## Interview Questions
*(for commonly staffed school based roles)*

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Interview questions for Area Manager

1. Tell me what interests you most about this opportunity and working for Catapult Learning?

2. Tell me about your primary contribution/achievement in your current or most recent position.

3. One aspect of this job requires the development and motivation of staff. Tell me about the related experience that you have in this area.

4. Describe how you have managed education programs in other positions you have held. How did you ensure program quality? How did you ensure that related goals were met?

5. Please describe how you have brought up an issue to a Principal.

6. Share with me some ways in which you ensure that you effectively inform others (share info, etc.).

7. Describe your management style. How do you encourage others to do their best work?

8. Catapult Learning has developed research-based curriculum standards and processes that are replicated in our programs throughout the country. What is your level of comfort with the idea of learning and applying pre-determined standards and practices?
9. Describe how you've worked to meet budget/targets?

10. Describe your computer proficiency and provide a few examples to illustrate how you have used Microsoft Office tool (MS Word, Excel, and PowerPoint) and other workplace software.

11. This position is contingent upon being able to provide the following:
   a. Successful completion of a background check including a fingerprint based background check. (This is not required of individuals currently employed by the school district.)
   b. Successfully being able to show work authorization in the US
   c. Evidence of a masters degree

   If offered the position, would you be able to meet these requirements?

12. If you were offered this position, when would you be available to start?
Interview questions for Assistant Teacher/ Early Childhood

1. Why are you interested in employment with Catapult?

2. Tell me about your previous work experience that you feel will help you to be successful in this position. Does your prior experience include work in the early childhood field? If yes, please tell me about that experience.

3. This position requires someone who is enthusiastic and can motivate others. Tell me about a time when you had to motivate a group of people to complete a task.

4. Give me an example of a time when a parent was upset or difficult and how you responded.

5. How would you define effective communication? How do you ensure that you are understood by children, by co-workers/supervisors, and by parents?

6. How would your last supervisor describe you?

7. If two children in your class were fighting over a toy, what would you do?

8. What is your experience working with parents?

9. Think of a time when you had a child who misbehaved in class (or was having difficulties paying attention or following directions). What did you say to the parent?
10. Describe your level of computer proficiency and provide a few examples to illustrate how you have used Microsoft Office tools (MS Word, Excel and PowerPoint). What types of documents or records have you previously maintained?

11. Do you have any specific schedule conflicts we should be aware of? (Explain program and schedule.)

12. If you were offered this position, when would you be available to start?
Interview questions for Teachers and Instructors

1. What type of certification do you have and when does your certification expire?

2. Are you currently teaching? If so, where:

3. Please describe your background and tell me about:
   a. your prior teaching experience.
   b. grade levels you have taught and the grades you are most comfortable teaching
   c. sizes of classes that you have managed
   d. subjects that you have taught: (Reading, Math, other subjects) and your preference

4. Describe how you have handled a difficult student.

5. Describe your classroom behavior management skills and techniques. Give me an example of a time you had to deal with a child with challenging behaviors.

6. How do you measure a student’s educational achievement and progress?

7. Describe an ideal learning environment.

8. Describe how you have worked with students from disadvantaged backgrounds.

9. Give me an example of a project you worked on that didn’t turn out well. In retrospect, what would you have done differently?

10. Please identify and talk about the greatest strength you bring to the classroom.
11. Tell me about a time when you handled an unreasonable request from a parent or principal?

12. Tell me about your primary contribution/achievement in your last or current position.

13. If you were offered this position, when would you be available to start?

14. Describe your level of computer proficiency and provide a few examples to illustrate how you have used Microsoft Office tools (MS Word, Excel, and PowerPoint).

15. Describe a challenging work situation that you encountered and the steps you took to resolve the situation.

16. Why are you interested in working with Catapult Learning?
Interview questions for Tutor/Teaching Assistant/Instructor Assistant/Paraprofessional

1. Tell me what interests you most about this opportunity?

2. What type of previous work experience do you have that you feel will help you to be successful in this position?

3. This position requires someone who is enthusiastic and can motivate others. Tell me about a time when you had to motivate a group of people to complete a task.

4. If you felt that a student was having a difficult time grasping a concept what would you do to help that student succeed?

5. Describe a time when you were able to overcome a communications barrier.

6. If you are hired as a Tutor or Teaching Assistant or Instructor Assistant or Paraprofessional, you will serve as a role model for the students. Why do you feel you are suited for this type of position? In what ways have you previously been a role model?

