



CAMPUS ASSISTANT/VICE PRINCIPAL INTERVIEW PROCESS & QUESTIONS

Note to the Interviewer...

Thank you for participating in this important process to select a campus assistant or vice principal. It is the District's goal to select the most qualified person available for a position in campus administration. Attached you will find a copy of the Job Description.

The selection process includes the following steps:

1. Interested candidates apply for the position on the web and send a copy of their resume.
2. All applications are reviewed when a vacancy occurs, and the campus principal recommends a minimum of five finalists for interviews to the Division Director for Elementary/Secondary Teaching & Learning and the Assistant Superintendent for Personnel & Administration.
3. The Interview Committee will select from the attached list the questions to be asked of each finalist. The questions will rotate through each of the correlates, and Committee members may take notes on the Scoring Sheet.
4. Each Committee member will attach a score to each of the correlates and then a total. The principal will tally the scores from all the Committee members on each finalist to determine the top three candidates. An opportunity will then be provided for the Committee to candidly and confidentially discuss the perceived strengths and weakness of the top three candidates. The Interview Questions and Scoring Sheet will be turned in to the principal, who will forward the documents to the Assistant Superintendent for Personnel & Administration for official filing.
5. The principal will make the appropriate reference contacts.
6. The principal will present the name of the three finalists to the IISD Superintendent for consideration. Other factors outside of the information gained through the interview process will be considered, such as references, the needs of a specific campus, etc.

Other questions not on the attached list may be asked, if lawful and appropriate. Information that may not be asked in an interview include the following:

- | | | |
|--|--------------------|--------------------------|
| - Race | - Maiden name | - Handicapping Condition |
| - Religion | - Own or rent home | - Medical Information |
| - Color | - Birthdate | - Military Service |
| - Sex | - Citizenship | - Height/Weight |
| - National origin | - Marital Status | - Arrest Record |
| - Age | - Children | - Economic Status |
| - Non-job related organization memberships | | |

The information gleaned from the formal interview process, as well as any comments made by members of the Interview Committee, are strictly confidential and shall not be shared with anyone outside of the Committee. Failure to maintain this confidentiality compromises the integrity and purpose of the process and violators can expect to be sanctioned.

Committee Member

Date

**CAMPUS ASSISTANT/VICE PRINCIPAL
INTERVIEW QUESTIONS**
*Based on Edmond's Correlates of Effective Schools
And Lezotte's Learning for All*

SAFE & ORDERLY ENVIRONMENT

1. *Questions to be developed*
- 2.
- 3.
- 4.
- 5.

CLIMATE OF HIGH EXPECTATIONS FOR SUCCESS

1. *Questions to be developed*
- 2.
- 3.
- 4.
- 5.

INSTRUCTIONAL LEADERSHIP

1. *Questions to be developed*
- 2.
- 3.
- 4.
- 5.

CLEAR AND FOCUSED MISSION

1. *Questions to be developed*
- 2.
- 3.
- 4.

5.

OPPORTUNITY TO LEARN & STUDENT TIME ON TASK

1.

Questions to be developed

2.

3.

4.

5.

FREQUENT MONITORING OF STUDENT PROGRESS

1.

Questions to be developed

2.

3.

4.

5.

HOME-SCHOOL RELATIONS

1.

Questions to be developed

2.

3.

4.

5.

OTHER QUESTIONS DEVELOPED BY THE COMMITTEE

1.

2.

3.

4.

5.