

## Library Paraprofessional Interview Questions

1. Provide a time when you dealt calmly and effectively with a high-stress situation.
2. Tell me how you organize, plan, and prioritize your work.
3. Name a time when you tutored and assisted children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
4. What is the most challenging part of supervising students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips?
5. Share an experience you had in dealing with a difficult person and how you handled the situation.
6. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
7. Name a time when your patience was tested. How did you keep your emotions in check?
8. What have you found to be the best way to provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities?
9. Give me an example of when you thought outside of the box. How did it help your employer?
10. Can you share a time when you enforced administration policies even though you may have disagreed with them.
11. Tell me about the last time you provided disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
12. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.)
13. Walk me through how you would carry out therapeutic regimens such as behavior modification and personal development programs, under the supervision of special education instructors, psychologists, or

## Library Paraprofessional Interview Questions

speech-language pathologists.

14. Provide an example of when you were persistent in the face of obstacles.

15. How are your computer skills when it comes to maintaining computers in classrooms and laboratories and assist students with hardware and software use?

16. Describe methods you have found effective to observe students' performance, and record relevant data to assess progress.

17. Share an effective method you have used to monitor students' use of equipment and materials to prevent injuries and damage.

18. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

19. Describe an experience when you presented subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.

20. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation or improve an ongoing one. (Look for the candidate's ability to learn.)

21. What is the secret to prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations? Share an example.

22. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

23. What factors do you consider when organizing recreational activities? How do you ensure that the activities promote physical, mental, and/or social development?

24. Tell me about the last time when you participated in teacher-parent conferences regarding students' progress or problems

## Library Paraprofessional Interview Questions

25. Share your approach to prepare lesson outlines and plans in assigned subject areas and submit outlines to teachers for review.

26. What have you found to be the best way to organize and label materials and display students' work in a manner appropriate for their eye levels and perceptual skills?

27. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.

28. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?

29. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?

30. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.

31. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?

32. Do you have any experience operating and maintaining audio-visual equipment?

33. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

34. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

35. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

36. Walk me through how you would teach social skills to students.

## Library Paraprofessional Interview Questions

37. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.

38. Name a time when you monitored classroom viewing of live or recorded courses transmitted by communication satellites.

39. How have you used technology to aid your teaching?

40. How have you used technology to aid your teaching?