



New Mexico School Boards Association

Sample 1: Superintendent Interview Questions

1. What would you consider to be your greatest assets and abilities as a leader? What areas will you need to further develop?
2. What do you consider the three most critical issues facing Superintendents and Boards of Education today?
3. Please describe any experiences you have had to mentor new leaders.
4. How would you go about engaging parents and community into the fabric of the school as a whole?
5. Describe the decision-making process you use.
6. How do you handle conflict situations?
7. What area of your present job do you find most difficult to handle?
8. What experience have you had with grant writing?
9. What experience have you had dealing with children and families in poverty?
10. Communication skills are a must in the Superintendency. How would you go about communicating the district vision policy and general information to the Board, Staff, Community?
11. What relationships do you believe should exist between the Superintendent and the Board of Education?
12. On what criteria do you feel a Board of Education should evaluate your performance as a Superintendent?
13. What are your expectations for your middle management staff, i.e. Principals, Director of Transportation?
14. To what extent should the Superintendent be involved in the functions of the Business Office?
15. How would you continue a policy of improvement of the school facilities?
16. Are you aware that the Board prefers residency and are you prepared to make a commitment and move to the district if offered the position?
17. How do you perceive BOCES services within the context of a total educational program?
18. Why do you want this job?



New Mexico School Boards Association

Sample 2: Superintendent Interview Questions

1. How would you create your first budget if you were to be hired?
2. What would be the first thing that you would cut from the budget if you came onboard?
3. What is micro-managing?
4. What percent (a number) of the budget should be dedicated to sports, arts, and music?
5. How many contracts have you negotiated?
6. Do you think that the same code of ethics should apply to staff and students?
7. How do you remove a tenured, non performing administrator?
8. What are the first three things that you are going to do if hired?
9. Do you have any questions for the board?



New Mexico School Boards Association

Sample 3: Superintendent Interview Questions

(ICEBREAKER) We have read your resume. However, please take a few minutes to tell us a little about yourself. Highlight those areas you believe are particularly important for us to know.

INSTRUCTIONAL PROGRAM:

1. School districts are faced with implementing state standards with limited resources. What creative approaches will you utilize that will result in increased student achievement and academic success for our students?
2. Do you believe that use of technology will increase student performance? Why or why not?
3. Describe your experience with, and philosophy, regarding education for students with disabilities.
4. What have you done to upgrade the educational programs in schools under your supervision? How have you evaluated the results?

STAFF RELATIONS:

5. Describe how you would obtain support from the Board of Education for candidates you intend to recommend for tenure.
6. Discuss the most difficult personnel problem you have ever dealt with and how you resolved it.
7. You have identified an administrator who needs improvement. What process would you use to improve the competence of that person and what corrective action would you take?

PLANNING:

8. Briefly describe how you would go about developing a comprehensive five-year plan for the district and how would you implement it?

STUDENT MANAGEMENT:

9. Discuss the most difficult parent problem you have ever dealt with and how you resolved it.

BOARD / SUPERINTENDENT RELATIONSHIP:

10. You find yourself in a respectful disagreement with a board member on a specific issue, how would you proceed?

COMMUNITY RELATIONS:

11. How do you plan to communicate with the public on matters of school concern?
12. Describe specific strategies you would use to promote public support for school activities, budget and instructional programs.
13. Describe your experience with school-business partnerships. How would you develop such partnerships here? What objectives would you have for such a program?

FINANCE AND BUDGET:

14. What involvement have you had in budget development and ongoing fiscal management? Please give concrete examples when possible concerning such areas as community involvement in the budget process, multi-year fiscal planning and budget development.

NEGOTIATIONS:

15. What experience do you have in the area of negotiations?

PROFESSIONAL PERSONAL DATA:

16. How did you improve the school or school system now under your supervision? In retrospect, what would you do differently?

WRAP-UP QUESTION - TIME PERMITTING OR ADD TO THE PROFESSIONAL PERSONAL DATA SELECTION:

17. A superintendent is expected to handle a variety of responsibilities. Which do you feel most qualified to handle? Why? With which are you least comfortable? Why?

