

School Leader Interview Protocol



Instructions

The purpose of this interview is to gather a school-level perspective on the implementation of the technology-based solution. This interview should take approximately 45 minutes.

For each part of the interview, begin with the initial open-ended question. The topics listed on the left-hand column are intended to guide your discussion. For each topic, the sample probes listed on the right are intended to initiate conversation and elicit information. Please note that the probes included here are suggestions to help you obtain information about the topic. **You are not required to ask every question listed; you are also welcome to make up other probes as might be appropriate and relevant.**

Questions

Part 1: Rapport Building and Background Information

Please tell us a little about yourself and your role at the school.

Professional Background	1. How long have you been in this role at this school?
	2. Have you been a school leader in other schools?
	3. How long have you been doing this work?

Part 2: School Reform Context

Tell us about the goals for reform and improvement at this school.

School Improvement Goals	4. Are there national or regional goals for school improvement that this school is working toward? If so, what are they?
	5. As a school leader, what is your vision for improvement?
	6. Where do you see your school in 5 years? What improvements do you expect to see at this school?
Strategies for Educational Transformation	7. What educational initiatives is your school a part of?
	8. What school-level strategies are you pursuing to meet these goals?
	9. What will you need to do to achieve your vision? What goals have you set for yourself?

Part 3: Intel Technology-based Solution

Tell us about how the Intel-based technology solution relates to the goals for reform and improvement at this school.

Integration Description	<p>10. Describe the technology solution at your school.</p> <p>11. Have any policies or practices been put in place to support the successful use of the device?</p> <p>12. Were the devices distributed along with professional development for teachers?</p> <p>13. Were there any special programs for others at the school?</p> <p>14. Which organizations and individuals contributed resources to support the use of this technology?</p>
Expectations for the Technology Integration Effort	<p>15. What will a successful implementation look like?</p> <p>16. How will you measure progress toward that success?</p>
Relationship Between Technology Integration and Vision for School Reform	<p>17. How does this technology solution fit in with the school's strategies and vision?</p> <p>18. How does it fit with the larger reform program that the school is a part of?</p>

Part 4: Planning and Communication

Tell us about how you planned for the implementation of the technology solution and communicated your implementation plan.

Planning	<p>19. How did you plan for the implementation of the solution at your school?</p> <p>20. What changes did you have to make to existing systems, structures, and processes?</p> <p>21. What additional resources did you have to put in place?</p>
Communication	<p>22. What were your strategies for communicating the implementation to teachers?</p> <p>23. What were your strategies for communicating to parents and students?</p>

Part 5: Supports

What supports are available to facilitate implementation of the technology solution?

Support for School	24. What support do you have as a school leader to implement the solution?
Support from School to Teachers	<p>25. Describe the type of training and support offered to teachers and students at your school specifically to support the integration.</p> <p>26. What supports do teachers have to help them improve their ICT proficiency?</p> <p>27. What supports do teachers have to help them integrate the technology solution into their instruction?</p> <p>28. What supports are available to teachers to troubleshoot or solve technical problems?</p>
Support Among Teachers (through Teacher Collaboration)	29. How do teachers collaborate to support one another in implementing the technology solution?

Part 6: Usage, Buy-in, and Results

How are teachers and students using the device and with what results?

Buy-in	<p>30. Who has chosen to participate in the program?</p> <p>31. What is the general perception among students and staff about the technology integration?</p> <p>32. How have teachers responded so far?</p> <p>33. How have students responded so far?</p> <p>34. How have parents reacted?</p>
Usage	<p>35. How do teachers use the device at this school?</p> <p>36. For what activities do you see teachers and students using the device?</p> <p>37. How have teachers integrated the device with their overall learning goals?</p> <p>38. What can you tell me about individual student use outside class?</p>

Part 6: Usage, Buy-in, and Results—continued

Results	39. In implementing this technology solution at your school, what kinds of challenges have you encountered?
	40. How have you addressed these challenges so far?
	41. What do you value about the Intel technology solution? How do you think it can benefit students, teachers, and the school in general?
	42. What additional resources or supports does the school need to take full advantage of this program?
	43. What advice would you give to other school leaders integrating a similar device into their school?

Part 7: Wrap-up

Finally, is there anything else you would like to tell me about your experience with this program?

Thank you so much for participating! If we have follow-up questions or a follow-up interview in a couple of months or so, would you be willing to participate again? If yes, how could we contact you then?

At the conclusion of the interview, ask the school leader to identify candidate teachers for interviews.

Follow-up

If the integration research design calls for multiple rounds of data collection, this protocol can also be used for the follow-up interview. In these cases, it will be appropriate to focus on observed change since the original research took place. More specific guidelines for customization are as follows:

Section	Suggested Modification
Part 1	Omit.
Part 2	Questions may be used without modification.
Part 3	Questions 10, 17, and 18 may be used without modification. Modify questions 11–16 to focus on how the technology solution has evolved.
Part 4	Questions 20 and 21 may be used without modification. Modify questions 19, 22, and 23 to focus on how communication and planning has evolved.
Part 5	Questions may be used without modification.
Part 6	Highlight this section. Questions 35–43 may be used without modification. Modify questions 30–34 to focus on how buy-in among stakeholders has changed.
Part 7	Questions may be used without modification.