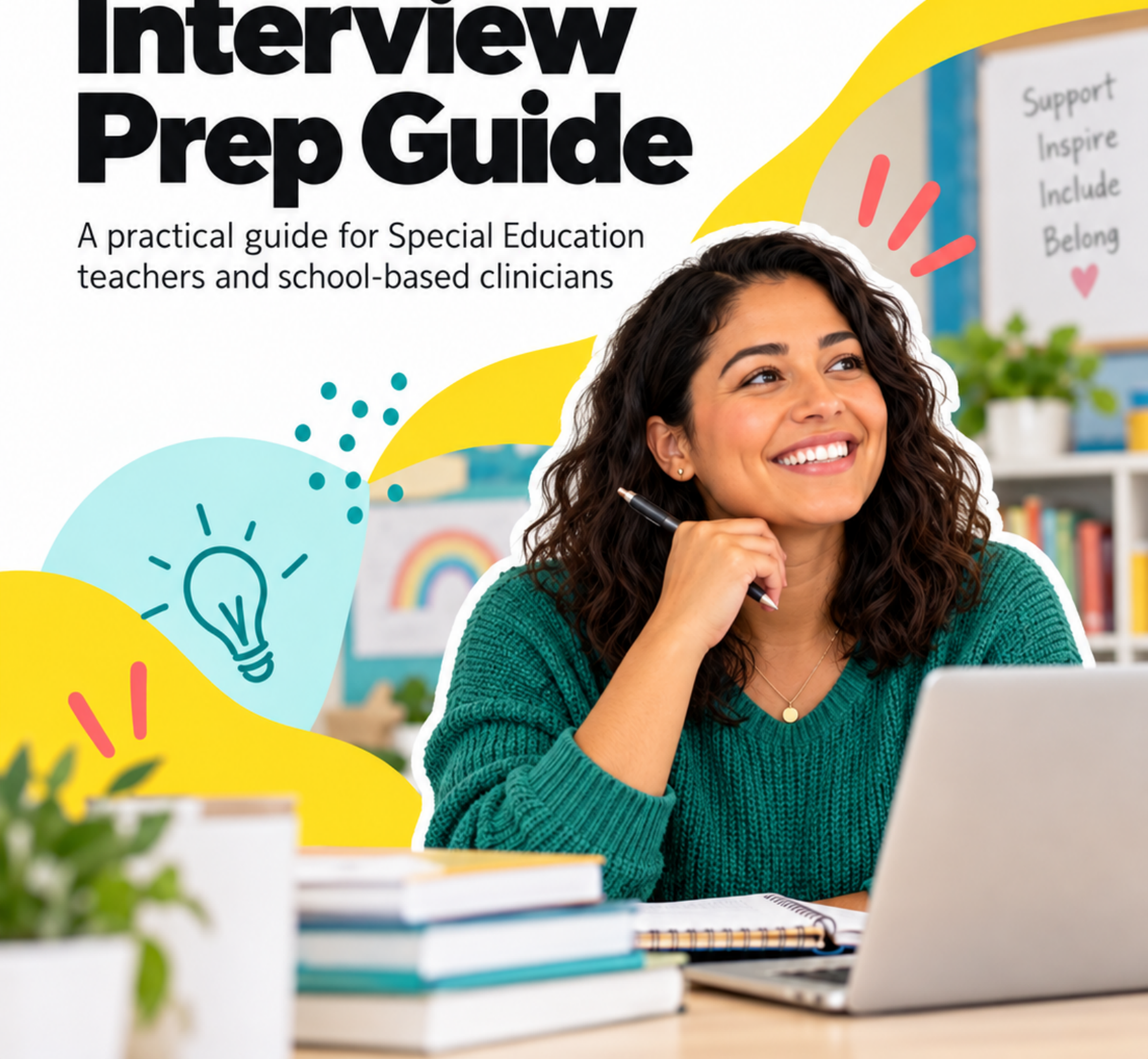
clarifi.

School-Based Interview Prep Guide

A practical guide for Special Education teachers and school-based clinicians



Before the Interview

Walk in prepared, not over-rehearsed. Use real examples from your own experience.

Your interview is your chance to show the school how you work with students, teams, families, and IEP-driven responsibilities. It is also your chance to confirm that the assignment matches what was presented to you.

