

Interview Strands and Questions for Interviews

Principal Position Hiring

Candidate: _____

Interviewer(s): _____

Leadership Strands for Principal Interviews as Valued by Staff and Board

Number of Staff/Board Inputs Given on Each Strand (rated from least to greatest # of responses)	Leadership Strands to be Probed
1	Understanding Student Growth and Development
2	Curriculum and Instruction Leadership
2	Ability to Show Empathy
2	Working with At-risk and Disabled Students
4	Personal Organizational and Work Habits
5	Knowledge and Implementation of Effective Schools Research
6	Ability to build Rapport With Students
7	Extra-curricular Involvement and Interests
9	Ability to Connect to and Promote Community
11	Clear Personal Mission and Purpose
14	Interpersonal Communication Skills
19	Maintaining a Clear and Consistent Discipline Program
82 <i>total responses</i>	55 (67%) resp. on discipline, communication, building rapport with students, community connection & extra-curric.

<i>Strand</i>			Rating
Listen and Look for	Questions	Comments/Observations	1-4 (1 is Low)
<i>Personal Mission and Purpose</i>	What makes you stand out as a candidate for this position?		1 2 3 4
<i>Mission and Purpose</i> Listen and Look for:	<i>Mentions the importance of clear leadership goals. Can talk about patterns and experiences of leadership</i>		
<i>Ability to Show Empathy</i>	Can a leader exhibit too much empathy for a student?		1 2 3 4
<i>Showing Empathy</i> Listen and Look for:	<i>Demonstrates an understanding of empathy. Seeks to understand the student's feelings.</i>		
<i>Personal Organizational and Work Habits</i>	How important are deadlines for you? How do you feel when others do not meet deadlines?		1 2 3 4
<i>Organization /Work Habits</i> Listen and Look for:	<i>Deadlines are personally very important. They try to understand the why of others not meeting deadlines.</i>		
<i>Knowledge and Implementation of Effective Schools Research</i>	What are some of the characteristics of effective schools? How will you promote these at school?		1 2 3 4

<p><i>Effective Schools Research Knowledge and Implementation</i> Listen and Look for:</p>	<p><i>Clear/shared vision; High standards/ expectations; Improving curriculum and instruction; Greater teamwork; Strong professional development; Increased community involvement; Ongoing process of school improvement; Has some ideas and goals to do so, but recognizes people in the process.</i></p>		
<p><i>Ability to Build Rapport with Students</i></p>	<p>How do you observe a teachers ability to connect with students? What are key skills you look for?</p>		<p>1 2 3 4</p>
<p><i>Building Rapport with Students</i> Listen and Look for:</p>	<p><i>Analyze the responses in terms of developing rapport.</i></p>		
<p><i>Maintaining a Proactive and Consistent Discipline Program</i></p>	<p>How do you investigate and handle an allegation of a rule violation at school?</p>		<p>1 2 3 4</p>
<p><i>Proactive and Consistent Discipline Program</i> Listen and Look for:</p>	<p><i>Identify the source of information and get the information/witnesses clear. Interview witnesses. Interview the alleged offender.. Determine accuracy of information and give determination of judgment. Communicate with parents regarding the violation.</i></p>		
<p><i>Extra-curricular Involvement and Interests</i></p>	<p>What are some of the most difficult problems encountered in sports?</p>		<p>1 2 3 4</p>

<p>Extra-curricular Involvement Listen and Look for:</p>	<p><i>Eligibility of students</i> <i>Coaching concerns</i> <i>Code violations</i> <i>Safety of programs</i> <i>Division to play in</i> <i>Study time affected for students</i> <i>Funding of sports</i></p>		
<p>Ability to Connect to and Promote Community</p>	<p>What are ways you will use to get to know the patrons of the district?</p>		<p>1 2 3 4</p>
<p>Community Connection Listen and Look for:</p>	<p><i>Values Attending events outside of the school day and building.</i> <i>Interest to participate in planning events.</i> <i>Regular Newsletters to community of school news and activities.</i> <i>Greeting people at events</i> <i>Other?</i></p>		
<p>Interpersonal Communication Skills</p>	<p>How do you know you are doing a good job of listening to someone?</p>		<p>1 2 3 4</p>
<p>Interpersonal Communication Listen and Look for:</p>	<p><i>The answers describe the responses of the other person to their listening.</i></p>		
<p>Working with At-risk and Disabled Students</p>	<p>Describe the role of a principal in a K-12 school in working with special education.</p>		<p>1 2 3 4</p>
<p>Working with At-risk/Disabled Students Listen and Look for:</p>	<p><i>Candidate is a member of the team that develops plans.</i> <i>Seeks to understand the disabilities.</i> <i>Brings concerns to the team.</i> <i>Supports the programs and staff.</i></p>		

<p><i>Curriculum and Instruction Leadership</i></p>	<p>How do you handle working with a teacher whose instruction is weak?</p>		<p>1 2 3 4</p>
<p><i>Curriculum/Instructional Leadership</i> Listen and Look for:</p>	<p><i>Recognize where the weaknesses are and establish a baseline. Be direct with a plan. Increase visits for a specific look for. More frequent feedback on strengths and weaknesses. Direct to professional development. Find ways for observable and measurable improvement. Recognize the scope and sequence of the intended classroom.</i></p>		
<p><i>Understanding Student Growth and Development</i></p>	<p>What do you see as the greatest challenges facing the primary grade students and the high school students?</p>		<p>1 2 3 4</p>
<p><i>Knowledge of Student Growth and Development</i> Listen and Look for:</p>	<p><i>Identifies specific needs at each level and how these needs can be met. Includes social, emotional, physical and academic needs at each level.</i></p>		