

Name:
Center:
Program Model:
Date:
Interviewed by:

Head Start CARES: Center Director Interview Discussion Guide

Introductory script:

Hello, my name is _____, and as you know we are conducting the Head Start CARES study and evaluating the implementation of **<program model>**. The purpose of the implementation study is to help inform replication in the field and help interpret the impact of **<program model>**. Your experience and opinions are very important to us, and we want to thank you for taking the time to speak with us.

We would like to understand more about your experiences with **<program model>** in your center. Your comments will remain confidential, and we will not quote your name in any publications or presentations about this project. Do you have any questions for me before we begin?

I. Please tell me about yourself

1. How long have you been working at this center? Have you worked at other Head Start centers?
2. What are your specific job duties and responsibilities?
3. Were you ever a Head Start teacher? Some other role in Head Start?

Transition: *Now let's talk about the Head Start CARES study*

II. Program Model

1. What was your initial reaction when you learned you would be implementing **<program model>** in your center?
 - a. What did you hope **<program model>** would achieve?
 - b. Did you have any doubts or concerns? Please explain.
2. What are your impressions of program model implementation to date?
 - a. Are some teachers more successful than others in implementing **<program model>**?
 - b. What seems to affect the success of implementation?

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3. How appropriate do you think that *<program model>* is for the children in your center? Would you say it is “Not at all appropriate,” “Somewhat appropriate,” or “Very appropriate?” Please explain.
 - a. How developmentally appropriate is it?
 - b. How culturally appropriate is it?
4. Overall, how useful do you believe *<program model>* is for the children in the study classrooms? Would you say it is “Not at all useful,” “Somewhat useful,” or “Very useful?” Please explain.
5. Have you noticed any changes in the children in the program classrooms since your center began implementing *<program model>*? Please provide an example.
6. Have you noticed changes in the teachers using *<program model>* since your center began implementing it? Please explain.
7. How well do you think *<program model>* fits with the priorities of this Center? Would you say “very well,” “pretty well,” “somewhat” or “not at all well”?
 - a. **(IF ANSWERED VERY WELL):** Please provide one or more examples.
 - b. **(IF ANSWERED PRETTY WELL OR SOMEWHAT):** Please explain.
 - c. **(IF ANSWERED NOT AT ALL WELL):** Please describe how *<program model>* conflicts with the priorities of this Center.
8. What feedback have you received from teachers who are implementing *<program model>*?
 - a. Does it compete with other demands of teachers (e.g., other Head Start programming)? Please explain.
9. What feedback do you receive from other center staff? Please provide an example.
10. What feedback have you received from other stakeholders (e.g., parents on the center committee)? Please provide an example.

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III. Program Implementation

1. What role(s) do you play in implementing *<program model>*? What is your day-to-day involvement in the program?
2. What are your impressions of the implementation of *<program model>* to date?
3. What factors contributed to the ease or difficulty of implementation? Please explain.
 - a. Training received by the teachers
 - b. Coaching provided to the teachers
 - c. Grantee leadership/input
 - d. Center committee input
 - e. Parent input
 - f. Teacher buy-in to *<program model>*
 - g. Other
4. Please explain how you set expectations and monitor the implementation of *<program model>*, such as how much teachers are using *<program model>*?
5. Relative to the other requirements of your Head Start program, what priority do you place on using *<program model>*?
 - a. Do you follow up with teachers about how *<program model>* is going? Please explain.
6. Has anything happened this year in your community that may have affected the implementation of Head Start CARES? If so, please explain.
7. Are there other issues that have influenced the implementation of *<program model>*? If so:
 - a. What were these issues?
 - b. How did they arise?

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- c. How were they addressed?
- d. How, if at all, are volunteers involved in the delivery of *<program model>*?

IV. Organizational Structure

1. Has *<program model>* affected this center's organizational structure? If so, how?
2. How has *<program model>* affected this Center's organizational climate? By organizational climate we mean how engaged staff are in their jobs, the degree of cooperation among co-workers and administrators, and whether the work is energizing or stressful.

Transition: *One of Head Start's goals is to enhance social-emotional development in children.*

V. Views on Children's Social-Emotional Development

1. How essential do you think social behavior and emotional skills are for preschoolers? Please explain.
2. How much emphasis do you think should be placed on social-emotional development? Would you say "more than academic preparedness," "as much as academic preparedness," or "less than academic preparedness?" Please explain.

VI. Additional Comments

1. Is there anything else that you would like to add regarding the implementation of *<program model>*?
2. Do you have any recommendations for Center Directors that implement social-emotional program enhancements in the future?
3. Do you have any other general comments, concerns, or suggestions?

Closing script:

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On behalf of the Head Start CARES evaluation team, we'd like to thank you for your time and efforts in helping to evaluate the implementation of <program model>.