**ELEMENTARY PRINCIPAL ADMINISTRATION QUESTIONS**

**ROUND 1**

1. Tell us about yourself. What appeals to you most about this position and why? What skills and

experience do you have that would make you successful in this role?

1. What do you know about us?
2. Tell us about your leadership style. How do you lead? What would we observe when watching you work with staff?
3. The building principal is the instructional leader of the building. Describe how you would function as the instructional leader of a middle school.
4. Have you had to develop a shared vision where there had been no vision or differing visions? Describe that experience.
5. Tell us about a time when you had to make a difficult decision, and you knew that whatever you decided, some people would be unhappy.
6. What steps would you follow if a teacher did not comply with your recommendations after a classroom visit?
7. What is your definition of ethics? Can it be situational? Why or why not?
8. Describe the role of data in instruction and tell us how you have used data to improve student achievement in your current or previous roles.
9. Tell us about a trend or innovation that you have heard about that you think could revolutionize education.
10. What aspect of instruction are you most passionate about and why?
11. What do you look for when observing teachers? Please describe a situation where you evaluated a staff member with a positive outcome and your most challenging evaluation experience.
12. How do you set priorities when faced with multiple tasks?
13. Describe the S.I. process you have led in your building as an administrator and your role in the process.
14. Tell us about a project that you worked on that got you really excited. What aspects did you find most appealing and why?
15. What, if any, aspect of this job do you think will be challenging for you?
16. When you walk into a classroom, how can you tell if learning is going on?
17. Describe what you consider good assessment.
18. What are your thoughts on grading and what work have you done with it to date?
19. Tell us about a time you failed.
20. Tell us about a time you did the impossible.
21. Why should you be the next Principal of Blue Star Elementary School?

What do you look for when observing teachers?

What do you see as the curriculum director’s role in working with your staff?

What do you expect to see in quality lesson plans?

How do you decide what staff development is necessary?

How do you determine what to do on staff development day?

How do you evaluate the effectiveness of staff development?

What does staff development look like in your school?

How do you work with a teacher who repeatedly sends students to the office?

What steps would you follow if a teacher did not comply with your recommendations after a classroom visit?

How do you react when a parent calls and is upset with something one of your teachers has done?

What kinds of things are important to you and would definitely be part of your daily schedule?

What would you like to do better professionally, and what is your plan for improvement?

Describe your leadership style. Give an example to illustrate.

Describe a problem that you were working on that required quite a bit of research and analysis. What process did you go through and what were the results?

No Child Left Behind….what do you like about it? What should be changed?

What has been your experience with early intervention programs?

Which of the following is more important…the teacher’s ability to teach or the student’s ability to learn? Why.

What characteristics do you look for in a teacher candidate for your building?

Describe your experience with building a master schedule?

Describe your experience working with special education programs/students and English language learners.

What can you do as a principal to improve student achievement at all grade levels?

A parent is waiting to see you first thing in the morning. This parent is very upset with how their child is being treated in one of their classes and wants their child moved to a different section or they will pull him out of your school. How would you handle this situation?

During our last round we talked about working with unsatisfactory teachers. How would you work with a satisfactory teacher to help move him/her to the distinguished category?

In your present or previous position, what changes or suggestions did you make to improve the learning for those around you?

Discuss what you know about reading instruction. How it works? What assessments and strategies are used? What is the role of principals and teachers?

Describe the principal’s responsibilities, as you see them, for attending middle school concerts, athletic contests, etc.