

## Board of Education Suggested Interview Questions for Administrators

Always begin by introducing members of the interview committee and a generic question like: **Please introduce yourself, tell us about your background in education and what interested you in applying for this specific position. Or briefly share some background information and take a moment to introduce yourself.**

### Faith Leader:

1. What attracted you to the Catholic school system?
2. Why do you seek this position? What motivates you to want to be a Catholic school principal?
3. What are the unique attributes of a Catholic education?
4. How would a visitor know they had entered a Catholic school?
5. Please share with us something of your own personal faith journey.
6. What are two of the most significant changes facing Catholic education today and how would you address them?
7. What are the benefits of attending a Catholic school that you could share with prospective parents?
8. In your role as principal, what relationships would you establish with the parish staff?
9. How can the school be integrated into the life of the Parish community?
10. How does a Catholic school model gospel values?
11. Define the Catholic identity of a Catholic school as you understand it.
12. As principal, what would you do to assure that the school is in name and reality a "Catholic school"?
13. How would you, as principal and Faith Leader of this school, bring a sense of a Catholic faith community within the school environment for faculty, students, parents and parishioners?
14. What would or could you do as principal to encourage parents to fulfill their obligation of bringing their children to Sunday mass and engaging in stewardship and supporting the parish?

### Educational Leader:

1. Describe one educational trend and how you implemented it at a previous school.
2. Name two or three ways that you would encourage your staff to participate in curriculum development within the building?
3. What are your long-term professional goals?
4. How would you implement a one-to-one technology initiative at the high school level?
5. Data is a large part of determining student and teacher success. Explain your involvement in professional learning communities and how you have used data to promote student achievement.
6. What responsibilities do catholic schools have when consideration of admission of pupils with special needs?
7. What role does technology play in the elementary grades?
8. Describe your experience with the state accreditation process. What value do you see in this process?
9. We are a community growing in diversity. Explain how you would reach out to people from various demographics to ensure all students and community members are included in learning.
10. What kind of learning environment do you hope to create in our school for students, parents and teachers?
11. What process would you want in place and what procedure would you follow if you were to ask parents to withdraw their student from your school?
12. Explain a program that you have used/designed to encourage good student behavior/leadership.
13. List the steps you would follow if a group of two or three parents came to you concerning the behavior of a specific student in their children's classroom?
14. When introducing a major change in policy, procedure, and methodology into your school, what step would you take to gain buy-in or increase the level of receptivity of all stakeholders?

15. Research on learning styles, intelligence types, and brain development indicate that the classroom teaching styles we experienced as children are outdated and often harmful. How would you proceed to address this issue if you found it to be the case in our school?

**Personnel, Selection and Evaluation:**

1. Describe your idea of the most important characteristics of a highly effective teacher?
2. How do you recruit and retain quality teachers and staff members?
3. How would you address a teacher that is not meeting your expectations?
4. Share your experiences in interviewing and hiring staff members.
5. How would you go about building relationships of trust, respect, and collaboration with the staff as a new principal?
6. What advice would you give a new teacher on his or her first year of teaching in a Catholic school?
7. Upon a visit to a classroom, what are your first clues that learning is taking place?
8. What will you be looking for during informal and formal observations to ensure that a balanced literacy program is in place?
9. Describe the key elements to a new teacher orientation or in-service training you would like to have in place for new teachers.
10. Share your ideas on developing a united, cohesive, and harmonious consisting of veteran teachers, beginning teachers and new hires.
11. How would you evaluate your own performance?
12. How would you deal with a parent who is dissatisfied with a teacher because of a problem with discipline, grading, or achievement?
13. Share your experience in the process of non-renewing a staff member. If you have no experience in this situation define the step you believe should be included in the process.
14. How do you go about the process of setting up a professional learning community or communities with your staff?

**Planning and Management:**

1. To what extent have you been involved in fund raising for a Catholic school?
2. Share your experiences in marketing a Catholic school.
3. Share your experience in developing and/or managing a long-range or strategic plan.
4. What is the role of the Board of Education, as you perceive it?
5. What is your experience in developing, monitoring, and implementing budgets?
6. What was the size of the budget you were in charge of administering?
7. What do you see as the role of the principal in development, fundraising, and managing a budget?
8. What long-range changes or challenges do you see for Catholic education?
9. To what extent have you been involved in financial decision-making and/or business decision-making?
10. How could our Board of Education be of assistance to you in your role as principal of our school?
11. What has been your experience with regards to monitoring the monthly financial activities of a school?
12. Based on your experience, what has been successful in securing additional funds for your school?
13. How would you describe your fundraising skills?
14. What knowledge and experience do you have in fundraising?
15. Please describe the fundraising efforts you have implemented and overseen in other parishes or schools.
16. As a principal how would you monitor and supervise curriculum development?
17. What do you believe are the defining principles of an excellent parish-school relationship?
18. Who would you turn to for help if you thought the schools religion curriculum or programs was sub-par.
19. What are some creative ways you would use to help families seeding financial help?
20. Describe your plan for marketing a Catholic school to prospective parents, the parish and the community as a whole.

