

Special Education Coordinator Interview Questions

1. 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?

2. Share an experience in which your conference with a parent or staff improved educational activities, policies, student behavior, or student learning problems.

3. What is the most challenging part of budgeting for you?

4. Tell me about your last experience recruiting, interviewing, or hiring an employee. What techniques did you find most effective in finding the right person for the job?

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

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

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

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

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

10. What is the key to success when communicating with the public.

11. Share an experience you had in dealing with a difficult person and how you handled the situation.

12. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)

13. Tell me how you organize, plan, and prioritize your work.

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

15. Share an experience when you applied new technology or information in your job. How did it help your company?

16. Give me an example of when you thought outside of the box. How did it help your employer?

17. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

18. Would you consider analyzing data or information a strength? How so?

19. 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?

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

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

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

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

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

25. 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?

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

27. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?

28. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

29. 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.

30. 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.)

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

32. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

33. Please share an experience in which you presented to a group. What was the situation and how did it go?

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

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

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

37. Share an experience in which your willingness to lead or offer an opinion helped your company.

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38. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

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39. Describe a time when you successfully provided personal assistance to a coworker or patron.

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40. Provide an example when your ethics were tested.

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

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42. 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.)

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

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44. Name a time when your patience was tested. How did you keep your emotions in check?

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45. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

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46. 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.)

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

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

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

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50. 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.)

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51. Share an experience in which your collaboration with teachers helped you develop effective curriculum standards, a mission statement, or set attainable goals and objectives.
52. Describe an experience in which you were able to improve a teaching method or learning material by your evaluation of curricula or teaching techniques. How did your observations help you determine which areas needed improvement?
53. What makes you successful in enforcing discipline and attendance rules?
54. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
55. Tell me about a program which you successfully coordinated across one or more school districts. How did it help your students?
56. Share an experience in which you successfully helped a student with a difficult problem.
57. Provide a time when you evaluated curricula, teaching methods, or programs. How did you improve upon their effectiveness, efficiency or utilization?
58. Tell me about effective methods you have used to recruit, hire, train, and evaluate a staff.
59. Tell me about the last time you set successful educational standards or goals. What policies or procedures did you establish to carry them out?
60. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
61. 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.)
62. 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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63. Tell me about an effective method you have used to estimate staffing and facility requirements.
64. Tell me about a method you have found effective in soliciting funding for programs.
65. Share an experience in which you helped a staff develop professionally.
66. Tell me about your last experience allocating funds. How did you decide which expenses were most important?
67. What is the key to a successful budget?
68. Share an experience in which your diligence of inspecting equipment, structures, or materials helped you identify a problem or the cause of a problem.
69. Name a time when your creativity or alternative thinking solved a problem in your workplace.
70. Describe a time when you successfully mentored a staff member. What made you successful?
71. What is one thing that has made you a successful director of staff?
72. Tell me about a new program you recently approved. How about a proposal for a program which you rejected?
73. Describe the state of your records. What is one thing you would like to change about them?
74. Tell me about your experience with special education programs.
75. Share an experience in which you successfully organized and directed a committee providing assistance for a program. What made you a successful director?
76. Share an effective method you have used to develop a partnership with an organization. How did the partnership help you meet educational needs?

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77. Tell me about the last instructional method or content which you planned and developed.

78. Share an effective method you have used to advocate repairing, remodeling, or rebuilding schools.

79. Tell me about the last time you coordinated maintenance and/or use of a facility.

80. Share a method you have found successful in coordinating school logistics programs.

81. Share an experience in which you met with an agency to help improve an educational program.

82. Describe a program you developed which ensured facility safety.

83. Share an experience in which you accurately predicted employment trends and enrollment patterns. How did this prediction help you improve your curriculum?

84. What teaching method have you found most effective for students?

85. Tell me about an extracurricular activity which you coordinated and directed. How did it help your school?

86. Tell me about the last publication you wrote. How did it help your school?

87. Share an experience in which you conducted a test of a product, service, or process and successfully improved the quality or performance.

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