

Suggested Interview Questions

POSITION: Director of Auxiliary Programs

Leadership

- If you were to step into this new leadership role at our school, what would your top 3 priorities be in the first 60 days on the job?
- Through your leadership, how will you build a culture of support for auxiliary programs within the school community?
- Describe a situation when you've had to make a difficult decision as a leader and how you handled it.
- What strategies would you utilize to develop a culture of continuous improvement within our auxiliary programs?
- The job of an Auxiliary Programs Director often requires a balance of independence and collaboration. Describe how you would navigate this balance within our school.
- How would you successfully balance the day to day tasks of the job with the need to be strategic and forward-thinking about the future of our auxiliary programs?

Program

- Share an example of a successful program you have launched and the specific reasons why you were successful.
- Based on your understanding of the current auxiliary programming landscape, what opportunities exist for our school in the near future?
- Our goal is to deliver auxiliary programs of the highest quality. What are the most effective strategies to improve and maintain our program quality?
- What is the process by which you would determine whether an outside program vendor would be a good partner for the school?

Staff

- Describe an experience where you've had to work through a challenging situation with a member of your staff towards a successful resolution.
- What system of performance evaluation have you found most effective with auxiliary program staff?
- What are the most important skills that you look for when hiring your auxiliary programs staff?

Parent Communication

- Describe a time when you had to interact with a difficult parent. What was the situation, and how did you handle it?
- Parents in our community are fully invested in their child's experience. How would you make sure that our parent community feels engaged and involved in our auxiliary programs?

Teamwork

- Talk about a time when you had to work closely with someone whose personality was very different from yours.
- Give me an example of a time you faced a conflict while working on a team. How did you handle that?
- Describe a time when you struggled to build a relationship with someone important. How did you eventually overcome that?
- Tell me about a time you needed to get information from someone who wasn't very responsive. What did you do?

Diversity, Equity and Inclusion

- Please share with us what diversity, equity, and inclusion mean to you and why they're important.
- Describe how your career has been enhanced by exposure to diverse people, places, or experiences. Please provide a specific example.
- What is your approach to dealing with discussions about potentially difficult topics related to DEI? Please provide a specific example.
- How have you incorporated diverse viewpoints and perspectives into your decision/policy making? Please provide a specific example.
- What do you see as the most challenging aspect of working with a diverse team? What steps have you taken to meet this challenge?
- Tell us about one or two specific things that you have done to promote diversity, equity and/or inclusion in your current (or last) job, or school.
- What steps have you taken at your current (or last) employer to create an inclusive work or learning environment?
- How do you challenge stereotypes and promote sensitivity and inclusion? Please provide a specific example.

Innovation

- Could you tell me about a time you lacked the skills or knowledge to complete an assignment?
- Describe a time when you had to think "outside the box" and how did you go about it?
- What is the most creative idea or project you have generated in your current role? How was it received?
- In what ways have you encouraged your work team to be more creative and innovative?
- Tell us a situation in your current job during the last year that required you to change rapidly and adapt with a completely different approach. Tell us the name of the situation that required this significant adaptiveness and then walk us through the steps of how you and your team successfully adapted.

Adaptability

- Tell me about an emergency situation that you were involved in and your role.
- Tell me about a time you were under a lot of pressure. What was going on, and how did you get through it?
- Describe a time when your team or organization was undergoing some change. How did that impact you, and how did you adapt?
- Give me an example of a time when you had to think on your feet in order to delicately extricate yourself from a difficult or awkward situation.
- Tell me about a time you failed. How did you deal with this situation?

Time Management

- Tell me about a time you had to be very strategic in order to meet all your top priorities.
- Describe a long-term project that you managed. How did you keep everything moving along in a timely manner?
- Tell me about a time you set a goal for yourself. How did you go about ensuring that you would meet your objective?
- Give me an example of a time you managed numerous responsibilities. How did you handle that?

Communication

- Give me an example of a time when you were able to successfully persuade someone to see things your way at work.

- Describe a time when you were the resident technical expert. What did you do to make sure everyone was able to understand you?
- Tell me about a time when you had to rely on written communication to get your ideas across to your team.

Motivation & Values

- Tell me about your proudest professional accomplishment.
- Describe a time when you saw some problem and took the initiative to correct it rather than waiting for someone else to do it.
- Tell me about a time when you worked under close supervision or extremely loose supervision. How did you handle that?
- Give me an example of a time you were able to be creative with your work. What was exciting or difficult about it?
- Tell me about a time you were dissatisfied with your work. What could have been done to make it better?

General

- Tell me about how you've worked effectively under pressure.
- How do you handle a challenge? Give an example.
- Give an example of how you set goals.
- Give an example of a goal you reached and tell me how you achieved it.
- Describe a decision you made that wasn't popular and how you handled implementing it.
- Give an example of how you worked on a team.
- What do you do if you disagree with someone at work?
- Share an example of how you were able to motivate employees or co-workers.

Auxiliary Program Leadership Search

Build Capacity For Your Investment

SPARC provides comprehensive leadership search services exclusively for auxiliary leadership roles. Whether a school is creating a new role, redefining an existing position, or replacing an outgoing director, we will enable you to attract, evaluate, and identify your next auxiliary program leader.

Given the complex combination of skills required to be successful in an auxiliary position, SPARC is an essential partner in expanding your applicant pool with experienced talent while also assessing the relevant skills and experience of candidates throughout your hiring process.

<https://www.sparcnational.com/leadership-search>
