

Reviewer: _____

Date: _____

Administrator Interview Guide

(Central Office, Building level, Coordinators: Title IX, Title VI, II, etc.)
(Verify Section I, Name of Local Newspaper)

Name _____

Gender: Male Female

School District/Building: _____

Title: _____

Overall goal of interview: to determine 1) degree of understanding of nondiscrimination laws, 2) knowledge of district level policies and procedures that address discriminatory practices, and 3) level of services provided to special populations.

<p>1. Understands the intent of Federal nondiscrimination regulations</p>	<p>1.1 What types of discrimination does federal law prohibit in public schools?</p> <p>1.2 Explain your district's nondiscrimination policy.</p> <p>1.3 What policies protect the civil rights of your employees?</p> <p>1.4 Has this district had any civil rights complaints or grievances filed during the past five years? If yes, please describe the circumstance(s) and the outcomes.</p>
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<p>2. Has knowledge of agency policy and procedure, and identifies correctly the specific individual responsible for coordination of compliance</p>	<p>2.1 How would you investigate a civil rights complaint brought to the attention of your district?</p> <p>2.2 Who is the coordinator for compliance and/or grievance activities in your district? (Multiple coordinators are usual)</p> <p>2.3 Where could an employee, student or parent find the grievance policy?</p>
<p>3. Has knowledge of programs and services provided for special populations.</p>	<p>3.1 Where might it be difficult for a person with a disability to access buildings or facilities in your district?</p> <p>3.2 How does your district meet the needs of minority/underrepresented students (includes nontraditional students, English language learners, students with disabilities, etc.)?</p>
<p>4. Other valuable information</p>	<p>4.1 How would you describe the emphasis your district places on Career and Technical Education?</p> <p>4.2 What are the greatest challenges for your district?</p>