**Administrator Interview Questions**

Administrators

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. Tell us something interesting that was not on your resume’
3. What are the attributes of a good leader?
4. How do you plan to monitor and evaluate the school’s curriculum?
5. 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?)
6. How do you go about creating and nurturing a safe, supportive, encouraging school environment?
7. In what ways do you involve parents in your school?
8. In what ways can schools help parents in their role as primary educators?
9. When you have an important decision to make, what process will you use?
10. How do you use assessment data to improve student achievement?
11. Describe how you utilize technology for instruction? To manage your building?
12. 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?
13. Why did you apply for this position?
14. How would you describe your leadership style?
15. What are the traits of an effective principal?
16. What do you think is your most outstanding contribution to your present school district?
17. 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?
18. What do you do to keep up to date in your field?
19. 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.
20. What is student-centered instruction and how would you work with teachers to make classrooms more student-centered?
21. How do you recognize students for their achievements?
22. How do you get involved with the students? How visible will you be during the school day and at school events? (please provide examples)
23. What experiences have you had in working with low income and “at risk” students?
24. “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.
25. What experiences have you had in working with gifted students?
26. Describe what you consider to be a good teacher and how do you make sure teachers are living up to your expectations?
27. 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.)
28. Please share an example of how you would work with a teacher who needs improvement?
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. What do you feel are the key components of maintaining high staff morale?
31. Briefly describe current curriculum developments at the high school level that you are excited about
32. What role should technology play in high/middle/elementary school and how can it support teaching and learning?
33. What do you do to keep up to date in your field? What regular professional reading do you do?
34. 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?
35. What do you feel is the biggest challenge in public education today? How do you overcome this challenge?
36. Tell us what you believe to be the primary function of a successful Assistant Principal.
37. What specific educational programs have you used or implemented that helped to improve learning?
38. As technology in schools evolve the dynamics of a high school library also changes. What is your vision for a high school library in a digital school environment?
39. Share with us your experience with special education.
40. Please explain your philosophy on inclusion and what you believe to be the strength and weaknesses of an inclusive model.
41. What has been your experience with collaboration between the special education teacher and regular education teacher?
42. What would you do to increase parent involvement in the school and in their child’s education? How would you communicate with parents?
43. What is the Principal’s role in the improvement of student discipline?
44. Please share your philosophy on disciplining middle school students.
45. What ideas do you have to help eliminate bullying that may occur in a school?
46. Do you have any personal or professional commitments that may interfere with you attending school and district events beyond the school day?
47. 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. How do middle school practices differ from those of a junior high school?
2. As a new principal in a school, how would you go about building relationships of trust and collaboration with staff, parents, and students?
3. What is the role of support staff, specifically secretaries, custodians, and classroom aides in a high/middle/elementary school and how would you integrate support staff with the instructional team?
4. 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.
5. Middle schools are traditionally grouped into teams or communities of students and teachers. What are the advantages and disadvantages of such a grouping?
6. What role do you feel teachers should have in the development of the building budget?
7. How do you see yourself managing staff related issues (e.g. utilization of prep. time, newly defined teacher work day, requested “favors,” etc.)?
8. How do you see yourself managing your changed role (i.e. “sympathetic figure” vs. “being the bad guy – having to say NO”)?
9. When you have to tell a staff member, parent, or community member “NO,” describe how you might approach that situation (e.g. denying a request to “skip” open house or turning down a purchase request).
10. How do you see yourself managing a parent and/or student that is completely obnoxious and has exhausted your patience with them?
11. 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?
12. 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?
13. Please describe any experiences you have had developing a building staff development program.
14. Please describe what you feel a model building staff development program would look like.
15. What are things that catch your attention when looking at a school?
16. As a building administrator, what message would you want your school to convey when visitors walk into the building?
17. Should students at the middle school level be involved in the governance of the school? If so, why? If not, why?
18. In what areas will teachers be empowered to share decisions and what areas will be reserved for administrative prerogative with you as their principal?
19. Discuss your knowledge of the current trends and best practices in reading, writing, and arithmetic and how you plan to keep your staff involved with the current and changing educational trends.
20. How will you encourage teachers to keep in close contact with parents? Also, how would you monitor to assure this takes place?
21. When is ability grouping appropriate and when is it not appropriate?
22. What factors are critical considerations regarding how you would evaluate student scheduling decisions?
23. What are the most important characteristics of a strong instructional team?
24. Research indicates that retention of students is usually not successful. In what situations do you feel retention would still be justified?
25. What 3 things would you look for when evaluating a teacher?
26. When hiring a teacher, what traits or qualities would you look for?
27. Describe how you will handle discipline for elementary students and how that may differ from disciplining high school students.
28. How would you handle a difficult staff member? An example would be a teacher who constantly questions every decision you make.
29. In transitioning from a teacher to administrator, how will you handle staff members who think they can take advantage of your situation and use previous friendships to their advantage?
