**Administrator Interview Questions**

School Board Members

1. We have had a little time to look over your resume’, but would you please take a minute or two to tell us about your professional-self?
2. Could you please tell us a little about yourself and anything that you feel is important for us to know about you as a candidate for the principalship here?
3. Tell us something interesting that was not on your resume’
4. With IDEA and NCLB, what model would you choose for improving the instruction to the special education students? (ie: how will you attempt to raise student achievement scores in you special education population?)
5. How do you plan to monitor and evaluate the school’s curriculum?
6. What are the most important ways that you will help the teachers? How do you bring out excellence in others? (How do you deal with mediocrity?)
7. How do you go about creating and nurturing a safe, supportive, encouraging school environment?
8. How do you use assessment data to improve student achievement?
9. Describe how you utilize technology for instruction? To manage your building?
10. What process do you to monitor and adjust the school improvement plan to assure that it is progressing in a timely and systematic manner and resulting in increased student achievement?
11. Why did you apply for this position?
12. What are the traits of an effective principal?
13. What do you think is your most outstanding contribution to your present school district?
14. Recently, professional journals have been spotlighting the evolving role of the principal. In light of this information, what do you consider this rdefined role to be?
15. As a new principal in a school, how would you go about building relationships of trust and collaboration with staff, parents, and students?
16. What are the most important functions of a high school principal as they pertain to students?
17. Schools tend to take on personalities of their own that are generally influenced by the leadership style of the building principal. Based on this, what would \_\_\_\_\_\_\_\_\_\_ School look like if you were named principal?
18. What is student-centered instruction and how would you work with teachers to make classrooms more student-centered?
19. How do you recognize students for their achievements?
20. How do you get involved with the students? How visible will you be during the school day and at school events? (please provide examples)
21. What experiences have you had in working with low income and “at risk” students?
22. “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.
23. What experiences have you had in working with gifted students?
24. 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.
25. How will you identify the educational needs and values of the community?
26. Please describe the role you feel parents should play in the operation of the school and highlight how you will engage parents of high-risk students in the school process.
27. Describe what you consider to be a good teacher and how do you make sure teachers are living up to your expectations?
28. 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.)
29. When you visit a classroom, what are the first things you look for as signs that the classroom is an effective learning place?
30. Briefly describe current curriculum developments at the high/middle/elementary school level that you are excited about.
31. What role should technology play in high school/middle school/elementary school and how can it support teaching and learning?
32. Is there anything we did not cover that you would like us to know about you as we consider you as a candidate for the \_\_\_\_\_\_\_\_\_ School principalship?
33. How do you go about evaluating programs at the high school. If you had to make cuts in the budget how would you decide what programs are effective and which should be reconsidered?
34. What do you feel is the biggest challenge in public education today? How do you overcome this challenge?
35. Tell us what you believe to be the primary function of a successful Assistant Principal.
36. What is the Principal’s role in the improvement of student discipline?
37. In your role as Assistant Principal, how would you communicate with parents?
38. Explain how you would use data to improve school goals.
39. Have you ever worked on developing a master schedule? If so, what student information program was used? Describe your role in the process.
40. Have you ever developed community relationships or business partnerships? Share an experience.
41. What relationship would you expect from the Principal (as an Assistant Principal)?
42. What ideas do you have to help eliminate bullying that may occur in a school?
43. Please share your philosophy on disciplining middle school students.
44. 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. If you were asked to implement an inclusive model, what factors do you feel are critical to consider?
3. What thoughts or ideas do you have for managing a more site-based building budget? What do you see as your biggest challenge in this area?
4. What do you see as the role of the Principal as it relates public relations within the community? Do you have any ideas for promoting positive PR in our community?
5. What are some of your ideas for managing supervision and crowd control? Is there a policy for what should or shouldn’t be covered? How could this be shared to spread some of the burden?
6. What do you see as your role as it relates to athletic policy violations? How would you work with the AD in these types of situations?
7. How do you feel about the issue of extracurricular policy covering “all” co-curricular areas including band, vocational, homecoming & prom?
8. What are your feelings about honoring former \_\_\_\_\_ athletes’ accomplishments and how might you go about establishing a program for doing so?
9. Describe a recent incident that required quick reaction and good judgment on your part.
   1. What was the problem and how did you handle it?
   2. Who was in charge; how did you relate to that person?
   3. What was the most forceful thing that you said and did?
   4. What did you do that was the most effective and the least effective?
10. What programs or projects have you been responsible for implementing? Tell me how you planned and executed the most important of these.
    1. Where did the idea come from?
    2. How did you initially define your short- and long-term goals?
    3. What unanticipated difficulties arose in carrying out the plan?
    4. What changes were made in your plan as it was being implemented?
    5. How effective do you think, looking back, your preliminary planning efforts were?
11. As a building administrator, what message would you want your school to convey when visitors walk into the building?
12. Successful schools build strong linkages with major stakeholders. Identify these stakeholders and explain how you will build those linkages.
13. Should students at the middle school level be involved in the governance of the school? If so, why? If not, why?
14. In your estimation, what assessment strategies should be used in determining what a student knows and is able to do?
15. How will you market the school instructional qualities to the community?
16. How will you encourage teachers to keep in close contact with parents? Also, how would you monitor to assure this takes place?
17. How do middle school practices differ from those of a junior high school?
18. When is ability grouping appropriate and when is it not appropriate?
19. Middle schools are traditionally grouped into teams or communities of students and teachers. What are the benefits of such a grouping? What are the disadvantages?
20. What factors are critical considerations regarding how you would evaluate student scheduling decisions?
21. Research indicates that retention of students is usually not successful. In what situations do you feel retention would still be justified?
22. Describe how you will handle discipline for elementary students and how that may differ from disciplining high school students.
23. ­­­­­­­­­­­­How would you help us continue to make progress with technology when we are faced with such a limited budget?­­­­­­­­­­­­­­­
24. Explain how you would work with the people involved with our sports co-op: Administrators, Athletic Director, and Coaches.
25. Can you give us 3 words that will best describe you as a principal.
26. What is the one area that you worry about dealing with when you become a principal?
27. What is your knowledge and experience with mandated testing?
28. Please share your experiences working with special education and what role do you think special education plays in a small school.
29. What strategies have you used to encourage student participation in school activities?
30. What three words would your current students use to describe you?
31. How important is it for a school principal to be present at school events? How would you handle a situation where a student yells inappropriate things at a ball game?
32. What benefits from social media have influenced schools? How have you managed the distractions with the benefits in regards to social media?
33. How do you use technology as a school leader?
34. How do you balance your personal and professional life?
35. How would you measure your effectiveness after one year in the position? After 3 years in this position?
36. What role do you feel extracurricular and co-curricular activities have in the high school experience?
37. How would you plan to handle things/programs we have in place here that you don’t agree with?
38. Why should we hire you? What do you believe you have to offer that sets you apart from other candidates?
39. A community member asks you why an ambulance or police vehicle was out in front of the school.  How would you respond?
40. What is your philosophy of alternative education or alternative schools?
41. What questions do you have for us?