

Principal Interview Questions

Assumptions:

Interview should last about 2 hrs.

Interview should be conversational but we need to ensure that all candidates respond to the same general questions and topics.

To expedite this each committee member will take responsibility for a line of questions and ensure that the issues they seek to assess have been addressed by the candidate.

General Openers:

1. Tell us about yourself.
2. Why do you want to be principal of this School?
3. How would you express your understanding of what our school stands for and how does this fit with your personal educational philosophy?
4. What is the role of a Catholic school in the third millennium?
5. What do you think is the most important task of the principal?

Moving Our School Forward

6. What do you consider to be your greatest contribution to the schools you have worked in, in light of that, what do you feel you can bring to our school?
7. We have several opportunities for leadership in our school. One of them is How would you lead this area?. What critical issues can you foresee?

8. Another opportunity for leadership is for How will you lead in this area?
9. What has been your experience in curriculum and design? How will you approach this element at our school?
10. What is the role of technology in education?
11. Discuss the balance between academics, athletics, the arts, and other extra-curriculars.
12. In what ways are you a visionary?

Other Administrative Skills

13. Describe your knowledge of finance and experience in budgeting.
14. What experience do you have in development, fundraising, and endowments?
15. What computer programs and or skills are you proficient in?
16. What are your PR skills and experiences?

Catholic Identity

17. How would you describe your relationship to the Catholic Church?

18. How do you provide for your own spiritual growth?
19. How would you foster and strengthen the spiritual growth of this school and its Catholic identity?
20. All our staff, including the principal, take a yearly oath of fidelity. Are you willing and able to continue this requirement?

Relations With Students

21. How do you envision the principal relating to the students?
22. What is the principal's role in helping students develop character and virtue?
23. What is the role of discipline in a Catholic school.
24. Tell us about a difficult discipline situation you have dealt with.
25. What is your expectation of student conduct, demeanor, or deportment in how they carry themselves in school and at school related functions? ZM

Relations with the Faculty

26. What are the most important ways that you will help the teachers? How do you bring out excellence in others? (How do you deal with mediocrity)?
27. How would you approach staff morale?

28. What do you consider to be the characteristics of an excellent teacher?
29. How would you score yourself as a teacher given your standards?
30. A teacher does not measure up to expectations...How do you address the situation? What process would you follow?
31. Are there any recent professional articles, books, or conferences have you encountered lately that have affected your practice?
32. When you have an important decision to make, how do you make it?
33. How do you get a feel for what teachers or students are thinking?
34. How do you solicit and process evaluation of your performance?

Relations with Parents

35. What has been your experience with parental involvement in schools?
36. What should the ideal be? How would you go about attaining that ideal?
37. In what ways can the school help fulfill the parents' role as primary educators, especially in matters of faith?

Closers

38. Given your sense of this school up to this point, what do you think you will need to succeed as principal of our School?

39. What are your personal and professional goals in the next 5 and 10 years?

40. Have you ever been convicted of a felony or misdemeanor which resulted in imprisonment? Conviction will not necessarily disqualify you as a candidate.

41. Is there any reason you can think of which would prohibit you from fulfilling your obligations as principal of our School?

Discussion of Salary and Benefits and our Timeline

42. Are you currently interviewing for other positions?

43. Do You have any questions for us?

44. Are there any final comments regarding your pursuit of this position that you would like to share with us?