7. How would you define effective communication? What do you do to ensure that you are understood by others?

8. This position is contingent upon being able to provide the following:
   a. Successful completion of a background check
   b. Authorization to work in the US
   c. Enrollment in or recent completion of a college degree program
   If offered the position, would you be able to meet these requirements?

9. If you were offered this position, when would you be available to start?
**Interview questions for Lab Attendant**

1. Why are you interested in employment with Catapult?

2. Tell me about your previous work experience that you feel will help you to be successful in this position.

3. This position requires someone who is enthusiastic and can motivate others. Tell me about a time when you had to motivate a group of people to complete a task.

4. How would you define effective communication? How do you ensure that you are understood by students, and by co-workers/supervisors?

5. Please describe your experience in working with students from diverse backgrounds? (Inform applicant that our curriculum incorporates all cultures, for example we celebrate and learn about holidays from all types of religions and countries.)

6. How would your last supervisor describe you?

7. Describe your level of computer proficiency and provide a few examples to illustrate how you have used Microsoft Office tools (MS Word, Excel and PowerPoint). Describe how you have assisted others with challenges or questions regarding use of computer/software tools?

8. What types of documents or records have you previously maintained?
9. Do you have any specific schedule conflicts we should be aware of? (Explain program and schedule.)

10. If you were offered this position, when would you be available to start?
Interview questions for Lead Teacher

1. This job entails working as an instructional leader for the Teachers you manage. Tell me about the related experience that you have in this area.

2. Talk to me about your knowledge and understanding of classroom management.

3. Share with me the ways that you have motivated your staff – what has worked well and what has not worked well. How would you describe your leadership style as a supervisor in education?

4. Share with me some ways in which you ensure that you effectively inform others (share info, etc.)

5. If a teacher was not adhering to the Catapult Learning curriculum or process what would you do?

6. How have you ensured the quality of education?
7. Catapult Learning has developed research-based curriculum standards and processes that are replicated in our programs throughout the country. What is your level of comfort with the idea of learning and applying pre-determined standards and practices?

8. This position is contingent upon being able to provide the following:
   a. Successful completion of a background check including a fingerprint
   b. Successfully being able to show work authorization in the US
   c. A valid teaching certificate
   If offered the position, would you be able to meet these requirements?
Interview questions for Professional Development Coaches

1. Take me through your job history and explain why this position is a good fit for your career.

2. Tell me about your primary contribution/achievement in your last or current position.

3. Give me an example of a time where you had to come up with a creative solution when you were faced with a difficult coaching situation.

4. What would you say are the main components to providing good customer service?

5. What do you know about classroom management?

6. What do you believe works well to motivate a group of teachers?

7. How would your last supervisor describe you?

8. Describe an experience that you had coaching adults, from diverse backgrounds.

9. Did you ever face a situation where one participant is overshadowing a workshop group during response periods or is challenging your knowledgebase? What did you do/what would you do?

10. Describe a situation in which communication failed? What happened? How was it corrected?

11. If participants are talking amongst themselves during your workshop, what would you do?

12. What have you done when the size of a workshop group is larger than expected?
13. Why are you interested in working with Catapult Learning?

**Interview questions for Professional Development Coaches**

1. Take me through your job history and explain why this position is a good fit for your career.

2. Tell me about your primary contribution/achievement in your last or current position.

3. Give me an example of a time where you had to come up with a creative solution when you were faced with a difficult coaching situation.

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10. Describe a situation in which communication failed? What happened? How was it corrected?

11. If participants are talking amongst themselves during your workshop, what would you do?
12. What have you done when the size of a workshop group is larger than expected?

13. Why are you interested in working with Catapult Learning?
Interview questions for Program Supervisor

1. This job entails working as an instructional leader for the Teachers you manage. Tell me about the related experience that you have in this area.

2. Talk to me about your knowledge and understanding of classroom management.

3. Share with me the ways that you have motivated your staff – what has worked well and what has not worked well. How would you describe your leadership style as a supervisor?

4. Share with me some ways in which you ensure that you effectively keep others informed.

5. If a teacher was not adhering to the Catapult Learning curriculum or process what would you do?

6. Share with me, ways that you responded to parents or school administration on difficult issues or if not in education, how you responded to clients.
7. Catapult Learning has developed research-based curriculum standards and processes that are replicated in our programs throughout the country. What is your level of comfort with the idea of learning and applying pre-determined standards and practices?

