents are often not involved in the school process. What strategies would you use to engage them?
12. Describe what you consider to be a good teacher and how do you make sure teachers are living up to your expectations?
13. If you became aware of a teacher that is having difficulty with instructional techniques and classroom management, what would you do to help? (Note: if they say mentoring, it may be necessary to ask them to elaborate on what they mean by mentoring.)
14. When you visit a classroom, what are the first things you look for as signs that the classroom is an effective learning place?
15. What do you feel are the key components of maintaining high staff morale?
16. Describe an example of how you would build enthusiasm among the staff for a new program.
17. Briefly describe current curriculum developments at the high school level that you are excited about
18. What role should technology play in High/Middle/Elementary School and how can it support teaching and learning?
19. If you were offered this position, list your top five priorities for starting a new year with a new staff.
20. What is the Principal’s role in the improvement of student discipline?
21. What ideas do you have to help eliminate bullying that may occur in a school?
22. Please share your philosophy on disciplining middle school students.
23. As the principal, a teacher approaches you with a request to take care of a personal need during the eighty-minute plan time. Would you:
    1. Ask the teacher to look at the contract regarding the use of plan time for fulfilling personal needs.
    2. Allow the teacher to go without question.
    3. Allow the teacher to go but ask this person to put the request in writing.
    4. Select to do something not in a, b, or c.

Please elaborate on your choice.

1. Please explain your philosophy on inclusion and what you believe to be the strength and weaknesses of an inclusive model.
2. What discipline standards or procedures have you found to be effective when dealing with students? Please be specific regarding students with IEP’s, at risk students, and gifted students.
3. Middle schools are traditionally grouped into teams or communities of students and teachers. What are the advantages and disadvantages of such a grouping?
4. What role do you feel teachers should have in the development of the building budget?
5. How might you use staff evaluation as a tool in order to help teachers and support staff develop new competencies and explore innovations in instruction?
6. Please share what professional development activities you have actively participated in over the last two years and what specific steps you would take to promote and encourage continued professional development of your staff.
7. In what areas will teachers be empowered to share decisions and what areas will be reserved for administrative prerogative with you as their principal?
8. What is student-centered instruction and how would you work with teachers to make classrooms more student-centered?
9. What are the most important characteristics of a strong instructional team?
10. What experiences have you had in working with low income and “at risk” students?
11. What experiences have you had in working with gifted students?
12. “At risk” is a term that is used frequently by educators to describe a targeted segment of the total school population. Please discuss with us your interpretation of this group of students.
13. What 3 things would you look for when evaluating a teacher?
14. What would you highlight in your opening day speech to staff and then please tell us about how you would run a monthly Teacher’s Meeting.
15. How do you motivate teachers so they will want to try new ideas?
16. What three words would your current staff use to describe you?
17. What role do you feel extracurricular and co-curricular activities have in the high school experience?
18. What expectations do you have of your staff?
    1. Office personnel
    2. Counselors
    3. Teachers
    4. Support Staff
19. How would you plan to handle things/programs we have in place here that you don’t agree with?
20. What are your expectations for student behavior? What role does the assistant principal have in discipline?
21. How do you recognize students for their achievements?
22. On a scale of 1-100%. What percent of learning is the responsibility of the teacher and what percent of the responsibility is the students?
23. What has been your experience with collaboration between the special education teacher and regular education teacher?
24. When is ability grouping appropriate and when is it not appropriate?
25. What is your knowledge and experience with mandated testing?