**Administrator Interview Questions for VTSS Implementation**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Administrator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***We are going to start by talking about your school’s VTSS implementation.***

1. Do you have a Virginia Tiered Systems of Supports (VTSS) school leadership team?

*(Question 1 on Tier 1 External Fidelity Interview)*

Yes \_\_\_\_\_\_\_ *If yes, are there additional problem-solving teams functioning at the school?*

No \_\_\_\_\_\_\_ *If no, please identify any other problem-solving team that operates like VTSS.*

Please list the positions of the team members (e.g. special education teacher, principal, etc.).

1. Are you *(as Administrator/Principal)* on the team?

*(Question 2 on Tier 1 External Fidelity Review Interview)*

Yes \_\_\_\_\_\_\_

No \_\_\_\_\_\_\_

1. How often does the VTSS team meet?

*(Question 3 on Tier 1 External Fidelity Review Interview)*

Weekly \_\_\_\_\_\_\_

Bi-monthly \_\_\_\_\_\_\_

Monthly \_\_\_\_\_\_\_

Quarterly \_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_

1. In your opinion, do most team members consistently attend team meetings?

Yes \_\_\_\_\_\_\_

No \_\_\_\_\_\_\_

I don’t know \_\_\_\_\_\_\_

1. Does the school leadership team use the VTSS problem-solving process?

Yes \_\_\_\_\_\_\_

No \_\_\_\_\_\_\_

If yes, does the team apply the VTSS problem-solving process to address:

*(check all that apply)*

School-wide concerns (Tier 1): Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Not sure \_\_\_\_\_\_\_

Small Group concerns (Tier 2): Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Not sure \_\_\_\_\_\_\_

Individual student concerns (Tier 3): Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ Not sure \_\_\_\_\_\_\_

1. Has the team taught/reviewed with staff expected academic and social behaviors for students this year?

*(Question 8 on Tier 1 External Fidelity Review Interview)*

Yes \_\_\_\_\_\_\_

No \_\_\_\_\_\_\_

1. How often does the team provide faculty updates on team activities and/or data summaries?

*(Question 7 on Tier 1 External Fidelity Review Interview)*

Weekly \_\_\_\_\_\_\_

Bi-monthly \_\_\_\_\_\_\_

Monthly \_\_\_\_\_\_\_

Quarterly \_\_\_\_\_\_\_

Once a semester \_\_\_\_\_\_\_

Never \_\_\_\_\_\_\_

1. Does your school incorporate tiered systems of support into school policy (e.g. improvement plans, action plans, and other strategic plans)?

Yes \_\_\_\_\_\_\_ *If yes, please explain how.*

No \_\_\_\_\_\_\_

1. Does the school budget contain an allocated amount of money for building and maintaining VTSS or portions of VTSS?

Yes \_\_\_\_\_\_\_ *If yes, how much? What are the funding sources?*

No \_\_\_\_\_\_\_

1. Do you have a school coach to support your school’s VTSS implementation?

Yes \_\_\_\_\_\_\_

No \_\_\_\_\_\_\_

1. Do you have a division coach to support your school’s VTSS implementation?

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Yes \_\_\_\_\_\_\_

No \_\_\_\_\_\_\_

***Now let’s switch gears and talk about your school’s discipline system.***

1. Are there clearly written expectations for faculty/staff about what type of behavior problems should be referred to the office rather than handled in the classroom or other supervised settings?

*(Question 12 on Tier 1 External Fidelity Review Interview)*

Yes \_\_\_\_\_\_\_

No \_\_\_\_\_\_\_

1. How does your school collect and maintain discipline data (e.g. ODRs, ISSs, OSSs)? *In follow up please ask for the name of the data collection system.*

*(Question 13 on Tier 1 External Fidelity Review Interview)*

1. Who reviews or uses the data and how often?

*(Question 14 on Tier 1 External Fidelity Review Interview)*

School Team \_\_\_\_\_\_\_

Teachers \_\_\_\_\_\_\_

Grade Level/Department Teams \_\_\_\_\_\_\_

Student Services \_\_\_\_\_\_\_

Administrative Teams \_\_\_\_\_\_\_

Other (Please specify) \_\_\_\_\_\_\_

1. Does your team look at the data by groups (e.g. classroom, grade level, school, race, gender, IEPs, etc.)?

*(Question 15 on Tier 1 External Fidelity Review Interview)*

Yes \_\_\_\_\_\_\_ *If yes, by which subgroups?*

No \_\_\_\_\_\_\_

***Let’s talk about your school rules or motto.***

1. Does your school have written school behavioral and academic expectations or motto?

*(Question 18 on Tier 1 External Fidelity Review Interview)*

Yes \_\_\_\_\_\_\_

No \_\_\_\_\_\_\_

1. What are the expectations? (Please list)

*(Question 19 on Tier 1 External Fidelity Review Interview)*

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1. What are the expectations or motto called? *or* What would I say to a child so that he or she knows what I am talking about? *(Question 20 on Tier 1 External Fidelity Review Interview)*

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1. Do you acknowledge/reinforce students for doing well behaviorally/socially in the same ways that you acknowledge them academically? *(Question 21 on Tier 1 External Fidelity Review Interview)*

Yes \_\_\_\_\_\_\_

No \_\_\_\_\_\_\_ ***If no, skip to #21.***

1. What are the social acknowledgements/reinforcements/routines called (e.g. student of the month, positive referral, letter home, stickers, high 5’s, etc.)? *or* What would I say to a student so that he or she knows what I am asking about? *(Question 22 on Tier 1 External Fidelity Review Interview)*

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1. In your opinion, are acknowledgements consistent across all classrooms and students?

*(Question 23 on Tier 1 External Fidelity Review Interview)*

Yes \_\_\_\_\_\_\_

No \_\_\_\_\_\_\_ If no, tell me more.

***Almost finished, we just have a few more questions.***

1. Is there systematic instruction for teaching expected ***social behaviors*** to all students?

*(Question 24 on Tier 1 External Fidelity Review Interview)*

Yes \_\_\_\_\_\_\_ If yes, how does the school or faculty teach expected ***social behaviors*** to all students?

No \_\_\_\_\_\_\_

1. Is there systematic instruction for teaching expected ***academic behaviors*** (for example, Note-taking, listening, nodding, academic routines and procedures, responding to questions, etc.) to all students?

*(Question 25 on Tier 1 External Fidelity Review Interview)*

Yes \_\_\_\_\_\_\_ If yes, how does the school or faculty teach expected ***academic behaviors*** to all students?

No \_\_\_\_\_\_\_

1. Has Tier I core academic instruction improved since your school began to participate in VTSS?

Yes \_\_\_\_\_\_\_

No \_\_\_\_\_\_\_

What data do you collect to support your answer, or how do you know?

1. What efforts has your school made to involve families in your school’s implementation of VTSS?
2. Are parents/guardians invited to problem-solving meetings where their child(ren) are being discussed?

Rarely \_\_\_\_\_\_\_

Sometimes \_\_\_\_\_\_\_

Every time \_\_\_\_\_\_\_

1. If they were invited, how often did parents/guardians typically attend problem-solving meetings?

Rarely \_\_\_\_\_\_\_

Sometimes \_\_\_\_\_\_\_

Often \_\_\_\_\_\_\_