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**Family ambassador interview packet**

**Candidate Information**

|  |  |
| --- | --- |
| Candidate Name: |  |
| Date of Interview: |  |
| Interviewer Name(s)/Titles: |  |
| Student Name (if applicable)  Community Organization |  |

**Interview Questions**

*Principals: Please choose at least one (1) question from each of the four sections.*

1. **Commitment**

|  |  |
| --- | --- |
| Why are you interested in this position? |  |
| How can you work with our school to engage families? |  |

1. **Position-Specific Skills**

|  |  |
| --- | --- |
| What part of this position sounds most exciting to you? What least appeals to you or are you most nervous about? |  |
| How would you work to welcome and build relationships with families as partners in their child’s learning? |  |
| What do you think is most important for a person working with our families to understand about the community? |  |

1. **Communication**

|  |  |
| --- | --- |
| The principal asks you to write a monthly article on family engagement. What are a few topics that you would include? |  |
| You have been invited to the first PTA/PTO meeting of the year. Your position is new to the school. What would you share about the Family Ambassador position? |  |

1. **Collaboration**

|  |  |
| --- | --- |
| Family engagement is a team effort. How would you collaborate with teachers and administration to engage a family in their child’s learning and development? |  |
| Name a few people that you would collaborate with. |  |

**Education & Experience**

|  |  |
| --- | --- |
| Highest level of school |  |
| Meets minimum requirements | YES NO |
| Special skills/talents (public speaking, author, artist) |  |

**Interview Recommendation**

|  |  |
| --- | --- |
| Select | Pending BCI/FBI results from HR |
| Do Not Select | Comments: |

**TERMINATION OF CONTRACT:** Please note that the Building Administrator has the right to terminate the Family Ambassador Contract at their discretion.

**Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Next Steps:**

* Please maintain a copy of this interview packet for your records and **forward a copy to**

**Department of Engagement**

**ATTN: Gherima Woldemariam (1&2)/ Lisa German (3&4), Seneca Bing (5&6)**

**3700 South High Street, Columbus, Ohio 43207**