30. How do you motivate teachers so they will want to try new ideas?
31. What is your experience using Google Docs and GAFE (Google Apps For Education)? If experienced, how have you used it to enhance learning & collaboration in your current district?
32. 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?
33. How do you balance your personal and professional life?
34. How would you measure your effectiveness after one year in the position? After 3 years in this position?
35. What do you believe are the most important functions of a principal/an assistant principal as they pertain to secretaries, custodians, and associates? (Please explain) As they pertain to students?
36. What areas do you believe you need to concentrate for growth and improvement?
37. How would you plan to handle things/programs we have in place here that you don’t agree with?
38. What role do you feel extracurricular and co-curricular activities have in the high school experience?
39. What expectations do you have of
	1. Central office administrators
	2. Building administrators
	3. Office personnel
	4. Counselors
	5. Teachers
	6. Support Staff
40. How do you foster professionalism and faculty unity?
41. What are your expectations for student behavior? What role does the assistant principal have in discipline?
42. Why should we hire you? What do you believe you have to offer that sets you apart from other candidates?
43. What characteristics do high school learners possess that make them unique, when compared to the elementary or middle school learners? Describe instructional strategies you would use to meet these unique learning needs of students.
44. In what ways do you stay current on best practices in instructional methods? Please describe some recent examples of implementation.
45. Please describe your understanding of the Iowa Teaching Standards. In what ways does your current practice support this state initiative?
46. What does being a reflective practitioner mean to you? How does professional development relate to being a reflective practitioner?
47. What are your biggest concerns about the field of education today?
48. Describe a circumstance in which you have had to communicate with a challenging parent? How did you overcome this challenge and make your communication productive?
49. Describe your experience working with middle school students and/or your knowledge of this age level
50. What do you believe would be your greatest strength for this position? What do you think would be the biggest challenge?
51. A community member asks you why an ambulance or police vehicle was out in front of the school.  How would you respond?
52. What is your philosophy of alternative education or alternative schools?
53. How much input do you think teachers should have in goal setting and professional development for the building?
54. What tasks or responsibilities do you typically delegate and what do you do yourself? How do you decide whom to delegate?
55. What has been the hardest change for you to adapt to over the years? How did you handle it at first? What was it that you objected to most?
56. Tell me about the period of time when your work has been the most hectic. What did you do to keep it under control?
57. If you were offered this position, list your top five priorities for starting a new year with a new staff.
58. What experience do you have implementing and leading a one-to-one technology initiative? Describe your experience.
59. If you were hired for this position how will you transition into the lead role? What will your entry plan be so that you get off to a successful start?
60. What do you feel you could contribute to the administrative team?
61. Describe an example of how you would build enthusiasm among the staff for a new program.
62. What do you believe are the greatest challenge(s) facing you in transitioning from Don K’s management style to yours?
63. 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?
64. 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?
65. Describe the time when you were most disappointed by a delegated assignment not done properly. Why did you choose that individual? How did you become aware of the failure? What did you do? What feedback did you give?
66. Describe the most important situation you have faced in which the best action was not prescribed by definite guidelines.
	1. What was the situation?
	2. What was your rationale?
	3. What have you done to prevent this type of situation from reoccurring?
67. Tell me about the last time you had a disagreement with a coworker, boss or someone else at work.
	1. What did each of you say?
	2. What was the discussion like when it was the most heated?
	3. How did both of you show your frustration or anger?
	4. How was it resolved?
	5. How was your relationship with that person after the incident?
68. When was the last time you had to smooth a disagreement between two other people?
	1. How did you become aware of the problem?
	2. When did you intervene?
	3. What did you say?
	4. What effect did that have?
	5. What was the end result?
69. Tell me about the most long-term, sustained, extra-hours effort you have ever put in.
	1. What was the assignment or project?
	2. In what ways did you put out extra effort to get the job done?
	3. How successful were you on it?
70. Tell me about the last time you made a decision that backfired.
	1. What caused you to choose that particular course of action?
	2. What options did you consider?
	3. Whom did you talk to about it?
	4. What feedback did you get?
	5. What did you learn from this experience?
71. What has been your most disappointing or frustrating supervisory experience?
	1. What different approaches did you try?
	2. What directions did you give that were misunderstood?
	3. How did you handle objections to your directions or commands?
	4. Looking back, what could you have done differently?
72. Have you helped develop a technology plan for a district?
73. ­­­­­­­­­­­­How would you help us continue to make progress with technology when we are faced with such a limited budget?­­­­­­­­­­­­­­­
74. What is your knowledge and experience with mandated testing?
75. What are your thoughts on non-school employee coaches? How do you strive to hire coaches who understand the role of extracurricular activities?
76. What three words would your current staff use to describe you?
77. What benefits from social media have influenced schools? How have you managed the distractions with the benefits in regards to social media?
78. What questions do you have for us?