

**Sample Interview Questions
Tied to Paraprofessional Portfolio Assessment**

**Complete packets available to
School Administrators**

**To receive packet
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PARAPROFESSIONAL INTERVIEW QUESTIONS

APPLICANT'S NAME _____	DATE _____
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Interviewer: _____ **Position(s):** _____

Question	1	2	3	4	5
1) Educational background					
2) Experience					
3) Responsibilities					
4) Teamwork					
5) Child Abuse					
6) First Aid					
7) Seizure					
8) Behavior Management					
9) Behavior Management					
10) Transitions					
11) Distinctions in Roles					
12) Technology					
13) Instructional Strategies					
14) Assessment/data collection					
15) Confidentiality					
16) Confidentiality					
17) Professional Development					
18) Physical Condition					
19) Accommodations needed for job					
Individual proficiency in Reading					
Individual proficiency in Writing					
Individual proficiency in Math					
TOTAL Points					

Signature of Interviewer: _____ **TOTAL POINTS**

PARAPROFESSIONAL INTERVIEW QUESTIONS

Interview Summary for Portfolio

Applicant's Name _____ **Date:** _____

Administrator Signature: _____

Summary of competency following knowledge and skills with the following standards: (4 or higher required to meet standard)

Question	Standard	Knowledge/ Skill	Meets Standard/ Knowledge/ Skill (4 or higher)	Needs assistance/ training in area (3 or less)
3) Responsibilities	2	K1, S1, S2		
4) Teamwork	2	K1, K2, S1, S2		
5) Child Abuse	3	K2		
6) First Aid	3	K1		
7) Seizure	3	K1		
8) Behavior Management	3	K3		
9) Behavior Management	3	K3		
10) Transitions	4 5	K1 S6		
11) Distinctions in Roles	4	K2		
12) Technology	4	S1, S2		
13) Instructional Strategies	5	K1, K2, S7		
14) Assessment/data collection	6	K1, S1		
15) Confidentiality	7	K1		
16) Confidentiality	7	K1, K2, K4		
17) Professional Development				
	Score	Meets Standard	Needs remediation in this area	
Individual proficiency in Reading (St 1, K1)				
Individual proficiency in Writing (St 1, K2)				
Individual proficiency in Math (St 1, K3)				

Comments:

PARAPROFESSIONAL INTERVIEW QUESTIONS

APPLICANT ' S NAME _____ **DATE** _____

1. Please share with us your educational background and training. Please include education and training related to the position for which you applied.

Listen for 2 years of study at an institution of higher education, Associate degree or higher OR for training that directly relates to the job and for candidate's explanation of how training might relate. Listen for experiences with students with a variety of disabling conditions and/or Title I environments and a variety of environments (self-contained, regular ed. etc.)

Rate:

- (0) For H.S. diploma or GED
- (1) For 1 or 2 yrs. education beyond H.S.
- (2) Associate degree
- (3) Associate degree or 2 or more years of education in an area that directly relates to the position.
- (4) 3-4+ yrs. education beyond H.S. and/or 3-4 yrs. training beyond H.S. that directly relates to the position
- (5) B.A. or B.S. degree in an area that directly relates to the position

Candidate Response:

3. What is your perception of the responsibilities of a paraprofessional who helps with the needs of students? (*Standard 2: K1,S1,S2*)

Listen for a response that indicates an understanding that the paraprofessional is under the direction of the teaching staff, that the paraprofessional implements programs designed by teachers and may have some non-student (i.e. payroll, clerical) responsibilities. Listen for a team player; effective communication skills; ability to carry out instructional programs with a variety of students in a variety of different environments. Listen for an ability to meet the objectives of students' IEPs or Title I programs.

Rate:

- (1) Unacceptable response
- (2) For acceptable appropriate response
- (3) For average appropriate response
- (4) For above average appropriate response
- (5) For superior response

Candidate Response:

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6. You are doing playground duty and a student gets hit in the head and has a bloody nose. What precautions should you take to maintain personal safety? (

Listen for: knowledge of universal precautions, use of gloves for personal safety, knowledge of first aid and when to get additional help.

Rate:

- 1) Unacceptable response
- 2) For acceptable appropriate response
- 3) For average appropriate response
- 4) For above average appropriate response
- 5) For superior response

Candidate Response:

8. A student in one of your classes exhibits inappropriate behavior being out of his desk, talking and is in general consistently off task. How do you attempt to alleviate the problem ?

Listen for a response that indicates the candidate would expect the student to have a behavior management program and that their responsibility is to follow the program. Listen to see that should a behavior management program not exist that they should observe the frequency of the behavior and report the results to the instructor.

- 1) Unacceptable response
- 2) For acceptable appropriate response
- 3) For average appropriate response
- 4) For above average appropriate response
- 5) For superior response

Candidate Response:

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11. You are assisting a teacher in working with students both individually and in groups. What is your role in developing curriculum content, learning strategies and modifying learning programs to meet the needs of individuals and groups of children and youth.

Listen for response that indicates that paraprofessional implements plans developed by the teacher: assists with small groups and individuals with lessons, practice exercises and monitors seatwork for understanding; carries out teacher's plans for students and assists teacher when appropriate; monitors student progress in educational programs and relates findings to supervising teacher

Rate:

- 1) Unacceptable response
- 2) For acceptable appropriate response
- 3) For average appropriate response
- 4) For above average appropriate response
- 5) For superior response

Candidate Response:

13. You are assigned to work in a general education classroom. There are five special education or Title I students in the class. What do you see as your role? How can you assist in the class?

Listen for knowledge that an IEP or instructional plan exists and the responsibility to meet the objectives of the IEP/ instructional plans. Listen for intent to help others as well if all students' needs are being met. Listen for ability to make accommodations and adaptations as needed. Listen for ability to ask questions of teacher and work under his/her direction.

Rate:

- 1) Unacceptable response
- 2) For acceptable appropriate response
- 3) For average appropriate response
- 4) For above average appropriate response
- 5) For superior response

Candidate Response:

PARAPROFESSIONAL INTERVIEW QUESTIONS

14. What is the purpose of using assessments and data collecting data when working with students. What kinds of assessment and data collection tools are you familiar with and what is the role of the paraprofessional in these assessments?

Listen for: using assessments and collecting data to assess learner strengths and needs – specifically in reading, writing and math; types of assessments: standardized, informal, criterion-referenced, task analysis) Role of para: under direction of teacher keep data to monitor progress

Rate:

- 1) Unacceptable response
- 2) For acceptable appropriate response
- 3) For average appropriate response
- 4) For above average appropriate response
- 5) For superior response

Candidate Response:

16. How will you handle questions and/or comments about students' disabilities, behavior or cultural differences from students and staff members? (*Standard 7:K1,K2,K4*)

Listen for a response that indicates an ability to take the focus off the person with the disabilities and an understanding that all kids need help at times: ability to avoid stereotype terms; an response that indicates understanding of confidentiality; ability to redirect questions in a positive direction.

Rate:

- 1) Unacceptable response
- 2) For acceptable appropriate response
- 3) For average appropriate response
- 4) For above average appropriate response
- 5) For superior response

Candidate Response:
