



Interview Questions

Questions for a Head of School Candidate

1. Explain your leadership role with the Board of Trustees.
2. Do you seek input from the board in defining the school mission and its programs?
3. Do you collaborate with the board regarding policy and policy implementation?
4. How often do you advise the board regarding progress toward meeting school goals?
5. Describe the steps in your last fundraising/capital campaign and how successful the campaign was.
6. How do you see the board's role with faculty, students, and parents?
7. How often do you articulate the head's role in establishing and explaining expectations with all constituents?
8. Are you in favor of a board committee approach to achieving goals? Describe your participation in these committees.
9. How do you develop a positive relationship with parents, students, and faculty?
10. How would you demonstrate/support the core values, ethics, and integrity expected as head of school?
11. Explain the difference between wisdom and knowledge.
12. Are you a high-visibility person? How do you represent the school within the community?
13. What plans have you used to work to align the goals of the school community with the mission and strategic direction of the school?
14. What do you see as short-term and long-term needs for this school?
15. Explain an unpopular decision and your progress toward acceptance by the school community?
16. Are you of the mindset of zero tolerance in an independent school?
17. How do you maintain a positive and effective working climate within the school?
18. How do you address the performance direction of faculty and staff?
19. Describe your preferred organizational structure within the school? Who is your administrative team? Do you delegate authority to members of this team?
20. Do you visit classrooms? Do you provide performance feedback? Do you have a system of faculty evaluation?
21. How often does your leadership team meet? How often do you have faculty meetings? Describe a typical meeting of each.
22. Have you been involved with a new teacher mentor system? Explain boarding plans for new faculty members?

23. Describe how you have empowered others to take responsibility for their performance? How do you celebrate the achievements of faculty and students?
24. How do you balance academics, arts, and athletics?
25. What was your last curriculum innovation?
26. Describe several revenue-generating activities that provide additional income to the school.
27. Describe any partnerships that contribute to the school's resources?
28. Explain a decision that demonstrated using the school's resources in a fiscal manner?
29. Describe how you respond to issues or challenges.
30. How do you deal with a sensitive parent or faculty member?
31. How do you deal with a bullying parent toward one of your faculty members?
32. How do you recruit teachers?
33. Explain how you receive information regarding the teachers, students, etc...
34. Explain the time you jumped to a conclusion? What did you learn?
35. What books are in your library, on your iPad, etc... What books have you read recently?
36. Give an example of a project where a plan of action was developed.
37. Tell us about the time you faced conflicting priorities. How do you determine the top priority? What did you do? What was the result?
38. What characteristic do you have that you would consider to be dominant?
39. Have you been involved in school organizations within the state and region? Which organizations? Any offices held?
40. Do you consider yourself to be a good writer? A good speaker? A delegator? Do you consider yourself to have a command presence?
41. Describe your role in Admissions, Advancement, Finance, Public Relations, Financial Aid, Public Relations/Communications.
42. What is the mission of this school? Do you believe you would be an effective leader in carrying out this mission?
43. Describe your expectations on the role of technology in various sections of your school?
44. Do you favor the elimination of a library? And printed books for children to read?
45. Is it important for students to be reading the classics?
46. Define your moral philosophy/social/personal position on diversity, equity, and inclusion.
47. What makes your faculty proud to work at your school? How do you motivate and inspire faculty to perform above and beyond expectations?
48. How do you get to know your faculty/staff as individuals?
49. Do you establish faculty committees? Describe a purpose for establishment of a faculty committee.
50. How do you empower your faculty committees to act?
51. When a committee/individual is not on pace to reach a goal, how do you approach the situation?

52. When your committee/individual reaches or surpasses a goal, how do you recognize the success or celebrate the win?
53. How do you help the faculty understand new decisions or policies? What channels, either informal or formal, do you find most effective for ensuring awareness and understanding, and under what circumstances?
54. What is your reputation as an educational leader?
55. Describe your role in strategic planning and strategic thinking. Is there a difference?
56. As the head, what should your role be in nominating new board members?
57. Describe how you have been involved in budgeting policies and risk management.

Phone Interview Questions for Head Candidate

1. Describe your present situation/school and administrative responsibilities.
2. Are you involved with any strategic planning activities at this time? Describe any past planning experience?
3. Are you involved with an administrative team? How do you operate within this administrative team?
4. Have you been involved with short term financial management, short-term fund-raising programs, or long-term capital fund raising programs? Describe your role.
5. How have you been involved in maintaining school stability or solving problems during this past 20-, 20- or pandemic year?
6. What experience do you have meeting student enrollment goals? Do you have any thoughts on impacting student retention?
7. Generally, how would you describe the ideal partnership with the board of trustees?
8. How does your philosophy of education fit with the mission of our school?
9. As an administrator how would you celebrate the faculty and develop morale and a positive environment within the faculty?

Questions for Head of School Candidate

1. Why did you apply to head this school?
2. Why do you feel that you would be a good head at this school?
3. Tell us about the school culture you are presently employed in and explain how you see the differences with this school.
4. Give us an example of a project, innovation, program, etc. that you lead, and it was highly successful. Also, tell us what you learned as a leader with this experience.
5. Give us an example of a significant challenge you lead the school through that ended positively. Tell us what you learned as a leader with this experience.
6. Give us an example of a challenge your school faced in which you were the leader where the outcome was not positive and you were not happy with the outcome. Tell us what as a leader you learned from this experience. If faced with the same challenge, what would you do differently.
7. Give us in less than five sentences your philosophy of education.

8. Give us your philosophy of child development and its importance in schools and education.
9. How do you defuse an angry parent, staff member or student. Talk about each separately.
10. When you face a problem, do you focus on convincing, listening, or winning? Tell us how to accomplish this role.
11. Do you focus on the school climate of school culture in your leadership style?
12. What is your leadership style, please describe?
13. Tell us the process and your experience with termination of an employee. Please give specific examples.
14. When you attend a school program, sports event, arts presentation where do you generally sit?
15. What is the most important focus that you must maintain everyday as a school leader?
16. What do you do to keep yourself physically, emotionally and spiritually healthy?
17. Everyone sees themselves in their profession in their eyes, not necessarily in the eyes of students, staff, or parents. That said, do you see your role as a head to be popular and well like, or respected? Pick one and tell us why and how you accomplish this as a head.
18. The head of school is often a very lonesome role. Who do you talk to when having to work through a problem.
19. Are you an out-front leader or prefer to be the background leader?