

Head Teacher Interview Questions

1. Give me an example of when you thought outside of the box. How did it help your employer?
2. Describe the rules for behavior you use in your classroom. How about your procedures for maintaining order? Name one thing you would like to improve.
3. Describe a time when you successfully provided personal assistance to a coworker or patron.
4. Share an experience you had in dealing with a difficult person and how you handled the situation.
5. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
6. Tell me how you organize, plan, and prioritize your work.
7. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
8. 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.)
9. What is the key to success when communicating with the public.
10. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.
11. Provide an example when your ethics were tested.
12. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
13. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
14. How do you ensure that activities you organize promote physical, mental, and/or social development?

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Provide an experience.
15. Please share an experience in which you presented to a group. What was the situation and how did it go?
16. Share an effective method you have used to teach basic skills, e.g. number recognition or personal hygiene.
17. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
18. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.
19. Name a time when your patience was tested. How did you keep your emotions in check?
20. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)
21. Describe an effective method you have used to read books to groups of children.
22. Provide an effective method you have used to evaluate children's performance, behavior, social development, and/or physical health.
23. What factors do you consider when selecting materials and resources for children to explore, manipulate, and use?
24. Share an experience when you applied new technology or information in your job. How did it help your company?
25. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?
26. Share an effective method you have used to assimilate arriving children to the school environment.

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27. Tell me about the last time you provided disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.

28. Please share a class activity that you are exceptionally proud of. What made it exceptional? (Look for preparation.)

29. How do you ensure that meals and snacks are in accordance with nutritional guidelines?

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 with me the process you go through when creating a lesson plan. (Does the candidate establish clear objectives?)

32. Have you ever identified a child showing signs of emotional, developmental, or health-related problems? Tell me about the situation.

33. Provide an example of when you chose not to enforce district or school policies. (Make sure the candidate has a valid reason for not enforcing policies.)

34. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

35. Provide an example of when you adapted your teaching methods or instructional materials to meet your students' varying needs and interests.

36. Provide an experience in which meeting with a parent helped you to more effectively meet a child's needs.

37. Provide a time when you dealt calmly and effectively with a high-stress situation.

38. Describe how you arrange indoor and/or outdoor space to facilitate creative play and motor-skill activities. Share an experience.

39. Share a time when you've taught using methods other than a lecture. What was the outcome?

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40. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
41. What is the most challenging aspect of keeping accurate student records?
42. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)
43. 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.)
44. Provide an experience in which you administered a test which helped you to determine a child's developmental level, needs, and/or potential.
45. Share an experience in which your willingness to lead or offer an opinion helped your company.
46. Provide an example when you have met with other teachers or professionals to discuss individual students' needs and progress.
47. What is your favorite activity you do with your students? Why is it your favorite?
48. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
49. Name a time when your creativity or alternative thinking solved a problem in your workplace.
50. Provide an example of a student that needed extra help. What did you do? (Did the candidate prepare and implement an appropriate plan or program for the student?)
51. Share an example of when you have worked with another teacher to plan a lesson?
52. Please share with me an example of how you helped coach or mentor someone. What improvements did

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you see in the person's knowledge or skills?

53. Share an experience in which you successfully performed administrative duties.

54. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

55. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

56. Provide an experience in which you improved your professional competence.

57. Share an effective method you have used to organize, label, and display materials. Name one thing you would like to improve. (Ensure that the candidate accounts for children's ages and perceptual skills.)

58. How do you effectively use teacher assistants and volunteers? (Does the candidate plan, supervise, and evaluate assignments?)

59. Share an experience in which collaborating with other teachers and/or administrators helped you to effectively develop or improve a preschool program.

60. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

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

62. Describe an effective experiential activity which you planned. How did you ensure that the students learned from the activity?

63. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?

64. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.

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65. Share an experience in which you served on a committee.

66. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?

67. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

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

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

70. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.

71. What factors do you consider when selecting classroom materials?

72. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

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

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

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

76. Tell me about a recent experience you've had working with your hands.

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77. How do you stay fit in order to perform physical activities that are required in the workplace?

78. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

79. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

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

81. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

82. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

83. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.

84. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?

85. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.)