Interview Strategies for K-12 Administrative Positions

Presenters:

**Dina Bergren, M.A.**
Associate Director of Career Services

**Gloria Kumagai, Ph.D.**
Specialization Coordinator, EdS and MSEd ELA Principal Licensure

**Kimberly Truslow, Ed.D.**
Faculty, EdS and MSEd ELA Principal Licensure

**Gerald Gary, Ed.D.**
Faculty, MSEd-Higher Education and Adult Learning

Walden University
Career Services Center
http://careercenter.waldenu.edu
The Career Services Center Team

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Angie Lira, M.A.
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Denise Pranke, M.Ed.
Senior Career Advisor
TITLE:
Specialization Coordinator of the EdS and MSEd Educational Leadership and Administration (ELA) Principal Licensure Programs, Walden University

EXPERIENCE:
40+ years of experience in education;
19+ years as an elementary school principal
Faculty Contributor: Gerald Gary, Ed.D.

TITLE:
MSEd Faculty, Walden University; Middle School Principal

EXPERIENCE:
3+ years of experience as a middle school principal; 8+ years as an elementary school principal.
Faculty Contributor: Kimberly Truslow, Ed.D.

**TITLE:**
EdS Faculty, Walden University; Elementary School Principal

**EXPERIENCE:**
Experience as a middle school assistant principal, middle school principal and elementary principal
What best describes your role in K-12 education?
Objectives

• Prepare for the interview
• Showcase your achievements
• Answer challenging interview questions
• Leave a lasting impression
The Job Interview

Interviewing is not a single event; it is a process that starts with the first contact offering you an opportunity to interview.

Are you ready for the interview?
Before the Interview – Prepare for the Challenge

<table>
<thead>
<tr>
<th>Research the school, the district, and the State Department of Education...</th>
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<tbody>
<tr>
<td>Mission and vision</td>
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| School’s teaching philosophy  
(and how it aligns with yours) |
| Challenges facing the school |
| Issues before the School Board |
| School leadership |
| Salary range  
(avoid discussing salary during the interview) |
Tools for Your Research

• Professional Associations
• LinkedIn
• National Center for Education Statistics
• Education Week
• School Spring
• Referrals and contacts
• Newspapers, professional journals/magazines
Reassess Your Qualifications for the Job

- **Education**
- **Knowledge**
- **Experience**
- **Skills**
- **Achievements**
- **Values**
- **Licenses/Certifications**
Develop Your Stories

- **Challenge** – What was the problem?
- **Action** – What did you do? Did you initiate it?
- **Result** – Who or what was impacted and how?
- **Tie-In** – How does this apply to your future role?
Career Services Center

http://careercenter.waldenu.edu
Practice Popular Interview Questions

https://waldenu.optimalresume.com/

http://academicguides.waldenu.edu/career services/careerwebinars/jobsearch

Tell me about yourself
Tell me about Walden
What salary are you seeking?
Tell me a time when...
What are your areas of improvement?
Right Before the Interview

• Get there early and turn off cell phone
• Eye contact, smile, firm handshake, professional attire
• Body language – lean forward in your chair to show interest, avoid nervous fidgeting
• Maintain positive, enthusiastic, interested demeanor
• Envision yourself in your future role
Interview Panel

Gloria Kumagai, Ph.D.
Specialization Coordinator
EdS and MSEd ELA
Principal Licensure

Gerald Gary, Ed.D.
MSEd Faculty
Walden University
Middle School Principal

Kimberly Truslow, Ed.D.
EdS Faculty
Walden University
Elementary School Principal
Interviewer: Dr. Kimberly Truslow

What is your vision as a principal?
Interviewer: Dr. Gerald Gary

What makes you the most qualified candidate to effectively lead a high performing school?
Interviewer: Dr. Gerald Gary

What are your strategies for increasing student achievement with declining resources?
Describe your discipline philosophy. Give an example of an action you took to discipline a student.
Describe your view of the parent/guardian role in education. What initiatives have you taken to encourage parent/guardian involvement?
Behavioral Interview Questions:

• Tell us how you worked effectively under pressure.
• How do you handle a challenge?
• How do you work with difficult staff?
• Describe a decision you made that wasn’t popular and how you handled implementing it.
Ask Meaningful Questions

• What are some of the greatest challenges your district is facing?
• What are you looking for in a principal?
• What does success look like 6 months into the job?
Clarify Next Steps

• Thank them for the interview
• Get the names of all interviewers
• Ask about the hiring timeframe
• Leave non-confidential samples of your work (if relevant)
After the Interview

• Promptly send a thank you restating your qualifications and interest in the position
• Follow up with employer
Articles

• Article about questions to ask during principalship interviews: http://www.educationworld.com/a_admin/admin/admin566.shtml

• Behavioral-based examples of interview questions: http://www.quintcareers.com/sample_behavioral.html

• Links to articles about school administration: http://teaching.about.com/lr/school_administration/1401429/5/
Questions?
For additional advice and strategies:  http://careercenter.waldenu.edu
Career Resources: By College

Resources by College

Link to professional development, job search, and networking resources by College:

- Education
  - Health Sciences
  - Management and Technology
  - Social and Behavioral Sciences

- PreK-12
  - American Association for Employment in Education
  - American Association of School Administrators
  - American Association on Intellectual and Developmental Disabilities
  - Association for Middle Level Education
  - Association of Teacher Educators
Webinar Topics

View webinars on over 80 career-related topics!
http://careercenter.waldenu.edu
For upcoming webinars, please visit the Career Services Center website for topics and links to register.
Connect with Career Services

Access Everything from Our Website:
http://careercenter.waldenu.edu

E-mail: careerservices@waldenu.edu
Final Thought

If your actions inspire others to dream more, learn more, do more and become more, you are a leader.

- John Quincy Adams