



KCMSD Post-Shadowing Principal Interview Protocol

PRE-INTERVIEW

Describe the consent form and have the Principal sign it.

Re-introduce the study: Our study is looking at the different roles and functions of principals. Members of our team are shadowing principals at schools throughout the district to get a clearer idea of the tasks that principals do. This interview helps us with this as well. This interview will take about 45 minutes, and I hope to go through as many questions as possible. If I can't get through all of the questions today, the second researcher will ask the remaining questions when he/she comes to shadow your school later this month.

Thank You and Confidentiality Assurance (*You can use your own words, but here's some sample language.*): Thank you again for allowing me to record this interview. As a reminder, everything that is said today will remain completely confidential. No one from the district will ever hear the recording or see the notes I am taking, and I won't discuss what I hear today with anyone else outside of the research team. Only the research team at IREPP will listen to the recording. We will never identify you or use your name or the name of your school in any of our reports. **So now that we are clear about the confidential nature of this interview, I am going to turn on the recorder and ask you to state your name, the school and that you agree to be recorded.**



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Introduction: Thank you for letting me shadow today. It has been so interesting and a pleasure....I would like to start by asking a few questions about your school's leadership...

A. School Leadership

- 1) Do you have a school leadership team in place? If so, who is on this team? What is each of their roles?

Now I would like to ask you about the teachers at your school...

B. Teachers

- 2) How are you feeling about your teaching staff so far?
- 3) What are some of their particular strengths?
- 4) What are some weaknesses?
- 5) What types of strategies are you thinking about to address these weaknesses?
- 6) Do you have some particularly strong teachers? Would you let me know the names of one or two of them so that I can follow-up with you about them in the spring (this is completely confidential)? Why did you choose these teachers? What are each of their strengths? How do you think you will use them for school improvement?



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7) Do you have some teachers whom you are particularly concerned about? Would you let me know the names of one or two of them so that I can follow-up with you about them in the spring (this is completely confidential)? Why did you choose these teachers? What are your concerns with each of them? Have you had time to think of strategies to address these concerns? If so, what are they?

8) More generally would you tell me about your approach to supporting teacher improvement? Can you give me examples? What is your role in implementing these strategies?

As for your non-teaching staff...

C. Non-teaching staff

9) Could you tell me about the non-teaching staff in your school, for example, the guidance counselor(s) or support staff? What roles do they play?

10) Do you have an assistant principal? Could you tell me a bit about what you are going to look to them to do this year?

11) Do you have some curricular or instructional staff (such as reading or math coaches)? If yes, how many of them and what are their jobs? What would you most like them to do this year?

12) Do you have any counselors in the school? If yes, how many of them and what are their jobs? What would you most like them to do this year?



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Now I would like to ask you about the support you receive as a principal...

D. Principal Support Systems

13) Does the district provide you with a principal coach or mentor?

If not, skip ahead to Q14

- a. What does that relationship look like?
- b. What aspects of the mentorship do you find helpful? Are there particular areas that you focus on?
- c. Which do you feel could be improved?
- d. Are there other people you turn to for support?

14) Who else do you turn to for support? Why do you turn to this person/these people? What issues are you most likely to go to them with? How do they help?

Lastly, the district has just undergone a great transformation and I would like to ask you some questions about this new school year and your goals as the school principal...

E. Starting a New School Year

15) What are your goals for the school this year?

16) What strategies do you think you will use in implementing these goals?



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17) What do you see as the greatest challenge or challenges to implementing these goals?

18) Your school district has undergone many changes in the last 6 months as a result of the district's "right-sizing" plan. A few weeks into the new school year, how are you feeling about these changes?

- a) Do you think right-sizing will ultimately improve district performance? Why or why not?
- b) Do you think the beginning of this school year has been more or less difficult than previous years? Why?
- c) In thinking about how the district administration has managed the transition into this school year and how that has affected you and your school, what have they done particularly well? What do you wish they might have done differently?

19) In the first few weeks of this new school year, what has been your biggest challenge?

20) What do you see as the school's greatest challenges this year? What are your biggest concerns?

Thank you so much for your time and thoughtful responses today. We really appreciate your contributions to our study. If you have any questions about our research, we'd be more than happy to put you in contact with our project supervisor.