



INTERVIEW QUESTIONS RUBRIC FOR PROSPECTIVE PRINCIPALS – SECOND INTERVIEW

Candidate’s Name: _____ School: _____

Interviewers’ Names: _____

Date: _____

SCORING:

- 4 – Excellent: Candidate can answer the question clearly with extensive detail.
- 3 – Good: Candidate can answer the question adequately with some detail.
- 2 – Fair: Candidate can answer the question, but it is general and/or lacks detail.
- 1 – Poor: Candidate cannot answer the question or answers it incorrectly

***Please note: These are suggested questions. A principal search committee can decide which questions to ask based on their own local needs, but should use the same bank of questions for each candidate to standardize the interview process.**

Circle the number that best reflects the candidate’s response. Include additional comments as needed.

Question	4 - Excellent	3 - Good	2 - Fair	1 - Poor	Comments
Catholic Identity Questions					
1. Some would argue that Catholic schools are primarily established to educate the next generation of Catholics, but others argue that the costs are prohibitive and do not include everyone. Some	4 Candidate was able to give a detailed answer with several examples.	3 Candidate gave an adequate answer with a few examples.	2 Candidate gave a general answer with little detail.	1 Candidate’s answer contained minimal analysis.	



<p>people value the academic excellence while others may value the extracurricular activities or the safe environment. In your opinion, what should be the purpose of Catholic schools?</p>					
<p>2. What do you see as your role as the faith leader in your community and school?</p>	<p>4 Candidate could clearly articulate several examples of how they would serve as the faith leader in their community.</p>	<p>3 Candidate provided adequate examples of how to serve as the faith leader in their community.</p>	<p>2 Candidate provided a general answer on developing a faith community that lacked detail.</p>	<p>1 Candidate was unable to answer the question or provided minimal analysis.</p>	
<p>3. Describe a specific situation where your faith informed your leadership and decision-making.</p>	<p>4 Candidate gave a detailed example of a specific situation where faith informed his/her leadership and decision-making.</p>	<p>3 Candidate discussed a situation where faith informed his/her leadership and decision-making.</p>	<p>2 Candidate provided some general statements about faith development, but answers lacked detail.</p>	<p>1 Candidate is unable to discuss faith development, or does so unsuccessfully.</p>	



Vision and Instructional Program Questions

<p>4. Which areas of the curriculum do you consider essential for an excellent Catholic school?</p>	<p>4 Candidate provides specific examples of the areas of curriculum that are essential for excellence, and can explain his/her answer in detail.</p>	<p>3 Candidate can provide some examples of the areas of curriculum he/she considers essential for excellence.</p>	<p>2 Candidate provides a general answer regarding curriculum without providing examples.</p>	<p>1 Candidate is unable to answer the question, or does not address curriculum in his/her answer.</p>	
<p>5. If you were able to implement an ideal school program, what would you envision for the school?</p> <ul style="list-style-type: none"> • What obstacles would you expect to encounter? • How would you overcome the obstacles? 	<p>4 Candidate provides an answer that considers the school and is based on his/her detailed research. He/she is able to provide specific examples of potential obstacles and how to overcome them.</p>	<p>3 Candidate provides an answer that considers the school situation and discusses potential obstacles and how to overcome them.</p>	<p>2 Candidate provides an answer includes generalities or lacks specific examples around obstacles and how to overcome them.</p>	<p>1 Candidate is unaware of ideal school programs and lacks knowledge of how to overcome obstacles.</p>	



<p>6. How do you assure that the school’s instructional program appeals to different types of learners, including students from diverse racial and socioeconomic backgrounds, as well as students with defined special needs?</p>	<p>4 Candidate provides a detailed answer that discusses how to meet needs of many types of diverse learners and focuses the answer on the school’s demographics.</p>	<p>3 The candidate can discuss how to meet the specific needs of different types of diverse learners.</p>	<p>2 Candidate provides an answer that may be general and/or lacks details or examples.</p>	<p>1 Candidate cannot describe how to differentiate instructional programs.</p>	
<p>7. What steps would you take to ensure the academic program in this school continuously improves?</p>	<p>4 Candidate provides a detailed answer that discusses continuous school improvement and the use of data to drive instruction.</p>	<p>3 Candidate discusses continuous school improvement and the use of data to drive instruction.</p>	<p>2 Candidate speaks about school improvement and/or data use in a general way that lacks detail.</p>	<p>1 Candidate does not include a discussion of school improvement or data in his/her answer.</p>	



