

Protocol for Superintendent and Central Office Staff Interviews – Year One

1. What is your role in the district? What are your main areas of responsibility?
 - Who do you report to?
 - How are you evaluated? By whom?
2. How do you work with the three elementary schools? Are their differences in the services you provide to them? How would you categorize or talk about each school?
3. What are the main district initiatives to improve student achievement?
 - Why were these initiatives chosen?
 - What was the rationale for choosing these initiatives?
 - Has the district taken any special approaches regarding special populations?
4. How have these initiatives been communicated to the schools? How have they been implemented at the schools?
5. How are these initiatives being measured/evaluated? Are you specifically involved in monitoring the process?
6. What kind of professional development is planned for schools this year? Do all three have the same plan? Is the PD supportive of the initiatives? Have you been involved with the Deputy Superintendent's PD Audits being conducted in classrooms? What about your own participation and professional development?
7. What kinds of resources have been allocated to support these initiatives at the identified schools? Money and people? Do you have any specific resources targeted to help struggling or low-performing schools?
8. Tell me about the school improvement process at these schools. Is there a central office review process in place for plans? Do you participate in either the planning or the review?
9. What kinds of progress have you seen? What factors have seemed to influence progress?
10. What factors have influenced the progress at other low performing schools that have made AYP? Please give examples.
11. When we visit the schools, we will specifically be looking for evidence of IFL Trainings, Assertive Discipline, and the utilization of Literacy Coaches. Can you give us any additional insight into these practices?