**Essential Questions for Focus Group Interviews**

**Stakeholder Group: Leaders**



**Instructions**

* The questions below are required as a part of the process.
* Identify one of your team members to record the responses of stakeholders in the focus group paying attention to the information shared and the sources of their responses (evidence, conversations, observations, etc). Ask them to record the number of stakeholder participants in the section at the end.
* Introduce yourself and team members and identify the purpose of the focus group and how the process will be carried out.
* As the lead interviewer, it may be appropriate for you to define the levels of impact for each set of questions.
* Honor the time allotted.

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| **Engagement:** The level of involvement and frequency stakeholders engage in activities that support the desired practices, processes or programs. | |
| * In what ways do you involve stakeholders in the school’s/institution’s continuous improvement process? |  |
| * Tell us how you involve stakeholders, such as teachers, parents and students in decision-making to improve the school/institution. |  |
| * Describe the opportunities for staff to engage in professional learning conversations and learning experiences to improve instructional delivery. |  |
| **Implementation:** The quality and fidelity of the desired practices, processes, or programs are being implemented and monitored. | |
| * Provide examples of programs or practices that are successfully implemented. How are these programs/practices monitored and adjusted to ensure effectiveness? |  |
| * What is the process for teachers to use data for their   decision- making to meet the needs of their students? |  |
| * What processes are in place to monitor the school’s/institution’s continuous improvement plan, both long and short term? |  |
| **Results**: The establishment of metrics and the collection and analysis of data and evidence to demonstrate achievement of the desired result(s). | |
| * What types of student data are collected and analyzed? How are these data used to make decisions? |  |
| * What types of metrics are used to determine staff and institutional effectiveness? How are the results used to make decisions about staffing and the school/institution? |  |
| * How well is the school/institution performing overall and what types of data are shared with stakeholders about its overall performance? |  |
| **Sustainability:** Results achieved consistently demonstrate growth and improvement over time. | |
| * How does the school/institution use data to evaluate its improvement the past three years? Describe the process used to evaluate the school’s/institution’s growth and improvement the past three years, including types of data collected and analyzed. |  |
| * What are examples of programs or practices that have been effective over time? |  |
| **Embeddedness:** The desired practices, processes, or programs are deeply ingrained in the culture and operation of the institution. | |
| * In what ways do you ensure practices or programs become embedded in the school’s/institution’s culture? |  |
| * Describe how the use of data to make decisions, such as staffing, instruction, budgeting, are ingrained in the school’s/institution’s culture. |  |
| * When you think about this school/institution, what are things that come to mind that everyone is expected to know and do? This is the way we do things here…) |  |
| * What are some words you hope are used by stakeholders to describe this school/institution? What are your words? |  |