

Site Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

### **ITERS Interview Questions for Provider to Complete**

#### **Instructions:**

Please answer each question in detail *before* your ITERS observation.

This questionnaire includes questions specific to your program's policies and includes questions from items that may not be observed during your assessment. Please note that the observer will need to follow-up with you and clarify any responses you provide or if there are questions not answered. Your assigned Assessor will notify you 24-hours before your visit. If you have any questions regarding this portion of the interview, please call (707) 524-2658 OR send via email to [ehurtado@scoe.org](mailto:ehurtado@scoe.org). Thank you.

- Please attach a copy of your daily schedule.

Agency and Site Name: \_\_\_\_\_

Lead/Head Teacher: \_\_\_\_\_

Max. # children allowed in classroom at one time: \_\_\_\_\_

# of children currently enrolled: \_\_\_\_\_

At what approximate time are 50% of enrolled children present? \_\_\_\_\_

**Birth date of oldest child:** \_\_\_\_\_ **Birth date of youngest child:** \_\_\_\_\_

Number of children with identified disabilities? \_\_\_\_\_

Please Check the type(s) of disability:

Physical/ Sensory

Cognitive/ Language

Social/ Emotional

Other

<b><u>Item 7. Meals/Snacks</u></b>		
1.2, 3.2. What do you do if parents provide insufficient food for their children or if the food they provide does not meet the children's needs?		
1.5, 3.5. What do you do if children have food allergies?		
	<b>YES</b>	<b>NO</b>
7.2. Do you have a chance to talk with parents about their child's nutrition?		
What sort of issues do you discuss?		

<b><u>Item 8. Nap</u></b>
1.1. Where do the children sleep?
How are the cots/mats arranged?
1.2. Who supervises naptime?
How is supervision handled?
5.2. What do you do if a child is tired before naptime?
7.2. What do you do if a child wakes up very early from nap?

<b>Item 32. Provisions for Children with Disabilities - (Complete only if a child with disabilities is presently being served)</b>		
	YES	NO
<b>1.1, 1.3:</b> Do you have any information from assessments on the children? How is it used?		
	YES	NO
<b>1.2, 3.2, and 5.2:</b> Do you need to do anything special to meet the needs of the children? Please describe what you do.		
	YES	NO
<b>1.3, 3.3, and 5.3:</b> Are you and the children's parents involved in helping to decide how to meet the children's needs? Please describe.		
<b>5.1, 7.1:</b> When and where do professional recommendations or interventions such as therapy take place?		
	YES	NO
<b>7.3:</b> Are you involved in the children's assessments or in the development of intervention plans? What is your role?		

<b>Item 33. Provisions for Parents</b>		
	YES	NO
<b>1.1, 3.1.</b> Is any written information about the program given to parents? What is included in this information?		
	YES	NO
<b>1.2, 3.3, 5.4.</b> Are there any ways parents can be involved in their child's classroom?		

**(ITEM 33 CONTINUED)**

Please provide two examples.

1

2

	<b>YES</b>	<b>NO</b>
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**3.2, 5.3.** Do you and the parents ever share information about the children?

How is this done?

**3.4.** What is your relationship with the parents usually like?

	<b>YES</b>	<b>NO</b>
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**5.1.** Are parents encouraged to visit the class before their child is enrolled?

How is this handled?

	<b>YES</b>	<b>NO</b>
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**7.1.** Do parents take part in evaluating the program?

How is this done and how often?

	<b>YES</b>	<b>NO</b>
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**7.2.** Do you refer parents to other professionals for help with issues concerning children?

Please provide two examples.

1

2

	<b>YES</b>	<b>NO</b>
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**7.3.** Do parents take part in making decisions about the program?

In what way?

<b>Item 34. Provisions for Personal Needs of Staff</b>		
	YES	NO
1.2, 3.4, 5.3. Do you get time off during the day when you can be away from the children?		
7.3. Is the timing flexible? When does this happen?		
3.3, 5.2. Where do you usually store your personal things, such as your coat or purse?		
	YES	NO
5.2. Is it possible to lock this storage?		
5.1, 7.1. Is there a place where you can take your breaks on site? Is the space used for any other purposes?		

<b>Item 35. Provisions for Professional Needs of Staff</b>		
	YES	NO
1.2, 3.2, 5.1. Do you have access to any file and storage space? Please describe.		
	YES	NO
1.3, 3.3, 5.3, 7.2. Is there any space you can use for parent/teacher conferences or for adult group meetings when the children are present? Please describe.		
	YES	NO
Is adult seating available?		
5.2, 7.1. Is there an office for the program on site? Please describe.		

<b>Item 36. Staff Interaction and Cooperation</b>		
	YES	NO
1.1, 3.1, 5.1. Do you have a chance to share information about the children with the other staff that work with your group?		
When and how often does this happen?		
What kinds of things do you talk about?		
	YES	NO
7.1. Do you have any planning time with your co-teachers?		
About how often?		
Where do you meet?		
7.2. How do you and your co-teachers decide what each of your tasks will be?		
	YES	NO
7.3. Does the program ever organize social events that you and other staff participate in together?		
Please provide <u>two examples</u> ?		
1		
2		

<b>Item 37. Staff Continuity</b>
1.1, 3.1, 5.1. How many staff members work with this group every day?

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**(ITEM 37 CONTINUED)**

Who are the main staff members working with this group?

**1.2, 3.2, 5.2.** How are children assigned to groups?

How often are children moved to another group?

**1.3, 3.3, 5.3.** How is the transition to a new group handled?

**1.4, 3.4, 5.4, 7.3.** How frequently are substitutes needed?

Who are the substitutes for staff?

How are they prepared to be substitutes?

	<b>YES</b>	<b>NO</b>
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**7.2.** May a child stay with the same staff or group for more than a year?

**Item 38. Supervision and Evaluation of Staff**

	<b>YES</b>	<b>NO</b>
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**1.1, 3.1, 5.1, 5.2.** Is your work supervised in any way?

How is this done?

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**(ITEM 38 CONTINUED)**

How often do you have informal supervision by administrative staff?

	<b>YES</b>	<b>NO</b>
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Do you have an annual supervisory observation?

How long is the observation?

	<b>YES</b>	<b>NO</b>
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**1.2, 3.2, 5.2, 7.3.** Are you ever given any feedback about your performance?

How is this handled?

How often?

	<b>YES</b>	<b>NO</b>
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Is there a written evaluation shared with you?

How often?

What is the evaluation based on?

**5.4.** If improvement is needed, how is this handled?

	<b>YES</b>	<b>NO</b>
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**7.1.** Do you ever take part in self-evaluation?



**Item 39. Opportunities for Professional Growth**

	YES	NO
<b>1.1, 3.1, 3.2, 5.1, 5.1.</b> Is any training provided to staff, such as new staff orientation, CPR, or in-service training?		
Please describe this training.  -		
What is included in the process?		
	YES	NO
<b>1.2, 3.3, 5.3.</b> Do you ever have all-staff meetings?		
About how often?		
What is usually handled at these meetings?		
	YES	NO
<b>5.4, 7.2.</b> Are there any resources on site that you can use for new ideas?		
What is included?		
	YES	NO
<b>7.1.</b> Is there any support provided so you can attend conferences or courses?		
Please describe what is available.		
	YES	NO
<b>7.3.</b> Are there any requirements for classroom staff with less than an AA degree to continue their formal education?		
Please describe the requirements.		