

School Personnel Interviews

This assignment asks you to spend some time with two very important colleagues at your school—an intervention specialist, and an administrator.

Interview 1: Intervention Specialist Interview

Schedule a time (1 period) and meet with your intervention specialist at the High School or the intervention specialist from your team at the Middle School. If you are placed at a school with other ADED students, arrange to interview this intervention specialist at one time together.

You will turn in:

1. The original interview sheets of interview questions and hand-written/typed notes of responses (If you want, you can turn in a transcript of your interview.)
2. A reflection (no more than 2-3 pages) that addresses the interview objectives below (see rubric for more specific information)
 - Describe the role of an intervention specialist in this school setting
 - Identify the spectrum of students with special needs at this school
 - Identify the process of referral for students with special needs at this school
 - Describe the most commonly used methods for adapting curriculum, textbooks, assignments, assessments, and classroom policies in accordance with federal laws in this school
 - Articulate the importance of working relationships with intervention specialists, special education teachers, students with special needs, and parents of students with special needs and community support
 - Describe how you will negotiate your own role as teacher of students with special needs
 - Describe how information gained via this interview will help you as you plan your unit

Possible Interview Questions:

You may want to select from and adapt the following interview questions that get at the bullet points listed above. You may want to write additional questions to gather information targeting the objectives for this intervention specialist interview.

Questions about the teacher's background, role, responsibility, relationships

1. How long have you been an intervention specialist?
2. What is your certification? K-8? K-12? Secondary (7-12) (subject area)? Special Education?
3. What factors influenced your decision to go into special education? Why this grade level?
4. What do you find the most/least satisfying about being an intervention specialist?
5. How do you spend the majority of your time? (one-on-one, small group, tutoring?)
6. Describe your relationship with students.
7. Describe your relationship with other teachers.
8. Describe your relationship with parents/ community.

Questions about identifying and teaching students with special needs:

1. What is the process for identifying students with special needs?
2. As a classroom teacher, who would I contact first if I suspect a child has special needs? (parents, other teachers, school psychologist)
3. Who is responsible for providing intervention for students with IEPs?
4. What is the average time needed for identifying and placing students who are referred for evaluation?
5. What is my role as a classroom teacher when a child has an IEP?
6. Legally, what are my responsibilities to a student with an IEP?
7. Legally, what is the district's responsibility to students with special needs?
8. Are all special needs students required to take and pass the OGT for graduation? What are the exceptions?

Questions specific to various students with special needs:

1. What are some of the special needs your students face?
2. Which students are the most challenging to work with and why?
3. [If you are aware of a special needs student in your co-operating teacher's classroom, you may ask questions specific to that student.]
4. What kind of parental support do you receive? What can I expect?
5. What, if any, community support do you receive? What can I expect?
6. Are gifted students considered special needs, and who identifies and works with them?
7. Does this school have special programs/curriculum for gifted students?
8. What are my responsibilities to students identified as gifted?
9. How do you assist the classroom teachers in adapting curriculum to meet the needs of these students? Could you explain simply what that process entails? Are there times when adapting curricula is really difficult?
10. How can I prepare myself for teaching students with special needs? Is there something I can read or observe that would help me better understand and reach my

Interview 2: Administrator Interview

Schedule a time (1 period) and meet with an administrator at your school. This should be the administrator at your school who deals with student discipline issues. Please note that, even though some guidance counselors perform administrative tasks, you should not interview a guidance counselor for this assignment. If you are placed at a school with other ADED students, you should arrange to interview this administrator at one time together. Also, ask your cooperating teacher where to get a copy of the school's handbook and read it before you meet with the administrator.

You will turn in:

1. The original interview sheets of interview questions and hand-written/typed notes of responses
(If you want, you can turn in a transcript of your interview.)
2. A reflection (no more than 2-3 pages) that addresses the interview objectives below (see rubric for more specific information)
 - Identify and describe your role as a teacher and disciplinarian in this district
 - Describe your opinion of the policies for maintaining a safe and pleasant environment for the students and staff in this school
 - Describe what you have learned from this interview about the culture of the school, the role of parents and community, and the influence of social and curricular contexts
 - Describe the positive behavior modeling/rewards this school utilizes to acknowledge students who do follow rules
 - Articulate how information gleaned from this interview will help you better manage your classroom and create discipline policies for your student teaching experience.

