**MOA Interview Questions**

**Superintendent**

1. How long have you been in the district?
2. Have you had any complaints, grievances in the last few years?
3. Are there instructions for grievance process/policy?
4. Do you have any other titles (Title IX, Homeless Liaison, etc.)? Have you had specific trainings for these?
5. Where is it listed that you are Title IX Coordinator?
6. What is the process for teachers applying to the district?
7. Do you have people that want to come back and teach?

**Human Resources Director**

1. What is length of CTE teachers’ contract? Is it different that regular teachers?
2. Do all your employment applications have a nondiscrimination statement on them?
3. What is your teacher turnover like?

**CTE Director**

1. Tell me about the courses you offer for CTE.
2. When do you send out the nondiscrimination statement?
3. Where is this statement? Is it on the website? Is it in Spanish?
4. Is there any screening process for students to take CTE courses? Any fees to do anything?
5. How have numbers changed in the CTE program over the years?
6. Do you have any work programs/internships?
7. Do you know of any physical barriers that would keep a student from being able to access CTE courses?
8. How do students know about CTE courses?
9. How are CTE courses promoted to students?
10. Are there any CTE posters, brochures, etc. available in the school for students to see?
11. Do posters show nontraditional, special population individuals?

**Principal**

1. Tell us about yourself.
2. Have you ever noticed underrepresentation in CTE before?
3. Are you aware of any physical barriers?
4. Are you able to provide accommodations to meet student needs?
5. Do you feel counselor gives equal attention to male and female students?
6. How often does the counselor meet with students about schedules?
7. Do you feel the district is supportive of CTE?
8. Have you had to deal with any grievances or complaints?
9. How do parents know about CTE programs?
10. Do you have a large enough ELL population to have things in Spanish?
11. What percentage of students are ELL?
12. Have you talked about expanding your CTE offerings/program?

**Counselor**

1. Tell us about yourself.
2. Talk to me about the CTE program and your offerings.
3. Do you have any idea why there is any disparity for any of the groups and their participation in CTE?
4. Talk to me about the process for developing 4-year plans with students.
5. Do you have posters/brochures to promote CTE?
6. Are there any CTE programs you would like to offer?
7. Who does the CTE coding? Who checks it?
8. How do you help ELL students?
9. Do you work with SPED kids and taking CTE courses?
10. Has there been any problem for SPED students getting into classes?
11. Do you feel the district can support CTE courses/programs?

**Special Ed Director**

1. Tell me specifically what you job involves in supporting students at the campuses.
2. Are assistive devices available to students when needed?
3. What is your ARD process?
4. Do you have CTE reps at all ARDs?
5. Do you have transition coordinators? What does their job involve?
6. How is scheduling done for special ed students? Are they given any priority?
7. How do students who are visually or hearing impaired get assistance?
8. Has a student ever been denied access to a CTE course?
9. Has a special ed student ever been removed from a CTE course?
10. Have classrooms ever been moved to accommodate students accessing courses?
11. Do teachers get copies of student IEPs?
12. Does any student have an assigned aide?
13. How many SPED students do you have?
14. How do teachers know students are SPED or LEP?

**CTE Teachers**

1. Do you have admission requirements for programs/courses?
2. Is there a work agreement with employers?
3. Do students leave school to work?
4. Does your training agreement have the nondiscrimination statement?
5. Do you offer career exploration activities?
6. What kind of guest speakers do you bring in?
7. How often do speakers come in?
8. What kind of information do you provide students in regard to CTE programs/courses?
9. Are materials free from bias?
10. What do you do let students/parents know that courses are available?
11. Are you aware of any physical barriers that would prevent students from participating?
12. Have you noticed more males or females in classes?
13. What do you do to try to recruit students into a program?
14. Is there ever a case where you have had to turn away students because of size?
15. How do students select your courses?
16. Do you attend ARDs?
17. If you have a special needs student how do you know they need help?
18. When do you get IEP information?
19. How do you assist ESL students?
20. Do you feel males and females are treated equally in CTE programs?
21. Are there any fees for courses or projects?
22. Have students ever been removed from CTE courses? If so, for what reason?
23. Is the district able to provide supplies for classes?

**Special Education Teacher**

1. How many students do you serve in special education?
2. In terms of CTE classes, how do students enroll in them? How are their needs met?
3. Do you go with students to CE classes?
4. Do you know of any places that would be hard for students to access?
5. In terms of classrooms, have any changes had to be made for students?
6. Have there been any issues with safety equipment?
7. Has there ever been an instance where a special ed student has been discouraged from taking CTE?
8. Do you ever have any joint planning time with CTE teachers?
9. Are CTE teachers willing to work with special ed teachers?
10. Do your students ride the bus? Do you meet them at the bus?
11. Are there any issues with drop off and pick up?

**Students**

1. Have you all taken CTE courses?
2. How did you find out about CTE courses?
3. When did you find out about course offerings?
4. What about in 8th grade, how did you find out about HS CTE courses?
5. How much time does the counselor spend with you talking about careers/courses?
6. Do you all have a 4-year plan?
7. Have you all taken a career inventory? Did it help you?
8. Have you ever had an issue with a teacher? If so, what would you do?
9. Talk to me about something you have done in a CTE class that you would consider a highlight or related to what you want to do after high school.
10. Have you taken any dual credit courses? Can you tell me about them?
11. Did you know you have the opportunity to take dual credit courses?
12. For online courses, can you do that at your own time?
13. Are any of you graduating with a certification of any type?
14. Are you aware of certifications?
15. Did you all get help investigating colleges?
16. What about financial aid? Who helps you?
17. What about scholarships? Are you aware of them?