

# Principal and Operations Working Norms Exercise

Schools rely heavily on strong working relationships between the school Principal and the Operations Team Member. This document is intended to guide the establishment of working norms to foster strong relationship development. Please use this 'mutual interview style' tool as a starting point for knowing how to work together well.

<b>Working Norms Interview Protocol</b>	
<b>Principal</b>	<b>Operations Specialist/ Coordinator</b>
1. What is your WHY? What motivates you to devote your working hours to this career?	
2. Tell me about your working style? (supportive, detail-oriented, independent, logical, etc.)	
3. How do you like to approach time and tasks? Are you more of a responder or planner?	
4. What does pressure look like for you? How do you work under pressure? What does it look like when you have multiple tasks and they have to get done? How do you handle it? or how do you prioritize it?	
5. How do you like to receive feedback?	

6. What is your preferred method of communication? Email, chat, call, text, etc.	
7. What would you say are your areas of strength in this work? How could I give you space to take the lead in those areas?	
8. What would you say are your areas for professional growth in this work? How can I support you in this partnership and in your professional growth?	
9. What boundaries do you have that I should know about? ie. personal/professional boundary and work-life balance boundary	
10. How do you constructively resolve conflict? If I disagree with something you do or say, how do you want me to address this? How do you express your needs? ie. time, place, and approach in addressing conflict.	

11. What are some of your hot buttons, frustrations, or strong preferences in this work?	
12. Do you have any recommendations for me on how to best work together?	

Additional Resources for Consideration:

[DISC Personality Test](#)

[16 Personalities](#)

[Personality Compass](#)