

JOB SEARCH PACKET FOR EDUCATORS 2019 - 2020

Career Center, Springfield College
(413) 748-3222

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Although you have already had the Career Center review your resume before your practicum placement, you should update it to include all of the experience that you gathered during your year of experience. The Career Center can help you organize, prioritize and highlight this experience to help you make the best possible impression on potential employers. Also review the Educator Resume Guide for samples and advice.

Resume Tips:

Education Candidates resumes can be 1 – 2 pages long

Half page fold test:

If you fold the first page in half, make sure Education, Teaching License, SEI Endorsement, MTEL status & Experience, with bullets is visible on the top fold.

Employers want to know...

Is the candidate fully licensed?

What is their experience with this population?

Did they achieve success with students, raise test scores, and implement any programs?

Do they have any experience with diverse populations?

Can this individual benefit the school district in more than one capacity?

Be sure to identify the population for each experience

What grades?

Urban or Suburban setting?

Inclusion classroom?

Reference any specific units you taught.

Include specific texts and technologies used

Incorporate the current jargon of your field

Highlight any experience with:

- 1) Curriculum Planning
- 2) Management/Discipline
- 3) Differentiation of Instruction
- 4) Data Analysis and Assessment of Student Learning
- 5) Parent Communication & Professionalism

How to Make the Most of a Job Fair

1. **Go the EVENT!** These are *the best way* to network yourself into a job. Job Fairs are much more effective than any website.
2. Dress and act professionally. Demonstrate confidence, interest and enthusiasm. Have good non-verbal skills--direct eye contact and firm handshake--and avoid distracting mannerisms.
3. Research the organizations before you get there. Know what positions they might have available.
4. Answer questions clearly and concisely. Ask questions that demonstrate knowledge of your chosen field, and those that are appropriate (avoid salary and benefits topics)
5. Have your updated résumé readily available. Bring dozens of copies of your résumé.
6. Prepare a two-minute elevator pitch about yourself ahead of time.
7. Make and follow a strategy.
8. Be patient and ready for lines. It is likely that organizations you like are the same ones many others are interested in too.
9. Find out what the next step is to apply for positions, you will usually have to apply through their online system too.
10. Send a Thank You letter or email. It could make the difference between having your résumé passed along and having it discarded!

Education Job Fairs

Connecticut

CAREERS IN EDUCATION JOB FAIR - ACES Minority Teacher Recruiting, April 24 4:30 – 6:30

<https://www.aces.org/services/minority-teacher-recruitment>

Central Connecticut State University Education Career Fair, April 7th, 3:00 – 5:30

<https://www.ccsu.edu/csc/studentsalumni/careerFairs.html>

Southern CT State University Job Fair -Wednesday, March 11, 2019 1-4

<https://inside.southernct.edu/careers/events>

Bridgeport Public School Recruitment Day -TBA

Fairfield County Professional Educator Recruitment - TBA

CT REAP Job Fair Listing and Events

<https://www.ctreap.net/whatsnew.php?CURPG=P1>

Delaware

Delaware PK-12 Recruitment Fair, April 20, 2020 • 9:00 AM - 11:30 AM

<https://www.udel.edu/students/career-center/careerfairs/>

Maryland

Maryland Education Recruitment Consortium- TBA

Massachusetts

MERC

Massachusetts Education Recruiting Consortium Job Fair

Thursday, April 23, 2020

George Sherman Union, Boston University

<http://www.merccareerfair.com>

Education Panel &MERC Prep Session

TBA

Teach Western MA – Holyoke Public Schools, The Springfield Empowerment Zone Partnership, Baystate Academy Charter Public School, Libertas Academy Charter School, Phoenix Charter Academy Springfield, Springfield Prep Charter School, Veritas Prep Charter School, and more!

