

Teacher Center
Director Interview Questions
2/8/00

Introductions and explain the process to candidates (Standard set of questions for all candidates, at the end of the questions they can share their vision statement and ask questions)

1. Tell us about yourself, please comment on any experiences that would be particularly relevant to the position.
2. Why are you interested in this position?
3. You've had a chance to see the job description, which aspect of the job do you feel most comfortable, which would be the biggest challenge?
4. What do you believe are the most pressing issues for local educators? How might the Teacher Center respond?
5. The Teacher Center director must handle multiple priorities and projects—how do you feel about multitasking?
6. What experiences have you had working with an advisory board? How do you feel about doing so?
7. What do you see as the future of instructional computing?
8. What do you perceive your strengths and weaknesses in dealing with:
 - People?
 - Technology?
 - Management/supervision?
 - Grant management?
 - Budget management?
9. The Teacher Center is designed to provide services to teachers. How would you determine the services the center should provide?
10. Teacher Centers are funded annually by the state, resulting in budget uncertainty each year--what could you suggest that would ensure stability?
11. Hypothetical situation: As the director of the Teacher Center you have hired an assistant with stellar credentials on paper, but you find her disorganized, constantly in need of direction and oblivious to criticism. How would you proceed?
12. Hypothetical situation: Two board members become disruptive at a board meeting over a difference in Philosophy. What would you do?
13. Please share your vision for the Teacher Center (candidates will be asked to bring this statement with them to interview).
14. Do you have any questions?

Broome County Teacher Center – Directory Search

Candidate: _____

Rank: _____

Please rate each candidate on the job requirements listed below 0-5 as follows:

5-Excellent 4-Very Good 3-Good 2-Adequate 1-Poor 0-No

(Items 1-11 are required.)

Item	Rating	Comment
1. Degree in education or related field and teaching experience		
2. Knowledge of educational trends		
3. Knowledge of current research and practices		
4. Knowledge of State mandates		
5. Knowledge of Instructional technologies		
6. Knowledge of other instructional challenges confronting teachers		
7. Excellent communication and interpersonal skills		
8. Ability to work effectively in staff development activities with and for teachers and their districts.		
9. Strong organizational skills and ability to handle multiple priorities and projects		
10. Computer knowledge and skills and familiarity with and commitment to instructional computing technology		
11. Willingness to travel for Teacher Center institutes and conferences		
12. Experience with program planning and assessment		
13. Experience in management, supervision, and budget management		
14. Experience with grant writing and administration		
15. Experience with systematic approach to procedures and processes: integration of technology and procedures		
16. Creative approach to problem solving		
Total Score		