

## Tool 23

## Curriculum Administrator Interview

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?	

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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?	