**Principal/Counselor Interview Questions**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/Counselor 1 Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/Counselor 2 Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/Counselor 2 Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In a general sense, how would you describe the resources on your campus?

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| --- | --- | --- |
| Principal/Counselor 1 | Principal/Counselor 2 | Principal/Counselor 3 |

2. What do you think is in great condition at your campus (above district norm)?

What is in average condition? What is in poor condition?

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| Principal/Counselor 1 | Principal/Counselor 2 | Principal/Counselor 3 |

3. What is the resource(s) that are lacking the most?

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| Principal/Counselor 1 | Principal/Counselor 2 | Principal/Counselor 3 |

4. Do you have resources that go unused at your campus?

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| Principal/Counselor 1 | Principal/Counselor 2 | Principal/Counselor 3 |

5. Are their resources you are always seeking more of?

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| Principal/Counselor 1 | Principal/Counselor 2 | Principal/Counselor 3 |

6. Does your campus participate in any special district programs geared towards additional resources at the current time?

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| Principal/Counselor 1 | Principal/Counselor 2 | Principal/Counselor 3 |

7. What are the top three things teachers ask for? Are you able to provide those items?

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| Principal/Counselor 1 | Principal/Counselor 2 | Principal/Counselor 3 |

8. Are there resources that students are consistently needing more of?

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| Principal/Counselor 1 | Principal/Counselor 2 | Principal/Counselor 3 |

9. What technology exists on your campus? Is your staff trained in using these items?

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| Principal/Counselor 1 | Principal/Counselor 2 | Principal/Counselor 3 |

10. Do you have a storage location on campus for broken technology?

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| Principal/Counselor 1 | Principal/Counselor 2 | Principal/Counselor 3 |

Additional Notes:

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| **Principal/Counselor 1** | | |
| Are teachers departmentalized? | **Y/N** | **Notes** |
| How many classrooms are there? |  |  |
| How many portables are there? |  |  |
| Is there an outdoor playground? |  |  |
| Are there any obvious repair needs? |  |  |
| Is there working internet? |  |  |
| Is there working cell service? |  |  |
| Is the gym in good condition? |  |  |
| Is the cafeteria welcoming? |  |  |
| Is there a room with student data posted? |  |  |
| Does the counselor have a space/office? |  |  |
| Do surrounding buildings seem upkept? |  |  |
| Are the bathrooms clean? |  |  |
| Is there toilet paper? |  |  |
| How many computer labs are there? |  |  |
| Does the campus have a washer/dryer? |  |  |

Additional Notes:

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| **Principal/Counselor 2** | | |
| Is there working internet? | **Y/N** | **Notes** |
| Is there working cell service? |  |  |
| Is the gym in good condition? |  |  |
| Is the cafeteria welcoming? |  |  |
| Do surrounding buildings seem upkept? |  |  |
| Are the bathrooms clean? |  |  |
| Is there toilet paper? |  |  |

Additional Notes:

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| **Principal/Counselor 3** | | |
| Is there working internet? | **Y/N** | **Notes** |
| Is there working cell service? |  |  |
| Is the gym in good condition? |  |  |
| Is the cafeteria welcoming? |  |  |
| Do surrounding buildings seem upkept? |  |  |
| Are the bathrooms clean? |  |  |
| Is there toilet paper? |  |  |

Additional Notes:

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| **ELEMENTARY SCHOOL VISIT CHECKLIST** | | | |
| **GENERAL** | | | |
| **Campus:** | | | **Date of Inventory:** |
| **HALLWAYS** | **Y/N** | **Notes** | |
| Are the hallways clean? |  |  | |
| Is student work posted in hallways? |  |  | |
| Are collegiate flags posted? |  |  | |
| Is there a central comm. spot for parents? |  |  | |
| Are school vision, values, or goals posted? |  |  | |
| Is there motivational print on the walls? |  |  | |
| **CAMPUS LIBRARY** | | | |
| Does the room feel particularly small? |  |  | |
| Is space well utilized? |  |  | |
| Are the walls word rich? |  |  | |
| Are books well organized? |  |  | |
| Are books sorted by reading level? |  |  | |
| Are books sorted by genre? |  |  | |
| How is AR implemented? |  |  | |
| Is there seating for students to read? |  |  | |
| Seating varied for group vs. indv. work? |  |  | |
| How many computers are in the library? |  |  | |
| How many eReaders are there? |  |  | |
| Are titles culturally-representative? |  |  | |
| Are there collaborative workspaces? |  |  | |
| **LEVELED LIBRARY** | | | |
| Is the leveled library organized? |  |  | |
| Do kits seem to be missing? |  |  | |
| Are kits/books in good condition? |  |  | |
| Do kits/books appear utilized? |  |  | |
| Effective system for tracking teacher use? |  |  | |
| Correlation chart to Fountas & Pennel kits? |  |  | |
| Correlation chart to Lexile level? |  |  | |
| Fiction/non-fiction groupings? |  |  | |
| Are there leveled kits in Spanish? |  |  | |
| **COMPUTER LAB** | | | |
| How many computers? |  |  | |
| How many VDIs? |  |  | |
| How many headphones? |  |  | |
| How many tablets in the lab? |  |  | |
| How many COWs are on campus? |  |  | |
| **NOTES** | | | |

