

Site Name: _____ Teacher Name: _____

Review Date: _____ Start Time: _____ End Time: _____

ITERS Interview Questions for Provider to Complete Items 33-39

Instructions: Below are interview questions specific to your program’s policies regarding parents and staff. It is strongly encouraged that you answer every question in detail in advance of your ITERS-R observation. Please note, that the observer will need to follow-up with you and clarify any responses you provide or if there are questions not answered. If you have any questions regarding this portion of the interview, please call 415.615.3494 OR via email to sfqc@wested.org.

Please give this completed interview to the observer on the day of your ITERS-R observation. Thank you.

<u>Item 33. Provisions for Parents</u>	YES	NO
1.1, 3.1. Is any written information about the program given to parents?		
<u>If yes, ask:</u> What is included in this information?		
	YES	NO
1.2, 3.3, 5.4. Are there any ways parents can be involved in their child’s classroom?		
<u>If yes, ask:</u> Please give me <u>two examples</u> .		
1		
2		
	YES	NO
3.2, 5.3. Do you and the parents ever share information about the children?		
<u>If yes, ask:</u> How is this done?		
3.4. What is your relationship with the parents usually like?		
	YES	NO
5.1. Are parents able to visit the class before their child is enrolled?		
<u>If yes, ask:</u> How is this handled?		
<u>(ITEM 33 CONTINUED)</u>		

Site Name: _____ Teacher Name: _____

Review Date: _____ Start Time: _____ End Time: _____

	YES	NO
7.1. Do parents take part in evaluating the program?		
<u>If yes, ask:</u> How is this done and how often?		
	YES	NO
7.2. Do you refer parents to other professionals for help with issues concerning children?		
<u>If yes, ask:</u> Could you please provide me with <u>two examples.</u>		
1		
2		
	YES	NO
7.3. Do parents take part in making decisions about the program?		
<u>If yes, ask:</u> In what way?		

<u>Item 34. Provisions for Personal Needs of Staff</u>	YES	NO
1.2, 3.4, 5.3. (May find in planned schedule) Do you get time off during the day when you can be away from the children?		
<u>If yes, ask:</u> When does this happen?		
3.3, 5.2. Where do you usually store your personal things, such as your coat or purse?		
	YES	NO
5.1, 7.1. Is there a place where you can take your breaks on site?		
<u>If yes, ask:</u> Can you please show me?		

Site Name: _____ Teacher Name: _____

Review Date: _____ Start Time: _____ End Time: _____

(ITEM 34 CONTINUED)
Is the space used for any other purposes? (Ask if you cannot tell if it is used for dual purpose)

Item 35. Provisions for Professional Needs of Staff	YES	NO
1.2, 3.2, 5.1. Do you have access to any file and storage space?		
<u>If yes, ask:</u> Please describe.		
	YES	NO
1.3, 3.3, 5.3, 7.2. Is there any space you can use for parent/teacher conferences or for adult group meetings when the children are present? Yes No		
<u>If yes, ask:</u> Please describe.		
	YES	NO
Is adult seating available?		
5.2, 7.1. Is there an office for the program?		
<u>If yes, ask:</u> Please describe.		
Can you show it to me?		

Item 36. Staff Interaction and Cooperation	YES	NO
1.1, 3.1, 5.1. Do you have a chance to share information about the children with the other staff that work with your group?		
<u>If yes, ask:</u> When and how often does this happen?		

Site Name: _____ Teacher Name: _____

Review Date: _____ Start Time: _____ End Time: _____

(ITEM 36 CONTINUED)		
What kinds of things do you talk about?		
	YES	NO
7.1. Do you have any planning time with your co-teachers?		
<u>If yes, ask:</u> About how often?		
Where do you meet?		
7.2. How do you and your co-teachers decide what each of your tasks will be?		
	YES	NO
7.3. Does the program ever organize social events that you and other staff participate in together?		
<u>If yes, ask:</u> Could you give me <u>two examples?</u>		
1		
2		

<u>Item 37. Staff Continuity</u>
1.1, 3.1, 5.1. How many staff members work with this group every day?
Who are the main staff members working with this group?

Site Name: _____ Teacher Name: _____

Review Date: _____ Start Time: _____ End Time: _____

1.2, 3.2, 5.2. How are children assigned to groups?		
<i>(ITEM 37 CONTINUED)</i>		
How often are children moved to another group?		
1.3, 3.3, 5.3. How is the transition to a new group handled?		
1.4, 3.4, 5.4, 7.3. How frequently are substitutes needed?		
Who are the substitutes for staff?		
How are they prepared to be substitutes?		
	YES	NO
7.2. May a child stay with the same staff or group for more than a year?		

<u>Item 38. Supervision and Evaluation of Staff</u>		YES	NO
1.1, 3.1, 5.1, 5.2. Is your work supervised in any way?			
If yes, ask: How is this done?			
If yes, ask: How often do you have informal supervision by administrative staff?			

Site Name: _____ Teacher Name: _____

Review Date: _____ Start Time: _____ End Time: _____

(ITEM 38 CONTINUED)		
	YES	NO
Do you have an annual supervisory observation?		
<u>If yes, ask:</u> How long is the observation?		
	YES	NO
1.2, 3.2, 5.2, 7.3. Are you ever given any feedback about your performance?		
If yes, ask: How is this handled?		
If yes, ask: How often?		
	YES	NO
Is there a written evaluation shared with you?		
<u>If yes, ask:</u> How often?		
What is the evaluation based on?		
5.4. If improvement is needed, how is this handled?		
	YES	NO
7.1. Do you ever take part in self-evaluation?		

<u>Item 39. Opportunities for Professional Growth</u>	YES	NO
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Site Name: _____ Teacher Name: _____

Review Date: _____ Start Time: _____ End Time: _____

<p>1.1, 3.1, 3.2, 5.1, 5.1. Is any training provided to staff, such as new staff orientation, CPR, or in-service training?</p>		
<p><u>If yes, ask:</u> Please describe this training.</p>		
<p><i>(ITEM 39 CONTINUED)</i></p>		
<p> </p>		
<p><u>If orientation mentioned, ask:</u></p>		
<p>What is included in the process?</p>		
<p>How long is it before newly hired staff becomes part of the ratio in the classroom? (8 hrs @ 3 level, 16 hours 2 5 level)</p>		
	YES	NO
<p>1.2, 3.3, 5.3. Do you ever have all-staff meetings?</p>		
<p><u>If yes, ask:</u> About how often?</p>		
<p>What is usually handled at these meetings?</p>		
	YES	NO
<p>5.4, 7.2. Are there any resources on site that you can use for new ideas?</p>		
<p><u>If yes, ask:</u> What is included?</p>		
<p>7.1. Is there any support provided so you can attend conferences or courses?</p>		
<p><u>If yes, ask:</u> Please describe what is available?</p>		

Site Name: _____ Teacher Name: _____

Review Date: _____ Start Time: _____ End Time: _____

	YES	NO
7.3. Are there any requirements for classroom staff with less than an AA degree to continue their formal education?		
<i>(ITEM 39 CONTINUED)</i>		
<i>if yes, ask:</i> Please describe the requirements.		