

# Intensive English Program Curriculum Coordinator (iep Curriculum Coordinator) Interview Questions

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

2. Share an experience in which adapting teaching methods helped you to more effectively meet students' needs, abilities, and/or interests.

3. 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?

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

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

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

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

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

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

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

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

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

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

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

15. 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.)

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

17. What is the state of your student records? What is one thing you would like to improve upon?

18. 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.

19. Provide an example when your ethics were tested.

20. Share an effective method you have used to assign and grade class work and homework.

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

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

23. Provide an effective method you have used to evaluate students' work. Share an experience in which you made a suggestion which led to improvement in work.

24. Tell me about an effective test which you prepared. How do you issue grades according to performance?

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

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

27. Name a time when your patience was tested. How did you keep your emotions in check?
28. 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.)
29. 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.)
30. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)