8. Describe work that you have done when you worked with other teams or other managers to get things done.

9. This position is contingent upon being able to provide the following:
   a. Successful completion of a background check including a fingerprint based background check. (This is not required of individuals currently employed by the school district.)
   b. Successfully being able to show work authorization in the US
   c. A valid teaching certificate
   If offered the position, would you be able to meet these requirements?
Interview questions for School Community Liaison

1. Why are you interested in employment with Catapult Learning?

2. What is your prior experience working with parents and children in a school-based setting? Describe your background.

3. Describe how you handled a difficult parent situation.

4. Describe how you have worked with students from diverse backgrounds.

5. Give me an example of a project you worked on that didn’t turn out well. In retrospect, what would have done differently?

6. How would your last supervisor describe you?

7. What is your greatest strength that you bring to this position?

8. Do you have any experience training school personnel in methods to promote family involvement? If so, tell me more about your experience.

9. Give me an example of a time when you had to develop a creative solution to a difficult problem as a School Community Liaison.

10. What would you say are the main components to providing good customer service?
Interview questions for School Counselor

1. What is your prior school counseling experience? Describe your background:

2. What grade levels have you worked with?

3. Describe how you have handled a difficult parent situation.

4. As a school counselor, what kinds of special needs students have you worked with?

5. How do you measure a student’s achievement and progress?

6. Describe an ideal learning environment.

7. Describe how you have worked with students from disadvantaged backgrounds.

8. Give me an example of a project you worked on that didn’t turn out well. In retrospect, what would you have done differently?

9. How would your last supervisor describe you?

10. What is the greatest strength you bring to your work as a school counselor?
11. What is your experience in serving as a resource consultant to parents and school personnel in locating services within the community to help meet the needs of individual students or families?

12. Give me an example of a time where you had to come up with a creative solution to a difficult problem in this field.

13. What would you say are the main components to providing good customer service?
Interview questions for School Nurse

1. Give me an example of a time you had to deal with a child with challenging behaviors.

2. Describe how you have worked with students from disadvantaged backgrounds.

3. What is the greatest strength that you can bring to this position?

4. Which previous job was the most frustrating to you and why?

5. Did you ever resolve a conflict with a co-worker or client? Briefly describe the situation and how you resolved it.

6. Tell me about a situation where you went the extra mile to satisfy a client, teacher, parent, or principal?

7. Describe a difficult work situation that you faced and how you resolved it.

8. Describe your experience providing first aid and emergency care to school age children.

9. Why are you interested in employment with Catapult Learning?

10. Tell me about your School Nurse experience.
Interview questions for School Psychologist

1. Why are you interested in employment with Catapult?

2. Tell me about your previous school psychology experience. Describe your background for me.

3. Tell me about the grade levels for which you were responsible.

4. Describe how you have handled a difficult parent situation.

5. What tests do you use in a standard psycho-educational assessment and why did you choose those particular tests?

6. What are some strategies you could suggest to help a student with mild learning problems to stay in the nonpublic school rather than transferring to the public school for special education?

7. As a school psychologist, tell me about the kinds of special needs students with whom you have worked.

8. How do you measure a student’s achievement and progress?

9. Describe an ideal learning environment for me.

10. Describe how you have worked with students from disadvantaged backgrounds.
11. Give me an example of a project you worked on, that didn’t turn out well. In retrospect, what would you have done differently?

12. How would your last supervisor describe you?

13. What is the greatest strength that you bring to your work as a school psychologist?

14. What is your experience in advising school personnel on methods to create a motivating educational environment?
Interview questions for School Social Worker

1. What is your prior school social work experience? Describe your background:

2. Describe the characteristics of an outstanding school social worker.

3. Are you a member of a professional organization related to social work?

4. What grade levels have you worked with?

5. What client population do you find most difficult to work with?

6. Describe how you have worked with students from disadvantaged backgrounds.

7. Describe how you have handled a difficult parent situation.

8. Give me an example of a project you worked on that didn't turn out well. In retrospect, what would you have done differently?

9. How would your last supervisor describe you?

10. What do you consider a reasonable case load?

11. What is the greatest strength you bring to the learning environment?
12. How important is it to understand a child's developmental history when making an assessment of his strengths and weaknesses?

