

**HOME ECONOMICS CAREERS & TECHNOLOGY EDUCATION  
PROGRAM IMPROVEMENT AND CERTIFICATION SYSTEM**

**Site Administrator Interview Questions**

This interview usually takes about 20 to 30 minutes.

We are in the process of collecting information needed to determine if the \_\_\_\_\_ Program meets the criteria to be certified as a Program of Excellence. You are being asked to contribute information from your point of view. We are reviewing the \_\_\_\_\_ program, and you should answer each question only in terms of the \_\_\_\_\_ program.

*(Note: The number following each question/statement in parentheses denotes the corresponding Quality Criteria number.)*

1. How are courses structured into career pathways? Are you satisfied that the skills and knowledge taught are valid and currently required in the identified career pathway? (1)
  
2. How does the HECT Department help students achieve both academic and career competences? (1)
  
3. What evidence do you have that the instructional staff uses a variety of instructional strategies/materials and effective teaching techniques to enhance student learning? (4)
  
4. Who evaluates the HECT Department staff? What is the format and how often does it occur? (4)
  
5. What opportunities are teachers provided for frequent involvement in professional development activities? (4)
  
6. Do you feel that the instructional space and facilities allocated to the HECT Department are adequate for meeting the instructional objectives and individual needs of all students? (5)
  
7. Are facilities and equipment used in the HECT Department/Course/Program comparable to those used by local business and industry establishments (HERO) or currently used in the home (CFS)? (5)
  
8. What is the policy for the regular maintenance, repair, and replacement of the equipment used in the HECT Department? (5)

9. What evidence do you have to insure counselors provide students with adequate information relevant to their career pathway goals and information to make occupational choices? (7)
  
10. How does the HECT and Counseling Departments promote the \_\_\_\_\_ program within the school and the community? (7)
  
11. How does the HECT Department recruit students? (8)
  
12. Do the HECT Department instructors use local job market information for curriculum planning? (9)
  
13. When planning for curricular and program changes, do HECT Department teachers make use of student information such as test data, dropout rates, etc.? (9)
  
14. How is the HECT program evaluated? What are the most recent results? (9)
  
15. Does the HECT Department have a Program Improvement Plan which sets forth agreed upon priorities for operation of the department's programs and activities? (9)

\_\_\_\_\_  
Name of Interviewer

\_\_\_\_\_  
Date/Time