

Tool 23

Curriculum Administrator Interview

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

| Question # | Trait | Question | Response |
|------------|-------|--|----------|
| 1 | 1A1 | For which subjects is there districtwide written curriculum? | |
| 2 | 1A2 | Is the written curriculum aligned to state standards in those subjects for which there are state standards and to the standards of national disciplinary organizations for other subjects? | |
| 3 | 1A3 | How do you ensure that the cognitive demand of the written curriculum matches or exceeds the cognitive demand of state or disciplinary standards? | |
| 4 | 1B1 | How do you ensure that the written curriculum for each grade aligns with the grade above and below? | |
| 5 | 1B2 | Does the written curriculum for each grade level and course include a sequence and pacing chart? | |
| 6 | 1C1 | Does the written curriculum align to and reference specific sections/pages of the textbook or other instructional materials? | |
| 7 | 1C2 | How do you ensure that there are sufficient quantities of instructional materials available for each classroom and teacher? | |
| 8 | 1D1 | Are formative and summative assessments identified in the written curriculum? How are results keyed to intervention and enrichment strategies? | |

REPRODUCIBLE

| Question # | Trait | Question | Response |
|------------|-------|--|----------|
| 9 | 1E1 | Are enrichment and intervention materials identified and available? | |
| 10 | 2B2 | How are intervention and enrichment programs selected, monitored, and evaluated? Are these programs working? | |
| 11 | 3A1 | What role does the district take in the development of classroom assessments? | |
| 12 | 3C1 | How does the district assist the school in the selection and use of diagnostic assessments in reading and mathematics? | |
| 13 | 3C2 | How are diagnostic assessments used in reading and mathematics to determine needed interventions or remediations? | |
| 14 | 3E2 | How are disaggregated data from state assessments used to refine the school's curriculum and instructional program? | |
| 15 | 5E3 | How does the district staff ensure that the school strategic plan is consistent with current educational research? | |
| 16 | 6B2 | How does the district work with schools to align professional development to state standards? | |
| 17 | 8A3 | Can you give some examples of a time you sought the advice of school staff members prior to making a decision? | |
| 18 | 10C1 | How does the district lead the development and implementation of curriculum and assessment across the district? | |
| 19 | | Is there anything you think we should know about but have not asked? | |