

# Key Stakeholder Interview Guide

## Introduction:

Thank you for taking the time to talk with me today. The purpose of this interview is to gain an initial understanding of the strengths and challenges at your school. The information you provide will be used to identify strategies for enhancing the types of services students and their families receive through the school. Our focus is to begin the process of creating a community school. A community school focuses on extending the services and hours of a school through strong and well-organized partnerships with community resources. [Optional: Show the developmental triangle as a visual representation of the key idea.]

**Note to the Interviewer:** Use these suggested questions as a guide only, not as a rigid protocol. Adapt the questions to the role of the interviewee and to the context of the school. These key stakeholder interviews are designed to help your team become better acquainted with this school and to help you construct more specific questions that will be incorporated into other data-gathering mechanisms, such as surveys and focus groups.

## Suggested Interview Questions:

1. How long have you worked at this school? (Probe: Tell me a little about your role in the school.)
2. What do you see as the greatest strengths of this school?
3. What are some of the strengths of the students at this school? What are some of the strengths of their families?
4. What do you see as the school's single greatest challenge?
5. What does the school currently offer that helps the students learn and succeed?
6. What gets in the way of students learning and succeeding here?
7. What do you think would help? (Probe: What kinds of supports and services could the school offer to help students learn better?—i.e., after-school programs, summer enrichment programs, sports teams, other extra-curricular activities, academic support, health services, mental health services)
8. How motivated are the students at this school about their own learning? (Probe: How much do they complete homework assignments, participate in class discussions, participate in out-of-school learning?)
9. What do you think the students like best and least about this school?
10. What opportunities do you have to share your ideas and opinions about what's working and not working at this school?
11. How involved are parents at this school in their children's education? (Probe: What activities are they involved in? What role do they have in decision-making at the school?)
12. What do you think this school could do to increase parent involvement?
13. What do neighborhood residents think about this school? (Probe: What are some words they might use to describe this school?)
14. (If time permits) What are the major changes you have seen at this school over the past 5 years?