

Interview Guide

Congratulations on landing an interview! As your partner, we're here to support you throughout the process. In preparation for your interview, please review these curated tips to present the best version of yourself and secure your dream job.



1. Research the school, district and interviewer(s).

Set aside time for research prior to your interview! Familiarize yourself with:

- The location of the district
- The specific school in which you'd be working
- The grade levels and student population the school supports
- The district's mission, values, and educational philosophy

2. For in-person interviews, be punctual and well-prepared.

- **Make travel arrangements in advance.** Be sure to account for potential delays such as traffic, road closures, public transit issues, or inclement weather.
- **Bring multiple physical copies of your resume,** whether or not you were instructed to do so. Ask your interviewer if they would like a hard copy of your resume for reference.
- **Arrive AT LEAST 10 MINUTES EARLY.** This demonstrates professionalism, shows your commitment, and allows you time to gather your thoughts before the interview starts.

3. For virtual and phone interviews, prepare ahead of time.

- **Choose the right location.** Plan to take your interview in a quiet, well-lit space with good connection and no distractions.
- **Make sure your internet connection, microphone, and camera are functioning properly** before the interview. If you need to download or install a virtual meeting application, do so in advance.
- **Join the virtual meeting AT LEAST FIVE MINUTES EARLY** to demonstrate professionalism and address any unexpected technical issues.

4. Dress professionally and appropriately.

Choose attire that makes you feel confident and aligns with the role for which you're interviewing.



5. Highlight your achievements and why you're a good fit.

Remember to share accomplishments from your previous positions to highlight your experience and strengths! Be ready to discuss:

- Times you successfully addressed issues with students
- Effective classroom interventions or techniques you've utilized
- How you've collaborated with your team to solve problems or improve student outcomes
- Specific examples that show why you're a great fit for this role and district

6. Prepare answers to commonly asked questions.

Be ready to respond to:

- **Walk me through your background and experience.** What types of students have you worked with? What challenges have you helped them navigate?
- **Tell me about your professional philosophy.** How do you create a supportive and effective learning or therapeutic environment for students?
- **Why are you interested in working here?**
- **What aspects of your role are you most passionate about?** What is your favorite part about working with students?
- **Describe a challenging situation with a student.** How did you address it, and what was the outcome?
- **Tell me about a time you handled a difficult situation with a parent.** How did you approach the problem, and what steps did you take to resolve it?
- **Describe a time you collaborated with a multidisciplinary team (e.g., educators, specialists, administrators) to support a student.** How did you navigate different perspectives, and what was the outcome?
- **Share an example of a strategy you used to build rapport with a student.** How did it create a positive and supportive environment, and how did it impact their success?

7. Ask insightful questions to show your interest.

Consider asking:

- What would my responsibilities be on a daily and weekly basis?
- How many students would I be supporting? What is the typical caseload/class size?
- How large is the team? What other departments or groups will I work with the most?
- Tell me more about the district's philosophy. How would you describe the culture and the environment you strive to create for students?
- How long have you been with this school/district? What has been your experience working here been like?
- What are the next steps after this interview?
- Based on what you've learned about me and our conversation today, do you have any concerns about my fit for this role?

8. Touch base with your recruiter after the interview.

Your recruiter is excited to hear about your experience! Give them a call right after your interview so they can advocate for you, especially if you're interested in the role.

9. Send a thoughtful follow-up to your interviewer(s).

Within 24 hours, send a brief thank-you note to your recruiter to forward to your interviewer(s). Express gratitude for their time, reiterate your interest in the role, and reference a key takeaway from your conversation. This small step can set you apart from others in consideration!

Good luck! You've got this!

