Community School Leader Interview Tool

Use this tool to interview a school leader and capture the timeline, strategies, and lessons learned from their school's journey to becoming a community school.

1. Snapshot

- **Leader Name & Title:**
- **School & District Name:**
- **Date of Visit:**
- **Interviewer Name:**

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2. The Why

What specific data, student and family needs, or community concerns triggered the decision to shift to a community school model?

Who were the initial champions (e.g., principal, teachers, parents, foundation, union, etc.)?

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3. The Process

What was the very first operational action taken (e.g., hiring a Community School Coordinator, conducting an asset and needs assessment, etc.)?

How long did it take to move from the initial idea to full implementation of the strategy?

How did the school identify existing community partnerships and/or resources instead of starting from scratch?

4. Managing Change

What was the hardest challenge faced (e.g., funding, staff buy-in, bureaucratic red tape)?

What has the shift in the role of the school and school staff looked like over time?

How did they fund the implementation of the strategy? What funding sources did they braid and what were they able to blend?

5. Structure & Shared Governance

How did the school integrate and fund the Community School Coordinator/Director position?

What does their shared decision-making body look like (e.g., steering committee, leadership team)?

5. Key Takeaways & Advice

What is the single most critical piece of advice this leader offers to others starting this journey?

What is one thing they did that they would *not* recommend doing again?