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| **ELEMENTARY SCHOOL VISIT CHECKLIST** | | | | | | | | |
| **CLASSROOM CHECKLIST** | | | | | | | | |
| **Campus:** | **Date of Inventory:** | | | | | | | |
| **CLASSROOMS** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| Room Number |  |  |  |  |  |  |  |  |
| Grade |  |  |  |  |  |  |  |  |
| # Students |  |  |  |  |  |  |  |  |
| **LITERACY RESOURCES** | | | | | | | | |
| Around how many books are in the classroom library? |  |  |  |  |  |  |  |  |
| Are the books organized and in good condition? |  |  |  |  |  |  |  |  |
| Are the books organized by genre or interest? |  |  |  |  |  |  |  |  |
| Are the books organized by reading level? |  |  |  |  |  |  |  |  |
| Are there multiple books in Spanish? |  |  |  |  |  |  |  |  |
| Are the books culturally relevant? |  |  |  |  |  |  |  |  |
| Does the classroom have a Fountas and Pennel set? |  |  |  |  |  |  |  |  |
| Are there Scott Foresman textbooks (class set)? |  |  |  |  |  |  |  |  |
| Is there a centralized method to track SGGR/writing? |  |  |  |  |  |  |  |  |
| Does the method seem up-to-date, regularly used? |  |  |  |  |  |  |  |  |
| Is there a "publishing center" with supplies in one place? |  |  |  |  |  |  |  |  |
| Do students have individual notebooks/journals? |  |  |  |  |  |  |  |  |
| Are students producing written content in the journals? |  |  |  |  |  |  |  |  |
| Is there evidence worksheets are used regularly? |  |  |  |  |  |  |  |  |
| **CLASSROOM RESOURCES** | | | | | | | | |
| Is there an alphabet on the wall? |  |  |  |  |  |  |  |  |
| Are there anchor charts on the walls? |  |  |  |  |  |  |  |  |
| Do anchor charts appear useful, well-placed? |  |  |  |  |  |  |  |  |
| Does the classroom have a word wall in English? |  |  |  |  |  |  |  |  |
| Does the classroom have a word wall in Spanish? |  |  |  |  |  |  |  |  |
| Are there many words on the word wall(s) (at least 25)? |  |  |  |  |  |  |  |  |
| Is wall space designated for exemplary student work? |  |  |  |  |  |  |  |  |
| Is there wall space to spotlight student data? |  |  |  |  |  |  |  |  |
| Is student written work on the walls? |  |  |  |  |  |  |  |  |
| Is there a designated reading area? |  |  |  |  |  |  |  |  |
| Is there a reading rug? |  |  |  |  |  |  |  |  |
| Are desks arranged to facilitate student collaboration? |  |  |  |  |  |  |  |  |
| Is there a table for small group reading? |  |  |  |  |  |  |  |  |
| **TECHNOLOGY RESOURCES** | | | | | | | | |
| How many computers do you see in the classroom? |  |  |  |  |  |  |  |  |
| How many iPads/tablets do you see? |  |  |  |  |  |  |  |  |
| How many sets of headphones do you see? |  |  |  |  |  |  |  |  |
| Is there a smart board with a document camera? |  |  |  |  |  |  |  |  |
| **NOTES** | | | | | | | | |

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| **ELEMENTARY SCHOOL VISIT CHECKLIST** | | | | | | | | |
| **CLASSROOM CHECKLIST** | | | | | | | | |
| **Campus:** | **Date of Inventory:** | | | | | | | |
| **CLASSROOMS** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** |
| Room Number |  |  |  |  |  |  |  |  |
| Grade |  |  |  |  |  |  |  |  |
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