

General prompts to keep in mind:

- Tell me more about....
- Can you give me an example...
- Why do you think this is the case...

Small Schools – High School Conversion Study

Interview Protocol: District Administrator

[Record district name, administrator's name, and date and time of interview.]

- Thank you very much for speaking with me today. The study that I am working on is documenting the conversion process in seven high schools in Washington State.
- Would you look over and sign this consent form?
- Do you have any questions before we begin?

Background *[Keep this section somewhat brief.]*

Please tell me briefly about your experience as an educator? *[Prompts: past experience, how long a district leader, how long in this district.]*

What are your current roles and responsibilities? *[Don't use this for Superintendent or when it's obvious what the roles and responsibilities are.]*

Conversion Issues *[Begin this section by saying something like, "I'd like to ask you a few questions about Eisenhower High and the process of their conversion to small schools."]*

1. Tell me what you know about why Eisenhower HS has undertaken the small schools conversion process? *[Follow-up if necessary: What is your understanding about what they hope to accomplish through this effort?]*
2. From your perspective here at the district office, how is it (the conversion process) going so far at EHS?

Questions about role of district in conversion process

3. What has been your role in the conversion process? *[Prompt: Others from Central Office have key responsibilities?]*
4. In what ways does the conversion process at Eisenhower fit with other district goals and priorities?
5. What kinds of resources and assistance has the district made available to the school in the conversion process? *[Probe: Nature of the district's role; level of commitment, autonomy, etc.]*
6. To what extent, if any, has the small schools conversion process at _____ High impacted other high schools in the district? *[Probe: transfer of ideas, other schools now pursuing small schools agenda, nature of that work?]*