01 KNOW YOUR STORY

- Prepare a 45-60 second introduction: your discipline, years of experience, grade levels, settings, and the student populations you have supported.
- Review your resume so dates, schools, roles, licenses, and responsibilities are fresh in your mind.
- Choose 2-3 real examples that show behavior support, collaboration, IEP or documentation work, and a student success or challenge you handled.

02 RESEARCH THE ASSIGNMENT

- Review the school or district website before the call.
- Re-read the assignment details clarifi. provided, including grade level, setting, schedule, location, and known support needs.
- Write down the questions you still need answered. Do not rely on memory during the interview.

PREPARED, NOT SCRIPTED

Use real examples from your work and know the assignment details well enough to ask focused questions.

Professional Presentation

Be prepared for your interview format, whether you meet on screen or at a school site.

ZOOM / VIDEO INTERVIEW

- Join 5-10 minutes early and test your camera, microphone, Wi-Fi, and meeting link.
- Use a quiet, private space with a clean or neutral background. Silence TVs, music, notifications, and other background noise.
- Position the camera at eye level with your face clearly visible and adequate lighting in front of you.
- Wear professional interview clothing. Avoid pajamas, graphic tees, hats, or distracting clothing.
- Keep your phone away unless you need it for the meeting.

IN-PERSON INTERVIEW

- Plan to arrive 10-15 minutes early, allowing time for parking and school check-in procedures.
- Wear professional, school-appropriate clothing and closed-toe or professional footwear when appropriate.
- Bring copies of your resume and a notebook. Bring credentials only if the school or clarifi. asked for them.
- Be professional with every person you meet, including front-office staff, teachers, aides, and administrators.

IMPORTANT: KEEP COMPENSATION & EMPLOYMENT TERMS WITH CLARIFI.

Do not discuss your clarifi. pay rate, benefits, payroll, contract terms, reimbursement, or other agency compensation details with the school or district.
If asked, explain that your clarifi. HR Coordinator handles those details and will follow up.

Use the interview to focus on students, assignment responsibilities, support, schedule, and fit.

What You Should Be Ready to Discuss

Special education interviews usually focus on how you support students and manage the work behind the classroom.

01

YOUR SPECIAL EDUCATION EXPERIENCE

- Grade levels and classroom models you have worked in: inclusion, co-teaching, resource, self-contained, therapeutic, adaptive, or other settings.
- Disability categories and levels of need you have supported, while protecting student confidentiality.
- How you differentiate instruction and use accommodations or modifications tied to student needs and IEPs.

02

IEPs, DATA & CASE MANAGEMENT

- Your role in IEP development, implementation, progress monitoring, annual reviews, reevaluations, or case management.
- How you collect and use data to measure progress toward IEP goals.
- How you stay organized with documentation, deadlines, service minutes, meetings, and required records.

03

BEHAVIOR & CLASSROOM MANAGEMENT

- A real example of how you responded to challenging behavior, de-escalated a situation, or improved classroom routines.
- Preventative supports you use before behavior escalates: structure, visuals, reinforcement, communication, and consistent expectations.
- How you work with behavior plans, crisis procedures, paraprofessionals, and school support teams when applicable.

04

COLLABORATION

- How you communicate with general education teachers, paraprofessionals, related-service providers, administrators, and families.
- How you handle differences in professional opinion while keeping the student and IEP at the center.
- How you give direction to support staff while maintaining a respectful team environment.

A SIMPLE WAY TO STRUCTURE STRONG ANSWERS

Situation + Action: Explain the student need or responsibility, then your own strategies, communication, documentation or supports.

Result + Reflection: Share an observable result when available, and what you learned, adjusted or would continue using.

Questions to Ask the School

You do not need to ask every question. Focus on what will help you understand the actual day-to-day assignment.

01 UNDERSTAND THE ASSIGNMENT

- What does the classroom or caseload look like day to day? Ask about grade levels, number of students, and level of support needed.
- What model is this role: inclusion, co-teaching, resource, self-contained, therapeutic, itinerant, or something else?
- What are the main responsibilities beyond direct instruction or therapy, such as IEPs, case management, evaluations, testing, progress monitoring, or documentation?
- What curriculum, programs, behavior systems, or instructional resources are currently being used?

