
52 PRACTICE INTERVIEW QUESTIONS

FOR SCHOOL ADMINISTRATORS



THE PRINCIPAL CENTER

ABOUT YOURSELF

FRAMING YOUR LEADERSHIP

TELL US ABOUT YOUR PROFESSIONAL BACKGROUND, AND WHY YOU ARE INTERESTED IN BECOMING A SCHOOL LEADER.

ABOUT YOURSELF

FRAMING YOUR LEADERSHIP

WHY ARE YOU INTERESTED IN THIS PARTICULAR POSITION?

ABOUT YOURSELF

FRAMING YOUR LEADERSHIP

WHAT STRENGTHS WOULD YOU BRING TO THIS POSITION?

ABOUT YOURSELF

FRAMING YOUR LEADERSHIP

WHAT APPROACHES DO YOU USE TO MANAGE YOUR TIME EFFECTIVELY?

ABOUT YOURSELF

FRAMING YOUR LEADERSHIP

WHAT DO YOU SEE AS YOUR GREATEST WEAKNESSES, AND WHAT HAVE YOU DONE TO ADDRESS THEM?

YOUR ENTRY PLAN

CREATING CONFIDENCE

WHAT WOULD YOU PLAN TO ACCOMPLISH BY THE END OF YOUR FIRST 30 DAYS ON THE JOB? FIRST 60 DAYS? FIRST 90 DAYS?

A large, empty rectangular box with a thin black border, intended for the user to write their entry plan. It occupies the majority of the page below the question.

YOUR ENTRY PLAN

CREATING CONFIDENCE

WHAT WOULD YOU DO TO ENSURE A SUCCESSFUL START TO THE SCHOOL YEAR?

YOUR ENTRY PLAN

CREATING CONFIDENCE

HOW WOULD YOU BUILD A POSITIVE SCHOOL CULTURE AND CLIMATE?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above. The box occupies most of the page below the question header.

YOUR ENTRY PLAN

CREATING CONFIDENCE

HOW WILL YOU BUILD RELATIONSHIPS WITH STUDENTS?

VISION FOR LEARNING YOUR PHILOSOPHY OF INSTRUCTION

WHAT DOES THE IDEAL SCHOOL CULTURE LOOK LIKE, AND WHAT WOULD YOU DO TO CREATE THE KIND OF CULTURE YOU ENVISION?

VISION FOR LEARNING YOUR PHILOSOPHY OF INSTRUCTION

WHAT DOES EFFECTIVE INSTRUCTIONAL LEADERSHIP LOOK LIKE?

VISION FOR LEARNING YOUR PHILOSOPHY OF INSTRUCTION

HOW HAVE YOU DEMONSTRATED INSTRUCTIONAL LEADERSHIP IN YOUR MOST RECENT ROLES?

VISION FOR LEARNING YOUR PHILOSOPHY OF INSTRUCTION

WHAT IS YOUR PHILOSOPHY OF EDUCATION?

VISION FOR LEARNING YOUR PHILOSOPHY OF INSTRUCTION

WHAT BOOKS HAVE HAD THE MOST INFLUENCE ON YOUR PROFESSIONAL GROWTH IN THE PAST FIVE YEARS?

STAFF CULTURE

CULTIVATING PROFESSIONAL CLIMATE

WHAT STEPS WOULD YOU TAKE TO CREATE A HIGH-PERFORMING ADMINISTRATIVE TEAM?

STAFF CULTURE

CULTIVATING PROFESSIONAL CLIMATE

HOW DO YOU INVOLVE STAFF IN DECISION-MAKING?

STAFF CULTURE

CULTIVATING PROFESSIONAL CLIMATE

WHAT DOES DISTRIBUTED LEADERSHIP MEAN TO YOU? HOW HAVE YOU FACILITATED DISTRIBUTED LEADERSHIP AMONG YOUR STAFF?

STAFF CULTURE

CULTIVATING PROFESSIONAL CLIMATE

HOW WOULD YOU CELEBRATE THE CONTRIBUTIONS OF ALL STAFF MEMBERS?

A large, empty rectangular box with a thin black border, intended for handwritten or typed responses to the question above. It occupies the majority of the page's vertical space.

STAFF CULTURE

CULTIVATING PROFESSIONAL CLIMATE

WHAT DO YOU BELIEVE ARE THE MOST IMPORTANT CONTRIBUTORS TO A POSITIVE WORKING RELATIONSHIP WITH SCHOOL SECRETARIES AND OTHER OFFICE STAFF?

