



M-DCPS Regional Office Interview Protocol

PRE-INTERVIEW

Describe the consent form and have the Administrator sign it.

Re-introduce the study: Our study is looking at the different roles and functions of principals and assistant principals. Members of our team are shadowing administrators at schools throughout the district to get a clearer idea of the tasks that administrators do. This interview helps us with this research as well. This interview will take about 30 minutes.

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. Outside of the research team at Stanford and the University of Missouri, no one 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. We will never identify you or use your name or position 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, your school, and that you agree to be recorded.**

Note to Interviewer: The interview you will conduct with the regional office directors will be semi-structured. In other words, you should follow the questions below, but you should follow up with clarifying and probing questions where necessary to fulfill the broad goal of the interview, which is for us to understand how the regional offices interact with school leaders in their management and support functions.

Since the directors that you are managing each have different titles and responsibilities, the protocol attempts to differentiate questions by broad topic area (see Q3). You should choose the set of questions that apply best to each director, adapting them where necessary.

Also, be sure to bring a list of high schools and their principals by region to each interview (Q4).



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- 1) Please describe your position and responsibilities.

- 2) Please describe how/in what capacity you interact with principals or other members of the leadership team in the schools in your region.

- 3) Now I'd like to ask you to talk about how some operations in some specific areas in your region. The research team is trying to understand how each of these processes work in your region and in the district more broadly. [*Note to Interviewer: Only ask about the areas below that are germane to the responsibilities of the director you are interviewing, as they identified in Q1.*]
 - a. **Human Resources**
 - i. Principal/AP hiring: How does the hiring process for new principals and assistant principals work?
 - ii. Principal/AP assignment: How are decisions made about which principals and assistant principals are assigned to which schools?
 - iii. Principal/AP evaluation: What is the process for performance evaluations for principals and APs? How formal is it? What are the criteria? How are those criteria chosen?
 - iv. Support: What support functions do you or your staff serve for school leaders in their management of HR in their schools?
 - b. **Budget**
 - i. Allocation/Planning: How are resources allocated? How does the budget planning process work at the school level? What are principals' responsibilities in the area of budgeting?
 - ii. Control: What areas of the budget does the principal have control over? What does he/she not?
 - iii. Support: What support functions do you or your staff serve for school leaders in their management of budget issues in their schools?



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- c. **Curriculum/Professional Development**
 - i. Control: How much control do principals have over ... in their schools?
 1. Curriculum
 2. Professional development
 - ii. Support: What support functions do you or your staff serve for school leaders in their management of ... in their schools?
 1. Curriculum
 2. Professional development
 - iii. [For PD Directors only] What is professional development like for principals and assistant principals themselves? How is it structured? How much control do they have over it? Are they held accountable for their own PD in some way?
 - iv. [For PD Directors only] Does the region or district seek to facilitate networking opportunities among school leaders in a structured way? How?

- 4) Lastly, we are really interested in the leadership teams in the high schools and how you interact with them. If you don't mind, I'd like to go through a list of the high schools in your region. For each one, I'd like you to tell me about ANY PARTICULAR STRENGTHS you think each principal has in dealing with the areas that you oversee (e.g., budget, HR, PD). [*Note to Interviewer: If you have time, differentiate the school leadership team from the principal and ask about both separately. If you don't have time, just ask them to talk about the principal's role.*]