

### **Administrative Mentor: Interview Questions**

**Goal:** To select high quality mentors who provide high quality support during a beginning administrator's first two years. Administrative mentors should be exemplary administrators who are prepared implement the goals of the SOMC grant and use ODE/NTC tools to support beginning administrators in developing effective administrator practices, interpersonal communication, administrative leadership and organizational skills.

#### **1. Professional Qualities and Characteristics**

- a. Share experiences that you bring that will help you in the role as mentor of new administrators.
- b. Tell us about professional development and building level leadership that you have provided
- c. Describe new methods or improvements you have designed that benefit your school, district, or colleagues
- d. Share an education topic you are passionate about
- e. Tell us how you have used reflection or reflective conversation skills in working with others.
- f. Describe how you establish positive relationships in a culturally diverse setting

#### **2. Effective Administrator Practices**

- a. What is your understanding of effective leadership and instructional practices that lead to high levels of student engagement and achievement?
- b. Give examples of your experiences with non-regular education students (ELL, Title I, Special Ed) and how you respond to the unique needs of students, parents, and the community
- c. Describe how you have engaged staff and stakeholders in dialogue and decision making to develop improvement plans
- d. How do you create conditions for student growth?
- e. Give examples of your experience and understanding of teacher evaluation systems.

#### **3. Effective Interpersonal Communication**

- a. Describe your interpersonal and communication skills when working with students, staff, parents or diverse populations within the community.
- b. Describe how you cultivate partnerships with families and community members.
- c. Share with us how you use feedback to develop leadership skills in others
- d. How do you guide reflection on instructional and management practices that leads to professional growth?
- e. Share how you establish working relationship and interact successfully with diverse instructional, support and administrative staff.
- f. Describe how you assist others in resolving conflicts.

**4. Administrative Leadership**

- a. Describe how you designed a presentation or professional development for administrators or colleagues and reflect on the results of the presentation or professional development
- b. Describe how you lead school improvement efforts using school-based or district-based data points
- c. How do you motivate staff to encourage continuous improvement in themselves and their students?
- d. Describe how you have used student demographics to hire diverse educators to better reflect the student community.
- e. Share about a program you have designed to assist others in meeting organizational goals.

**5. Management/Organizational Skill**

- a. How will you determine the needs of administrators you mentor and then develop a plan to support those needs?
- b. Give an example of how you prioritized to meet the demands of your position while at the same time maintained the ability to respond to immediate needs or crises.
- c. Describe how you plan, schedule and allocate resources.