13. Give me an example of a time where you had to come up with a creative solution to a difficult problem in this field.

14. What would you say are the main components to providing good customer service?

15. How would you handle having to tell a parent that their child qualifies for Special Education Services?
Interview questions for Site Coordinator

10. What relevant work experience do you have that you feel would make you successful in this role?

11. This position requires a considerable amount of organizational skills and the ability to multitask. Can you tell me about a time when you were responsible for overseeing multiple tasks at once and how you stayed organized?

12. Tell me about a time when someone brought a problem to your attention and you resolved it.

13. If a teacher was not adhering to the Catapult Learning curriculum or process what would you do?

14. Describe a time you used your communication skills to resolve an issue with a concerned parent, problem employee, or concerned principal.
15. Do you think you are better at organizing resources than most? Why?

16. This position is contingent upon being able to provide the following:
   a. Successful completion of a background check including a fingerprint based background check. (This is not required of individuals currently employed by the school district.)
   b. Successfully being able to show work authorization in the US.
   If offered the position, would you be able to meet these requirements?
Interview questions for Speech Language Pathologist

1. What is your prior Speech Language experience? Describe your background:

2. What grade levels have you been involved with?

3. Describe your classroom behavior management skills and techniques. Give me an example of a time you had to deal with a child with challenging behaviors.

4. How do you measure a student’s achievement and progress?

5. Describe how you have worked with students from disadvantaged backgrounds.

6. Give me an example of a project you worked on that didn’t turn out well. In retrospect, what would you have done differently?

7. How would your last supervisor describe you?

8. What is the greatest strength you bring to the classroom?

9. Describe your experience with following populations: Autism/PDD/Aspergers, ADHD/ADD, hearing impaired, processing disorders, etc. (It will all depend on the position they are applying for.)

10. How would you integrate your therapy with the academic curriculum?
11. How would you communicate with parents and teachers?

12. What would I see if I came to your therapy room?

13. What experience have you had with IEPs? Service plans for nonpublic schools?
Interview questions for Summer School Teacher

1. How do you encourage students to learn?

2. What is your educational philosophy?

3. What experience do you have with students from culturally diverse backgrounds?

4. Describe the teaching techniques or strategies that are most effective for you.

5. This position requires someone who is enthusiastic and can motivate others. Tell me about a time when you had to motivate a group of people to complete a task?

6. How do you deal with an unmotivated student?

7. Describe a good lesson that you planned and implemented. Explain why it was good.

8. What do you include in your daily lesson plans? How closely do you follow your plans?

17. Catapult Learning has developed research-based curriculum standards and processes that are replicated in our programs throughout the country. What is your
level of comfort with the idea of learning and applying pre-determined standards and practices?

10. Describe your computer proficiency and provide a few examples to illustrate how you have used Microsoft Office tool (MS Word, Excel, and PowerPoint) and other workplace software.

11. This position is contingent upon being able to provide the following:
   a. Successful completion of a background check including a fingerprint based background check. (This is not required of individuals currently employed by the school district.)
   b. Successfully being able to show work authorization in the US
   c. A valid teaching certificate

If offered the position, would you be able to meet these requirements?

12. If you were offered this position, when would you be available to start?
Interview questions for Teacher/Instructor Early Childhood

1. This position requires you to go back to school to obtain your P-3 certification. Do you have any concerns about simultaneously working and attending school?

2. Are you currently teaching? If so, what school:

3. Why are you interested in employment with Catapult?

4. Tell me about your prior early childhood teaching experience and describe your background.

5. Describe a “typical day” for me, at your last EC position?

6. Tell me how you handled a difficult student.

7. Describe an ideal learning environment.

8. What is the greatest strength you bring to the classroom?

9. How would your last supervisor describe you?

10. What are some of the things that you would teach to a 3 or 4 year old?

11. If two children in your class were fighting over a toy, what would you do?
12. What is your experience working with parents? Provide an example of how you responded to an irate parent? Are you available to work during Parent-Teacher nights?

13. Think of a time when you had a child who misbehaved in class (or was having difficulties paying attention or following directions). What did you say to the parent?

14. Please describe your experience in working with children (or adults, if no previous EC experience) from diverse backgrounds? (Inform applicant that our curriculum incorporates all cultures, for example we celebrate and learn about holidays from all types of religions and countries.)