**Assignment One**

**Jan 26th** work on questions / **Jan 28th**  Questions due / **Feb 11th**  Sharing Session & Final Due Date

**Administrator Interview** - **Shared Leadership in Schools**

The purpose of this assignment is to gather background information on the experiences of a seasoned administrator. You are looking for any information that demonstrates the sharing of leadership with non-administrative members of the staff.

Before you begin, you are to discuss the assignment with your team members. The following points may contribute to a more meaningful interview and reporting process.

1. Discuss the reasons why you think this assignment is being done.
2. Identify the characteristics of the kind of administrator you should interview.
3. Share ideas about the information that you might look for.
4. Brainstorm within the team to develop some sample questions.
5. Contact the administrator and set up an interview (you may want to e-mail them the questions before you conduct the interview).
6. Take careful notes during the interview OR receive advance permission to tape the interview.
7. Organize your notes in point form.
8. Meet with your team to create a single document based on your combined data.
9. Develop a reporting process that the team will use to share your data with the class.
10. Submit a report that includes :
      i. A list of the questions
     ii. A brief outline of what you learned from the interview

**This outline should be a 1 -2 page written summary (paragraph or in well organized point form) based on the collective responses your team recorded.   Please do not breach any ethical limits by criticizing a person or a school by name.  Be sure you refer to the leadership matrix as you summarize what you have found.**

The data gathered from the administrator interview will be shared on February 5th.
Each team will be given approximately 5 minutes to present their data.