

Sample Administrator Panel Interview Questions

Please rate each candidate on a scale of 1 - 5 with 5 being the highest possible score.

1. Please describe how your previous work experiences have prepared you for the position of Assistant Principal and why do you consider yourself the ideal candidate for our Assistant Principal position?

- Prepared to make an opening statement
- Brief and concise
- Leadership/Administrative experience
- A variety of experiences
- Other

Comments/Score: _____

The bullets were provided to those on the panel (but not the interviewee) to show what the school was looking for. Each panel member was free to score as they wished.

These 10 interview questions were for a high school Assistant Principal position. This was a panel interview and each person on the panel asked a question.

2. An administrator effectively employs various methods for gathering, analyzing, and using data for decision making. What methods would you use and how would you use these methods?

- Applies current research related to effective techniques for gathering data:
- Gathers and analyzes data on student academic achievement through standardized test results and other student performance sources
- Identifies strengths and weaknesses in programs and practices to facilitate continuous improvement
- Applies and communicates statistical findings
- Plans and implements change in programming and curricula based on data
- Other

Comments/Score: _____

3. An administrator must work in a collegial and collaborative manner with other administrators, school personnel and the community to promote and to support the mission and goals of the school. What would you do to continue to promote and support the mission and goals of our school?

- Demonstrate flexibility and a collaborative attitude in supporting colleagues
- Supports the school and school activities by making a positive contribution to the overall climate of the school
- Maintain an effective working relationship with other administrators and school staff
- Share ideas and information with other school administrators and the community stakeholders
- Consider the needs of other administrators, the staff and community stakeholders
- Other

Comments/Score: _____

4. An administrator must promote effective communication and interpersonal relations with students and staff. What would you do to promote effective communication and how would you implement it?

- Promote a climate of trust within the school
- Facilitate constructive and timely communication
- Models professional appropriate communication skills
- Models professional interpersonal relationships and conflict mediation
- Maintains visibility and accessibility to staff and students
- Other

Comments/Score: _____

5. As an administrator, you will be responsible for the supervision of departments. One of your departments has a high failure rate among the tested subgroups. What is an acceptable failure rate and how would you ensure that all students could reach your goal of acceptance?

- Remediation and intervention
- Clear vision of excellence and articulates that vision
- Conference with teachers
- Professional development
- Classroom observation
- Other

Comments/Score: _____

6. Our administrative team is fortunate to have a wealth of experience. Name and discuss at least two areas in which you feel you have expertise and could contribute this expertise to the administrative team.

- Team player
- Good communication skills
- Ability to interpret data
- Problem solving skills
- Instructional background
- Other

Comments/Score: _____

7. The position that you are interviewing for is the 9th grade administrator. This class traditionally has had the greatest of disciplinary issues. What is your philosophy of discipline and what would you do to deal with this difficult task?

- Listen first
- Deal with the whole student
- Communication and connections with the home
- Look for additional resources
- Connect with students
- Other

Comments/Score: _____

8. At our school, the administration promotes the success of every student by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning. How would you continue to support school culture and student success?

- Create a culture of trust, learning and high expectations
- Create a rigorous and aligned curricular program
- Supervise and evaluate instruction
- Create a motivating learning environment for students
- Maximize time spent on quality instruction
- Promote the most effective and appropriate technologies to support teaching and learning
- Other

Comments/Score: _____

9. If you could create your perfect school, what three qualities would your school have?

- Able to articulate a clear educational vision
- Parental involvement
- Student success
- Positive culture
- Cutting edge technology
- Quality instructors
- Supportive staff
- Collaborative staff
- Other

Comments/Score: _____

10. You have been asked a lot of questions. Do you have anything else that you would like to share with the panel that is specific to our school?

- Prepared to make a closing statement
- Brief and concise
- Given additional information
- Enthusiasm
- Other

Comments/Score: _____

Want more great advice on getting the teaching job you want? Read about [resume tips and advice](#) here or get more [interview tips here](#).

You can also find video advice on both resumes and interviews in my [Instagram “featured stories” here](#).

Best of luck getting the teaching or leadership position you want!