STAFF CULTURE

CULTIVATING PROFESSIONAL CLIMATE

WHAT DO YOU LOOK FOR WHEN HIRING A NEW STAFF MEMBER?

A large, empty rectangular box with a thin black border, intended for handwritten or typed responses to the question above. It occupies the majority of the page's vertical space.

MANAGING CONFLICT

HELPING PEOPLE MOVE FORWARD

GIVE AN EXAMPLE OF A SITUATION IN WHICH YOU DEALT WITH A CONFLICT BETWEEN TWO STAFF MEMBERS. WHAT DID YOU DO TO RESOLVE THE CONFLICT, AND WHAT DID YOU LEARN FROM THE EXPERIENCE? WHAT WOULD YOU DO DIFFERENTLY IF YOU COULD DO IT OVER AGAIN?

MANAGING CONFLICT

HELPING PEOPLE MOVE FORWARD

HOW WOULD YOU RESPOND IF A PARENT COMPLAINED ABOUT THE DIFFICULTY OF HOMEWORK ASSIGNMENTS?

MANAGING CONFLICT

HELPING PEOPLE MOVE FORWARD

DESCRIBE A CHALLENGING SITUATION INVOLVING AN IRATE PARENT OR FAMILY MEMBER. HOW DID YOU HANDLE IT, AND WHAT DID YOU LEARN FROM THE SITUATION?

MANAGING CONFLICT

HELPING PEOPLE MOVE FORWARD

HOW WOULD YOU HANDLE A CONFLICT BETWEEN A PARENT AND TEACHER IN WHICH THE TEACHER WAS CLEARLY IN THE WRONG?

MANAGING CONFLICT

HELPING PEOPLE MOVE FORWARD

HOW WOULD YOU COMMUNICATE WITH YOUR STAFF ABOUT A DISTRICT DECISION WITH WHICH YOU DISAGREED?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above. The box occupies most of the page below the question.

MANAGING STAFF SUPPORT & ACCOUNTABILITY

DESCRIBE YOUR APPROACH TO SUPPORTING TEACHERS IN IMPROVING THEIR PRACTICE.

MANAGING STAFF SUPPORT & ACCOUNTABILITY

WHAT WOULD YOU DO IF YOU HAD A NON-TEACHING STAFF MEMBER WHO WAS NOT MEETING EXPECTATIONS?

MANAGING STAFF SUPPORT & ACCOUNTABILITY

WHAT WOULD YOU DO IF YOU HAD A CLASSROOM TEACHER WHOSE PERFORMANCE WAS BELOW EXPECTATIONS AND NOT IMPROVING?

MANAGING STAFF SUPPORT & ACCOUNTABILITY

WHAT WOULD YOU TO DO WORK WITH A TEACHER STRUGGLING WITH
SERIOUS CLASSROOM MANAGEMENT ISSUES?

MANAGING STAFF SUPPORT & ACCOUNTABILITY

HOW WOULD YOU DEAL WITH A TEACHER WHO WAS RESISTANT TO A NEW INITIATIVE AND WAS DISCOURAGING OTHERS FROM PARTICIPATING?

STUDENTS CLIMATE & RELATIONSHIPS

WHAT IS YOUR EXPERIENCE WORKING WITH STUDENTS FROM DIVERSE BACKGROUNDS? HOW DOES DIVERSITY IMPACT STUDENT LEARNING?

STUDENTS CLIMATE & RELATIONSHIPS

WHAT IS YOUR APPROACH TO WORKING WITH STUDENTS WITH SPECIAL NEEDS?

STUDENTS CLIMATE & RELATIONSHIPS

HOW DO YOU BUILD RELATIONSHIPS WITH STUDENTS AND ENCOURAGE STUDENT LEADERSHIP?



STUDENTS CLIMATE & RELATIONSHIPS

WHY DO YOU WANT TO WORK WITH (ELEMENTARY/MIDDLE/HIGH SCHOOL) STUDENTS?

STUDENTS, PART II

CLIMATE & RELATIONSHIPS

WHAT ACTION WOULD YOU TAKE TO DEAL WITH HALLWAY DISCIPLINE ISSUES?

STUDENTS, PART II

CLIMATE & RELATIONSHIPS

HOW WOULD YOU RESPOND IF A TEACHER CAME TO YOU TO REPORT SUSPECTED ABUSE OF A STUDENT AT HOME?

STUDENTS, PART II

CLIMATE & RELATIONSHIPS

WHAT IS YOUR PHILOSOPHY OF STUDENT DISCIPLINE? HOW DOES IT RELATE TO STUDENTS RECEIVING SPECIAL EDUCATION SERVICES?

