

Sample Interview Questions for Maryland Consolidated Perkins and Methods of Administration (MOA) Career and Technical Education (CTE) Virtual and On-Site Reviews

Student Questions

1. Please tell us your name, whether you are enrolled in a CTE program (name of CTE program) and your expected graduation date.
2. How did you learn about the CTE Programs offered at your school/college/state-operated program? If there are admissions or eligibility requirements for CTE programs, please tell us what they are?
3. Have you ever been discouraged from taking CTE classes? If so, please tell us about that experience? (Who discouraged you and why?)
4. To your knowledge, if another student has special needs or a disability do they receive support or help for their disability or special needs? Please give an example if you know of one.
5. Do any of you participate in work-based learning, cooperative education, internship programs, or apprenticeships? How did you learn about that program?
6. How are students informed about nondiscrimination policies? Are students able to ask questions about these policies during the information session?
7. How would you file a complaint or grievance if you feel you have been treated unfairly because of sex, race, or disability?
8. Have you ever felt that you or a friend to be the target of discrimination or harassment, or not treated fairly at your school/college/state-operated program or by other students/school staff? By whom? For what reason? Did you file a complaint/grievance as a result of this treatment? If so, what was the outcome? Do you feel your school/college/state-operated program is safe? Please explain.

Faculty/Teacher/ Case Manager/Counseling Staff Questions

1. Tell us which CTE program you instruct. Please estimate the current male/female enrollment in your program(s).
2. Please describe the demographic makeup of your classes by race/ethnicity. Within the last 2 school/academic years, have you observed any conflicts, tensions or complaints relating to the demographic makeup of your program(s)?
3. What efforts are made for recruiting/marketing to underrepresented student populations (e.g. gender, race, disability, etc.) for your program(s)?
4. When a student with a disability or a limited-English proficient student is enrolled in one of your classes, what efforts to accommodate the student's needs are made by your school/school system/college/state-operated program to ensure student success? What resources do you rely on for information/guidance? Please share an example with us.
5. Who do you refer students to when alleged or possible discrimination based on gender, race/ethnicity or disability is brought to your attention. Who is the point of contact to handle discrimination allegations based on gender, race, ethnicity, disability, or protected status?
6. As an employee of the school system/college/state-operated program, please describe the nondiscrimination grievance/complaint policies and procedures regarding protected classifications such as race, sex, and disability. How would you file a grievance/complaint? Where is this information published? How and when are you informed about the nondiscrimination policies/procedures?
7. How do you ensure that counseling/case management/scheduling services are provided in an equitable fashion for all students?
8. What aspects of counseling/case management help break down biases and stereotyping (e.g. regarding disabilities, limited English proficiency, race, etc.) for programs, career choices, and non-traditional careers?
9. What process is used to identify any disproportionate enrollment/placement that may exist in CTE programs by gender, race, disability, national origin, or English language ability?
10. What systems are in place to facilitate student enrollment in non-traditional programs for their gender?
11. How is the racial academic performance gap being addressed by your school/college/state-operated program?
12. If you think discrimination exists at your school/college/state-operated program please explain how you reached this conclusion.

Faculty/Teacher/ Case Manager/ Counseling Staff Questions (Continued)

13. Describe your school/college/state-operated program climate. Have there been any changes during your tenure at the school/college/state-operated program?

Central Office / Executive Administrator / Principals Questions

1. Please describe how employees are made aware of the school system's/college's/state-operated program's non-discrimination policies. What policies are they informed about?
2. What procedures are currently in place for employees who have a grievance/complaint regarding discriminatory practices and procedures? Who is the contact person?
3. How are students, employees and the public informed of the contact information for the Title IX, ADA and Section 504 Coordinators?
4. What are the admissions or eligibility criteria for your CTE programs? Please describe the procedure for selective admission programs where there are more applicants than can be accommodated? How were these criteria selected?
5. What is the school system's/college's/state-operated program's process for providing reasonable accommodation services to students with disabilities? What types of accommodations have been made for students with a disability? What resources do you use to ensure a broad level of accommodation is provided to all students with disabilities?
6. What is the school system's/college's process for providing accommodations to guests/patrons (e.g. interpreters for back to school nights for Deaf guests/parents, etc.) How do you publicize and solicit requests for accommodations?
7. Do cooperating CTE program worksites sign formal agreements indicating that they do not discriminate based on race, gender, or disability? How are students selected and placed in work-study, cooperative education, or job placement programs?
8. What process/system is in place to identify disproportionate enrollment by gender, race, disability, national origin or English Language ability in CTE Programs?
9. How is the racial academic performance gap being addressed by the school system/school/college/state-operated program?
10. What are the greatest challenges facing your department/area of responsibility?
11. What are the greatest challenges facing your school system/college/state-operated program?

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