

Literacy Coordinator Interview Questions

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

2. Provide a time when you had to tell a parent that their child was not progressing. Was there a time when the parent didn't take it well? How did you handle the situation?

3. What do you see as the key to maintaining order in the classroom? (You want to see that rules are established and consistently enforced.)

4. Tell me how you go about creating your lesson plans. (Look to see that the candidate establishes clear objectives for all lessons.)

5. Provide an example when you taught your students using a method other than a lecture. (Assess how well the candidate utilizes discussions, demonstrations, and other methods.)

6. 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?

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

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

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

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

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

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

Literacy Coordinator Interview Questions

13. 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?

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

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

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

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17. 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.

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18. 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.)

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

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

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21. How do you go about evaluating your students' social development?

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

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23. Can you share a time when you enforced administration policies even though you may have disagreed with them.

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24. How do you prepare your students for later grades? (Does the teacher encourage his or her students to explore learning opportunities and persevere with difficult tasks?)

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Literacy Coordinator Interview Questions

25. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?
26. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)
27. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)
28. Give me an example of when you thought outside of the box. How did it help your employer?
29. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
30. Name a time when your patience was tested. How did you keep your emotions in check?
31. 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.)
32. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)
33. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?
34. Provide a time when you dealt calmly and effectively with a high-stress situation.
35. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.
36. Describe a time when you successfully provided personal assistance to a coworker or patron.
37. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

Literacy Coordinator Interview Questions

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

39. Provide an example when your ethics were tested.

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

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

42. 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.)

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

44. 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.)

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

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

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

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

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

50. Provide an effective method you have used to read books to groups of students.

Literacy Coordinator Interview Questions

51. How have you used materials or resources for children to explore, manipulate, and use in learning activities? Can you please share a specific example.
52. Share an experience in which your attention to detail and thoroughness had an impact on your last company.
53. Provide an example of when you had a student with a particularly difficult behavioral problem. How did you handle the situation?
54. Share an effective method you have used to assign and grade class work and homework.
55. What is the most difficult aspect of evaluating your students' progress?
56. 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?)
57. What is the key to success when communicating with the public.
58. Share an experience in which you successfully assisted a disabled student.
59. Share a time when you've taught using methods other than a lecture. What was the outcome?
60. Name a time when your creativity or alternative thinking solved a problem in your workplace.
61. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
62. Describe an effective method you have used to prepare for assigned classes, including written preparation.
63. How have you used technology to aid your teaching?
64. Share an example of when you have counseled a student who had academic or adjustment problems. What

Literacy Coordinator Interview Questions

about a student with special academic interests?

65. What is the most challenging aspect of keeping accurate student records?

66. What factors do you consider when organizing activities? How do you effectively promote physical, mental, and social development?

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

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

69. Provide an example when you have met with other teachers or professionals to discuss individual students' needs and progress.

70. Share an example of when you prepared an outline for a course. Did you need to pay close attention to school, district, or state requirements?

71. Share an example of when you have worked with another teacher to plan a lesson?

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

73. Have you ever invited a guest speaker to your classroom or organized a field trip? Tell me more about the experience.

74. Provide an effective method you have used to organize, label, and display materials and students' work.

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

76. Have you served on any committees? Tell me more.

Literacy Coordinator Interview Questions

77. Provide an experience in which you improved your professional competence.
78. Share a time when you collaborated with other teachers and administrators in improving school programs?
79. Share an experience in which you administered standardized tests which helped you to determine student strengths and areas of need.
80. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?
81. 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?
82. Provide an effective method you have used to involve parents and older students to facilitate involvement in focused and complex play.
83. What factors do you consider when selecting classroom materials?
84. What has been your involvement in student extracurricular activities?
85. Provide an experience in which you successfully performed administrative duties.
86. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?
87. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.
88. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.
89. 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.)