STUDENTS, PART II

CLIMATE & RELATIONSHIPS

DESCRIBE YOUR PROCESS FOR HANDLING A DISCIPLINARY REFERRAL IN WHICH A STUDENT HAS BEEN SENT TO THE OFFICE FOR BEING DISRUPTIVE AND DISRESPECTFUL IN CLASS.

OPERATIONS

RUNNING A SCHOOL EFFECTIVELY

WHAT EXPERIENCE DO YOU HAVE CREATING AND MAINTAINING A BUDGET?

OPERATIONS

RUNNING A SCHOOL EFFECTIVELY

IN THIS POSITION, YOU WILL BE EXPECTED TO MAKE REGULAR REPORTS TO THE SUPERINTENDENT (OR DESIGNEE). WHAT DO YOU BELIEVE WILL FACILITATE A POSITIVE WORKING RELATIONSHIP WITH THE SUPERINTENDENT?

OPERATIONS

RUNNING A SCHOOL EFFECTIVELY

GIVE AN EXAMPLE OF A SITUATION IN WHICH YOU WORKED EFFECTIVELY WITH A NON-INSTRUCTIONAL STAFF MEMBER, SUCH AS A CUSTODIAN, TO SOLVE A PROBLEM. WHAT DID YOU LEARN FROM THIS SITUATION, AND WHAT WOULD YOU DO DIFFERENTLY?

OPERATIONS

RUNNING A SCHOOL EFFECTIVELY

DESCRIBE YOUR APPROACH TO HIRING AND RETAINING TALENTED STAFF.

PARENTS & COMMUNITY

BUILDING PARTNERSHIPS FOR LEARNING

DESCRIBE YOUR APPROACH TO ENGAGING FAMILIES FROM DIVERSE CULTURAL, SOCIOECONOMIC, AND LINGUISTIC BACKGROUNDS.

A large, empty rectangular box with a thin black border, intended for the user to write their response to the prompt above. It occupies the majority of the page's vertical space.

PARENTS & COMMUNITY BUILDING PARTNERSHIPS FOR LEARNING

HOW WILL YOU ENGAGE THE COMMUNITY TO SUPPORT BOND ISSUES?

PARENTS & COMMUNITY

BUILDING PARTNERSHIPS FOR LEARNING

HOW WOULD YOU HANDLE A DISAGREEMENT BETWEEN PARENT GROUPS (SUCH AS PTA) AND STAFF?

PARENTS & COMMUNITY BUILDING PARTNERSHIPS FOR LEARNING

HOW WOULD YOU ENGAGE PARENTS AND COMMUNITY MEMBERS AS ACTIVE PARTICIPANTS IN THE SCHOOL?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above. It occupies the majority of the page's vertical space.

IMPROVEMENT

MAKING TEACHING AND LEARNING BETTER

HOW WOULD YOU CREATE A PROFESSIONAL DEVELOPMENT PLAN FOR THE YEAR? WHAT INFORMATION WOULD YOU GATHER, AND WHAT STEPS WOULD YOU TAKE TO CREATE THE PLAN?

IMPROVEMENT

MAKING TEACHING AND LEARNING BETTER

WHAT DO YOU BELIEVE ARE THE KEY CHARACTERISTICS OF EFFECTIVE TEACHING?

IMPROVEMENT

MAKING TEACHING AND LEARNING BETTER

HOW DO YOU SUPPORT TECHNOLOGY INTEGRATION IN THE CLASSROOM?

IMPROVEMENT MAKING TEACHING AND LEARNING BETTER

DESCRIBE YOUR EXPERIENCE WITH INVOLVEMENT IN CURRICULAR CHANGE.

IMPROVEMENT

MAKING TEACHING AND LEARNING BETTER

WHAT DO YOU ENVISION DOING TO CONTRIBUTE TO THE QUALITY OF CURRICULUM IN THIS ROLE?

IMPROVEMENT MAKING TEACHING AND LEARNING BETTER

HOW WILL YOU ENCOURAGE EFFECTIVE COLLABORATION BETWEEN TEACHERS?



ASCEND MASTERCLASS

LAND YOUR NEXT-LEVEL LEADERSHIP ROLE

The Ascend Masterclass will guide you through every stage of your journey to your next-level leadership role through:

- Expert on-demand video training
- Live coaching and interview practice
- Individual feedback on your application assets
- Search strategy and consultation

Instead of navigating the admin job search alone, you'll receive expert guidance and support every step of the way.

Request an invitation at
<http://www.principalcenter.com/ascend>