<p>8. Describe your philosophy of teacher observation, including any training you received regarding teacher training and coaching.</p>	<p>4 Candidate provides a detailed description of how he/she has used the Danielson method or another method to improve instruction. Candidate includes specifics around observation and teacher coaching.</p>	<p>3 Candidate describes how he/she used Danielson or another method to improve instruction. Candidate mentions observation and teacher coaching.</p>	<p>2 Candidate speaks about Danielson or another teacher observation method in a general way that lacks detail.</p>	<p>1 Candidate cannot provide an example of how to conduct teacher observation or coaching.</p>	
<p>Community Leadership Questions</p>					
<p>9. How do you perceive the role of the pastor in the operation of the school?</p>	<p>4 Candidate articulated clear strategies to develop a working, collaborative relationship with the school pastor.</p>	<p>3 Candidate provided some strategies to develop a working relationship with the school pastor.</p>	<p>2 Candidate provided general answers concerning the working relationship with the school pastor.</p>	<p>1 Candidate was unable to provide answers on how to work with the school pastor.</p>	



<p>10. What areas about the school would you consider important to communicate about with the pastor?</p>	<p>4 Candidate provided an articulate answer around how to communicate with the school pastor to ensure he has necessary information.</p>	<p>3 Candidate provided information on how to communicate with the pastor regarding the needs of the school.</p>	<p>2 Candidate provided a general information on pastor communication .</p>	<p>1 Candidate was unable to provide answers concerning how to communicate with the school pastor.</p>	
<p>11. How would you involve the school staff in the decision-making process?</p>	<p>4 Candidate can articulate a clearly defined plan on how he/she would involve the school staff in the decision-making process.</p>	<p>3 Candidate can state a plan on how he/she would involve the school staff in the decision-making process.</p>	<p>2 Candidate provided a general plan for involving the school staff that may lack detail.</p>	<p>1 Candidate provided minimal information on involving school staff in decision-making.</p>	
<p>12. How would you, as principal, perceive your relationship with the students?</p>	<p>4 Candidate clearly detailed his/her perceived relationship with students.</p>	<p>3 Candidate provided an adequate statement about his/her perceived relationship with students.</p>	<p>2 Candidate provided a statement about relationships that lacked detail or examples.</p>	<p>1 Candidate provided limited ideas about the principal's relationship with students.</p>	



<p>13. What does a healthy parish-school relationship look like? What concrete steps would you take to foster this relationship?</p>	<p>4 Candidate clearly detailed his/her ability to work with the parish and school staff.</p>	<p>3 Candidate provided an adequate statement his/her ability to work with parish and school staff.</p>	<p>2 Candidate provided a statement about how to work with parish and school staff that lacked detail or examples.</p>	<p>1 Candidate provided limited ideas about how the principal can work with the parish staff.</p>	
<p>School Advisory Board Questions</p>					
<p>14. What would a successful principal-advisory board relationship look like?</p>	<p>4 Candidate can clearly describe what a successful principal-advisory board relationship would look like.</p>	<p>3 Candidate can adequately describe a successful principal-advisory board relationship.</p>	<p>2 Candidate provides a general answer about a principal's relationship with an advisory board.</p>	<p>1 Candidate could not provide any detail or context for working with school boards.</p>	
<p>15. How would you communicate with the school board members?</p>	<p>4 Candidate can clearly articulate how he/she would communicate with school board members.</p>	<p>3 Candidate can describe how he/she would communicate with school board members.</p>	<p>2 Candidate can generally describe how he/she would communicate with school board members, but the answer</p>	<p>1 Candidate is unable to answer a question about school board communication or provides minimal detail.</p>	



			may lack detail.		
16. How would you engage the board to enhance the vitality and sustainability of the school community?	4 Candidate can clearly articulate how he/she would engage the school board to enhance the school community.	3 Candidate can describe how he/she would engage the school board to enhance the school community.	2 Candidate can generally describe how he/she would engage the school board, but the answer may lack detail.	1 Candidate is unable to answer the question about engaging the school board, or provides minimal detail.	
Final Questions – General					
17. If you were to come to our school, what might you wish to accomplish during the first year as principal?	4 Candidate was able to give a detailed answer with several examples.	3 Candidate gave an adequate answer with a few examples.	2 Candidate gave a general answer with little detail.	1 Candidate's answer contained minimal analysis.	
18. What would you hope to leave as a legacy at the end of your tenure?	4 Candidate was able to give a detailed answer with several examples.	3 Candidate gave an adequate answer with a few examples.	2 Candidate gave a general answer with little detail.	1 Candidate's answer contained minimal analysis.	



Question Totals					Score: _____
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Potential Scenario/Situational Questions:

1. A parent approaches you about his child. He states that his son is being bullied in class. What steps to you take to work with this family?
2. A parent is upset about her child’s grade in Science class. She demands that it is changed to reflect a higher grade. What steps to you take to work with this family?
3. How would you handle a situation in which the teachers in the school disagree with a decision you made around curriculum and are refusing to implement the changes you require?

Additional Question to Solicit Questions from the Candidate: After reading the school’s AdvancEd Executive Summary, what questions would you have for the Search Committee?

Additional Comments: