



## Interview Guide

During your school leader interview, ask the key questions provided in the Prompt column of the Interview Questions Table. The questions are related to the school district policy manual and the legal and ethical issues a teacher may encounter. If you have any additional questions to ask, use the additional spaces at the bottom of the Prompt column in the Interview Questions Table to create your own questions. Record question responses in the Response column of the Interview Questions Table.

**Interview Questions Table**

Prompt	Response
How do you ensure that all staff has access to the school district's policy manual? How do you ensure that your staff understands how the policies apply to them and their role in the school (e.g., annual training, workshops, and online training)?	Shared in faculty google drive with other pertinent documents. To ensure staff understands how policies apply to them and their role in the school there is annual training provided during pre-planning.
Which part of the school district's policy manual do you review or highlight with your staff at the beginning of each school year? Why?	Professional Standards of Conduct which includes Civility, Sexual Harassment, Employee-Student Interaction, FERPA, Mandatory Reporting of Abuse/Abandonment/Neglect
Which part of the school district's policy manual do you refer to the most often with your staff? Why?	Policies on leave (personal, sick etc.) and policies on mandatory reporting are the ones referred to most often - seem to be the ones most questions are about.
Describe a legal situation you've encountered in which the school district's policy manual served to defend the actions of the school district. What was the situation and result?	N/A (not yet)
Describe a legal situation you've encountered in which the school district's policy manual served to defend the actions of a teacher. What was the situation and result?	N/A (not yet)
What is your district's social media policy for staff and students? Do you find that most staff adheres to the policy? How do you enforce the policy?	Staff provided with means to communicate electronically with students concerning school matters. Non-district approved communication technology should not be used to communicate with students. Yes, most staff adhere to policy. Enforced through reminders.
What is the most important way that the school district's policy manual helps you do your job?	The policy manual helps me to make fair and appropriate decisions, and to provide accurate information to staff.

Prompt	Response
What advice do you have for a new teacher related to ethical and legal responsibilities and policies?	<i>Know where to find the School board (and state) policies and become familiar also with the Collective Bargaining Agreement.</i>
Create a question:	
Create a question:	