Possible Interview Questions:

You may want to select from and adapt the following interview questions that get at the bullet points listed above. You may want to write additional questions to gather information targeting the objectives for this intervention specialist interview.

Questions about the Administrator's Background

1. How long have you been a school administrator? With this district?
2. What is your background in education?
3. Where did you get your degrees?
4. What is the best part of your job?
5. What is the one thing you dislike about your job?
6. What is the role of the family/community in this school?
7. What contextual factors specific to this community influence the curriculum and its development?
8. What are some important things that teachers can do to support you in your administrative role?

Questions about the School's Rules

1. When do students receive a handbook that outlines the school rules? How do they learn about school rules?
2. What are the important guidelines that I need to be aware of in this book?
3. What are the guiding behavioral expectations for this school?
4. Is positive behavior support part of your overall school climate/culture? [If yes, then how can I learn more about your efforts in this area?]
5. Do you have a school wide program to support and acknowledge students who follow rules? If so how does this work and how would I nominate someone?
6. What is the most frequent problem I can anticipate with students in this school?
7. When is a problem mine, and when is the problem yours?
8. Do you have graduated consequences for students who continually break school rules?
9. What is my role (if any) in reporting students who break school rules?
10. How much parental or community support do you have?
11. Is it okay for me to contact parents about students' behavior or classroom performance? Should I see the guidance counselor before I make calls?
12. In my own classroom am I free to negotiate behavioral objectives and give rewards or positive consequences for students abiding by those guidelines? [Example: Student of the Week in ----- 's class]
13. In my own classroom, am I free to make rules and consequences outside of the student handbook? Should I clear those rules with you before I post them?
14. What is the process for issuing a student a detention?
15. What is the process for serving the detention? Do you have central detention hall, or do I serve as monitor for my own detentions?
16. What is the procedure for removing a student from the room?
17. If two students are engaged in a physical confrontation, what do I need to do?
18. Legally, what are my responsibilities and duties to the students while in the classroom?
19. Legally, as a student, and in the spring as a student teacher, am I covered by any school policies? Liability?
20. Is there any advice you can give me about this particular student population that would allow me to manage my classroom better?

School Personnel Interviews Rubric

Candidate's Name: _____

1. Original interview sheets of hand written (or typed) notes _____/20 pts

2. Typed (no more than 2-3 pages) reflection on the intervention _____/40 pts
specialist interview that addresses:

- The role of an intervention specialist in this school setting (4 pts)
- The spectrum of students with special needs at this school (4 pts)
- The process of referral for students with special needs at this school (4 pts)
- Most commonly used methods for adapting curriculum, textbooks, assignments, assessments, and classroom policies in accordance with federal laws in this school (4 pts)
- The importance of working relationships with intervention specialists, special education teachers, students with special needs, and parents of students with special needs and community support (4 pts)
- How you will negotiate your own role as teacher (such as What have you learned about the additional responsibilities you face when a child in your class is on an IEP?) (10 pts)
- How this information will help you as you plan your unit (10 pts)

3. Typed (no more than 2-3 pages) reflection on the assistant _____/40 pts
principal interview that addresses:

- Your role as a teacher and disciplinarian in this district (6 pts)
- Your opinion of the policies for maintaining a safe and pleasant environment for the students and staff in this school (7 pts)
- Any positive behavior modeling/rewards this school utilizes to acknowledge students who do follow rules (7 pts)
- What you have learned from this interview about the culture of the school, the role of parents and community, and the influence of social and curricular contexts (10 pts)
- How information gleaned from this interview will help you better manage your classroom and create discipline policies for your student teaching experience (10 pts)

TOTAL POINTS: _____/ 100