02 UNDERSTAND THE SUPPORT

- Who will be supporting you? Ask about paraprofessionals, aides, therapists, related-service staff, case managers, and administrative support.
- Are those support positions currently filled, or are there vacancies you should know about?
- Why is the position open, and what is the biggest challenge the team is trying to solve right now?
- How are behavior incidents, parent concerns, or student crises typically escalated and supported?

03 CLARIFY THE LOGISTICS

- Confirm the daily schedule, expected work hours, number of buildings or sites, and any travel between locations.
- Ask how planning time, lunch, duty periods, meetings, and documentation time are built into the schedule.
- Ask what success would look like in your first 30 to 60 days.
- Confirm the anticipated start date and whether there are any school-specific onboarding or training requirements before you begin.

Next: choose the role-specific questions on the following page. You do not need to ask every question.

Role-Specific Interview Prompts

Use the questions that best match your discipline and the assignment being discussed.

SPECIAL EDUCATION TEACHER

- Disability levels and behavioral needs
- Student-to-adult ratio and current enrollment
- Classroom model and para support
- IEP caseload / case-management expectations
- Curriculum and progress-monitoring systems
- Crisis or behavior-support procedures when applicable

SLP / OT / PT / SCHOOL PSYCH

- Caseload size and grade range
- Evaluations and testing expectations
- Paperwork and documentation systems
- Number of sites and travel expectations
- Supervision requirements
- Schedule, service model, and team structure

SPECIAL EDUCATION FOLLOW-UP QUESTIONS

- How are IEP meetings scheduled and who typically participates?
- How are paraprofessionals assigned, trained, and supported in the classroom?
- What behavior support resources are available when a student escalates?
- What curriculum and progress-monitoring tools are already in place?
- What would you want the person in this role to accomplish during the first 30 to 60 days?

REMEMBER: YOU ARE INTERVIEWING THEM TOO

If something sounds different from what clarifi. presented, ask for clarification. Do not agree to a materially different schedule, location, assignment type, start date, or responsibility on the spot. Tell your HR Coordinator what changed so clarifi. can confirm details with the client.

Leave with a clear picture of what an average day will actually look like.

After the Interview

Your feedback helps clarifi. represent you accurately and resolve questions before the school makes a decision.

CONTACT YOUR HR COORDINATOR WHILE THE INTERVIEW IS FRESH

Send or call your clarifi. HR Coordinator as soon as reasonably possible after the interview, preferably the same day. Include the facts below so we can clarify anything that changed.

YOUR POST-INTERVIEW FEEDBACK CHECKLIST

- Who interviewed you and approximately how long the interview lasted.
- Your overall interest level in the assignment after hearing the full details.
- The classroom or caseload, grade level, schedule, location, student needs, and support structure the school described.
- Any information that was different from what you understood before the interview.
- Any questions the school asked that you were unsure how to answer or want clarifi. to clarify.
- Any concerns, red flags, or conditions that would affect whether you can accept the assignment.
- Whether the school discussed next steps, timing, another interview, a tour, or a potential start date.

WHAT NOT TO DO

- Do not contact the school to negotiate pay, benefits, payroll, or agency terms.
- Do not accept a changed assignment or schedule directly with the client without telling clarifi.
- Do not disappear after the interview. If no longer interested, tell your HR Coordinator quickly.

DO THIS INSTEAD

- Route compensation and employment questions to your HR Coordinator.
- Tell clarifi. immediately if the school described something materially different from the original assignment.
- Give clear, timely feedback so clarifi. can advocate for you and keep the process moving.

Your Interview-Day Checklist

A final review before you meet the school, plus the key steps to remember once the conversation ends.

QUICK INTERVIEW-DAY CHECKLIST

- ☐ Resume reviewed
- ☐ Assignment details reviewed
- ☐ School / district researched
- ☐ 2-3 real examples prepared
- ☐ Questions written down
- ☐ Professional clothing ready
- ☐ Zoom / travel plan confirmed
- ☐ HR Coordinator contact saved for post-interview feedback

FINAL REMINDER

Be confident, be specific, and be yourself. The strongest interview answers come from real work you have actually done.

Your clarifi. HR Coordinator is your point of contact for compensation, employment terms, assignment changes, and post-interview follow-up.

WHAT TO DO AFTER YOU LEAVE

Share your interview feedback with your clarifi. HR Coordinator, including any changes in schedule, work location, caseload, responsibilities, or next steps discussed by the school.

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