

MOCK INTERVIEWS

ADMINISTRATIVE INTERNS

**WASHINGTON STATE UNIVERSITY
VANCOUVER
MARCH 13, 2008**

Review of Documents:

A. Resume

B. Letter of Application

C. Portfolio

Suggested Interview Questions for Mock Interviews

Intern: _____ Interviewer: _____

1. Should you be selected for this position, please tell us about the person who will be joining our leadership team.

Emerging Competent Exemplary
_____ 1 2 3 4 5 _____

2. Probably nothing is more important to students, staff, and parents than the culture of the school. What are the attributes of school culture that are important to you? How would you as the leader establish or enhance the school culture for faculty and students?

Emerging Competent Exemplary
_____ 1 2 3 4 5 _____

3. Helping teachers improve their practice so they can help students improve their learning is the most important responsibility of the school leader. As the person responsible for the supervision of teaching and learning in your school, how would you help teachers to improve their practice?

Emerging Competent Exemplary
_____ 1 2 3 4 5 _____

4. School improvement planning and implementation is a critical activity in the quest to improve learning for all students. As the building leader how would this process work in your school? What are the critical elements which need to be included in a school improvement plan? What data for you in the most important for consideration?

Emerging Competent Exemplary
_____ 1 2 3 4 5 _____

5. Engaging parents as meaningful partners in the learning of their child is critical to a high achieving school. How would you effectively engage parents in this important work? How would you modify your efforts to engage parents based on the diversity of the student population?

Emerging Competent Exemplary
_____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____

6. The personal safety of students and staff is very important. What are some key considerations when designing a school safety plan?

Emerging Competent Exemplary
_____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____

7. Sometimes the building leader is “caught” between the initiatives of the district and the priorities of the staff (and your own priorities). How would you navigate these opposing views or interests?

Emerging Competent Exemplary
_____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____

8. How would you organize your work time as a school leader between leadership and management responsibilities?

Emerging Competent Exemplary
_____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____

9. What is an emerging issue in education that will impact your role as a building leader? How will you prepare yourself to meet this issue?

Emerging Competent Exemplary
_____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____

10. The most challenging ethical dilemmas you face as a leader are the “right v. right” type. What is your framework for deciding these sort of dilemmas? Please give us an example.

Emerging Competent Exemplary
_____1_____2_____3_____4_____5_____

11. Please discuss the strategies you would use when: (*select one or more depending on remaining time available*)

a. A parent you are meeting with begins to exhibit a great deal of anger.

Emerging Competent Exemplary
_____1_____2_____3_____4_____5_____

b. A teacher has clearly violated a policy or procedure.

Emerging Competent Exemplary
_____1_____2_____3_____4_____5_____

c. Two teachers share with you a concern about another teacher’s classroom management practices.

Emerging Competent Exemplary
_____1_____2_____3_____4_____5_____

d. Planning your opening day staff meeting as a new building leader.

Emerging Competent Exemplary
_____1_____2_____3_____4_____5_____

e. A student reports to you that another student is harassing her.

Emerging Competent Exemplary
_____1_____2_____3_____4_____5_____

f. The athletic director reports to you that several starting basketball players were at a party last weekend (and the state tournament is this weekend.)

Emerging Competent Exemplary
_____1_____2_____3_____4_____5_____

g. A teacher shares with you she has evidence a student cheated on an assignment.

Emerging Competent Exemplary
_____1_____2_____3_____4_____5_____

12. Why should we hire you for this position?

Emerging Competent Exemplary
_____1_____2_____3_____4_____5_____