

Acting Administrator Interview

Follow these steps.

1. Welcome the teacher and thank them for applying.
2. Explain the purpose of the interview—to assess readiness to step into the role of acting administrator..
3. Briefly outline the responsibilities—leadership, decision making, safeguarding, staff and student well-being, communication with families and community, and crisis management.
4. Ask the included questions, adding or omitting as the context requires.
5. Last, outline next steps in the process.

R E P R O D U C I B L E

Name:

Please highlight some of your leadership experience.

You explained in your application why you are interested in being the acting administrator. Tell me more about that.

How would you maintain the school's vision and culture while serving as acting administrator?

A parent approaches you with a serious concern about a teacher. How would you handle it?

There is a conflict between two staff members that is escalating. What steps would you take?

There is a conflict between two students during recess that escalates. What steps would you take?

If an urgent issue arises that you've never dealt with before, what decision-making process would you follow?

How would you prioritize student safety and well-being?

R E P R O D U C I B L E

How familiar are you with the school's safety procedures?

Acting administrators often manage day-to-day operations. How would you prioritize competing demands?

How would you balance leadership duties with your own teaching (if applicable)?

What strategies would you use to stay organized under pressure?

Do you have any questions?

Is there anything else you would like to share?