

Tool 22

# School Administrator Interview

District/School:	Interviewee:
Date:	Role:
Time:	Interviewer(s):

Question #	Trait	Question	Response
1		Tell us a little about recent school improvement efforts here at _____ School.	
2	2A1	How do you monitor to ensure that the content standards are incorporated into instruction?	
3	2E1	As you observe classrooms, how do you measure the degree to which students are engaged in their work?	
4	2E2	As you observe classrooms, how do you determine if the lesson is at an appropriate level of rigor?	
5	2F1	How do you ensure that teachers are adept at diagnosing student gaps in understanding and knowledge?	
6	2H2	After observing classrooms, how do you provide feedback to teachers regarding the clarity of their instruction and directions to students?	
7	2I2	When new opportunities arise, such as grants or district initiatives, how do you ensure that the school takes on only those coordinated with existing instructional efforts?	
8	2J1	How does the district ensure that the taught curriculum matches the written curriculum and pacing charts?	

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9	3B1	How do you ensure that teachers use both formative and summative assessments to improve instruction?	
10	3D1	How are data from diagnostic assessments used to place, group, and regroup students?	
11	4A3	How does the school strategic plan impact school decision-making?	
12	4E1	How is school leadership shared, with whom, and based on what?	
13	4F3	How do the school and district support teachers in taking on leadership roles?	
14	4H1	How do you resolve conflict among staff members?	
15	4K1	How often do you informally observe teachers? How do you provide feedback on your observations?	
16	5A1	How are schoolwide strategic plans developed?	
17	5D1	When designing the strategic plan, how does the school planning team study the problems identified by the data analysis, determine their underlying causes, and identify solutions?	
18	5E1	How did the planning team involve staff members and stakeholders in the discussion of school challenges and potential solutions?	
19	5E3	How do you ensure that the school strategic plan is coordinated with districtwide efforts and resource allocations?	
20	5G2	Have planned activities been completed within the time lines specified in the strategic plan?	

REPRODUCIBLE

Question #	Trait	Question	Response
21	6A1	How do you work with staff members to ensure that professional development addresses both content and pedagogy?	
22	6A2	How does the district support school administrators' professional development?	
23	6B1	How are student achievement data used to select and prioritize professional development?	
24	6B2	How do you ensure that teachers receive professional development in standards-based instruction and assessment strategies?	
25	6B3	How do you ensure that professional development complements the existing instructional program?	
26	6C3	How is staff professional development differentiated based on individual teachers' levels of knowledge and experience?	
27	6C4	How are you involved in ensuring that staff members participate in professional development that addresses both individual and schoolwide needs?	
28	6D1	How does the school support professional development as a routine part of every teacher's responsibility and workday?	
29	6E1	Has there been any recent professional development in cultural understanding? Why was it effective or ineffective?	
30	6E2	How are issues of racial and cultural equity addressed?	
31	6E3	Are there racial or cultural issues that adversely impact student achievement?	
32	6F1	Is there a formal induction program for new teachers? What are its components?	

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33	6F2	Does an induction program include the formal assignment of a mentor to work with each new teacher throughout his or her first year of teaching?	
34	6G1	Is professional development adequately resourced in terms of staff time, funding, and materials? What resources are available for each staff member?	
35	7B2	How do you encourage students to develop positive peer relationships?	
36	7D2	How do you ensure that students at risk are assigned to engaging curricular and instructional programs rather than remediation and low-level courses?	
37	7G1	What communication and coordination exist within this school's feeder pattern?	
38	7G2	How do teachers know what the academic expectations will be for students entering the next grade level or school?	
39	8A1	How do you provide opportunities for students to have access to you?	
40	8A2	What do you do to create a school environment in which students feel challenged to grow academically?	
41	8A3	Can you give some examples of a time you sought the advice of staff members before making a decision?	
42	8A4	What do you do to create a school environment in which staff members feel challenged to grow professionally?	
43	8B1	Is there a school safety committee? What is its role and makeup?	
44	8B2	How are suggestions for improving school safety solicited and encouraged?	
45	8C1	How do you work to ensure that trust is created and maintained at school?	

REPRODUCIBLE

Question #	Trait	Question	Response
46	8G2	Do school staff members consistently cooperate in reporting and following through on student misconduct?	
47	8G3	How do you provide professional development to teachers who continue to struggle with classroom discipline?	
48	8H1	How do new and transfer students learn about the discipline policy?	
49	8I2	What kinds of discipline offenses result in out-of-school suspensions?	
50	9C1	Does family involvement reflect the broad diversity of the community?	
51	9D1	Are family involvement activities connected to student learning?	
52	9D2	What training do parents and community members receive in volunteering to assist at the school?	
53	10A1	How clear-cut is the division of responsibilities and authority between the board, superintendent, and school?	
54	10A2	How are staff roles and responsibilities communicated to staff, parents, and the community?	
55	10B1	What are the priorities, in order of importance, of the school?	
56	10C1	How does the district lead development and implementation of curriculum and assessment across the district?	
57	10C2	How does the district make schools aware of new research on effective practices?	
58	10D1	How do board policies and district actions emphasize the expectation that all children will be engaged in high-quality instruction and assessment?	

REPRODUCIBLE

Question #	Trait	Question	Response
59	10E1	How are adults whose efforts have substantially contributed to attainment of school or district goals publicly recognized?	
60	10F1	What data does the district use to monitor school and student performance?	
61	10F2	What support does the district provide to schools whose performance is lagging?	
62		Is there anything else we should know to better understand the school?	