21. The position of principal requires intense time-management. Please give examples of how you organize your day to meet the various demands and commitments required as a school principal?

### **Administrative Style/Decision-making Process**

1. What are your expectations of the parish pastor in your role as principal of our school?
2. Have you ever worked with salary enhances, benefit administration?
3. Tell us about a goal that you failed to meet in your last or current job? Why did it not succeed? What would you do differently?
4. Describe a time when you began a new program at your school. What steps did you follow to make this successful?
5. What does it mean to be approachable and would you describe yourself that way?
6. What about the position of principal for our school caught your attention and compelled you to apply?
7. What are some ways you have dealt with challenges, and how did you find solutions?
8. Please describe a difficult decision you've made or a problem you've had to solve as a school leader or school administrator. How did you deal with the negative ramifications/reactions?
9. Describe your leadership or management style as regards decision-making, problem solving, and staff involvement in the process?
10. What are the two or three most important components of role of the principal in a Catholic school?
11. Once you have arrived at a decision, what steps do you take to ensure smooth implementation?
12. Who do you think is important to involve in the decision making process and how would you involve them?
13. How do you handle relationships with direct superiors or board members when you may not always agree?
14. How would you execute an effective plan of communication with the staff, students, Board of Education, Pastor, parents, and the Faith community?
15. What would be your role in provision of spiritual direction of our Catholic school?
16. Parents are the primary educators of their children. As a Catholic school principal what expectations do you have of them? How would you involve or engage them in the education of their children?
17. What do you see as your special strengths and what are some areas of personal growth for yourself?
18. When you were a teacher what do you think your students would have said was special about being a student in your classroom?
19. Tell us about a recent idea, plan, program that you successfully implemented with a staff.
20. How would you successfully transition to our school knowing we have a veteran staff with our own customs, traditions and beliefs about what makes a strong Catholic school?
21. As principal of our school you may be called upon to make tough recommendations or decisions regarding such topics as tuition increases, renovations, staff reduction or budget cuts? These decisions are crucial to both the school and the parish. Who and how would you involve others in the decision-making process?
22. What experience have you had in working in a diverse/multi-cultural population?
23. What unique challenges did that experience present or would you anticipate?
24. How do you build a positive school climate or culture? Give examples of how you would do that here?
25. What strategies would you use to ensure that no family feels excluded from the parish and school community?
26. How would you orient and welcome new families to our school?
27. Recognizing that our community has little diversity, how do you see your role in teaching, fostering, and promoting respect and acceptance of racial, cultural, religious, and socioeconomic differences?

**Discipline:**

1. Describe your approach to discipline in a general way for in a school where you would serve as principal?
2. What do you consider the role of the teacher in discipline matters? What do you expect of parents in the process?
3. How would you deal with the more serious discipline problems?
4. Under what conditions or what behaviors would lead you to recommend a student be dismissed or asked to leave our school?
5. What is the role of due process in a discipline policy?
6. Share the steps you would employ in dealing with a student discipline issue.
7. Give some examples of how you have communicated with parents of challenging students.
8. What would be your ideal school environment, and how would you encourage that kind of culture?
9. Does the fact that we are a Catholic school influence the development of your school-wide discipline plan?
10. What is the schools role to identify, monitor, and correct the behavior of students that exhibit bullying behaviors?
11. What are two or three characteristics that you would like to define graduates of a Catholic school?
12. How would you respond to a parent who wants to know the consequences for a specific student for a specific infraction to be able to judge if the punishment was sufficient or not.
13. If you have to dismiss a child or ask a child to withdraw from your school what step if any are need to ensure this is handled in a pastoral way?

**Final or Concluding Questions:**

1. Is there anything else that you would like to add that would help us to get to know you and contribute to our decision>
2. Is there anything else about us that you should know before we consider offering a contract that would prevent you from accepting an offer from us?
3. Do you have any questions you would like to ask us?
4. What questions, clarifications or concerns do you have for us?
5. What questions do you have for us about this position?