March 7th - <http://teachwesternmass.com/>

Merrimack Spring Career Fair –Wed. Feb 26th

<http://www.merrimack.edu>

Bridgewater State University Education Job Fair -Wednesday, May 5, 2020 from 4:00 - 6:00

<http://microsites.bridgew.edu/careerservices/upcoming-events>

New York

3 Separate Events you MUST pre-register <http://www.upstatenytrd.org/>

CENTRAL NEW YORK AREA, March 30 - March 31, 2020

ROCHESTER AREA, Wednesday, April 1, 2020

BUFFALO AREA, Thursday, April 2, 2020

Pennsylvania

Pittsburgh Education Recruitment Consortium (\$50 entrance fee) Wednesday, March 25 2020 9:30 - 3:00

<http://www.percjobfair.org/>

Penn State University Education Career Day - April 6, 2020, 9:00 a.m. - 12:00 p.m.

Penn Stater Hotel & Conference Center

<https://studentaffairs.psu.edu/career/fairs/education>

Greater Philadelphia Teacher Job Fair held by Delaware Valley Education Consortium

Wednesday, April 1, 2020 - \$10 registration fee

<http://www.dvec.net/candidates/>

Rhode Island

Rhode Island College, Health, Human Services and Education Job & Internship Fair

Tuesday, April 14, 2020 2:30 PM – 4:30 PM

<http://www.ric.edu/careerdevelopment/Pages/Job-Fairs.aspx>

Virginia

Education Recruitment Day at George Mason University - TBA **Wednesday, March 18, 2020**

Job Fair (open session): 9 am - 11:30 am

<https://careers.gmu.edu/employers/fairs-and-signature-events/fair-registration-details>

All States

Southern Teachers Agency – Education Jobs in the South

<http://www.southernteachers.com>

On-line Job Fairs educationjobfairs.com and EducatorJobFairs.com

American Association for Employment in Education: <http://www.aee.org/>

<https://www.cerra.org/career-fairs.html> - listing of regional job fairs

Education Career and Job Websites

Regional Education Resources

Mass. Department of Education- <http://www.doe.mass.edu/jobs>

Teach Western MA - <https://teachwesternmass.com/>

Connecticut Capital Regional Educational Council - <http://www.crec.org/careers/index.php>

Connecticut Regional Applicant and Placement Program - <http://ctreap.net>

Connecticut Education Association - <http://www.cea.org>

Rhode Island Department of Education - <http://www.ride.ri.gov/>

New York City Education Careers - <http://schools.nyc.gov/Careers/default.htm>

New Jersey School Jobs - <https://www.njschooljobs.com/>

National Education Resources

School Spring - <http://www.schoolspring.com>

Frontline Education - <https://www.k12jobspot.com/>

Health and PE jobs - <http://www.shapeamerica.org/career/career-center.cfm>

National Employment Minority Network- <http://www.nemnet.com/>

Profiles of Public Schools, Public School Review - <http://www.publicschoolreview.com/>

Placement Organizations

The Education Group – <http://www.educationgroup.com>

Carney & Sandoe, ERG and IES - <https://www.carneysandoe.com/>

International

Search Associates - <http://search-associates.com/>

Teach Abroad- <http://www.teachabroad.com/search.cfm>

Teaching Opportunities (Without Certification)

Math for America – <https://www.mathforamerica.org/>

Boston Plan for Excellence - <http://www.bpe.org/>

Match School - www.matcheschool.org

City on a Hill - www.cityonahill.org

Teach for America - <http://www.teachforamerica.org/>

New England Center for Children - www.necc.org

The Steppingstone Foundation - <http://www.tsf.org/careers/>

Boston Teacher Residency - <https://www.bpe.org/boston-teacher-residency/>

Citizen Schools <http://www.citizenschools.org/careers/teaching-fellowship/>

NY Teaching Opportunity Program - www.top.cuny.edu

DC Teaching Fellows <https://dcps.dc.gov/page/dc-teacher-residency-partnerships>

National Association of Independent Schools - www.nais.org

Association of Boarding Schools – <https://www.boardingschools.com>

Quaker Schools - <https://www.friendscouncil.org/>

Association for Environmental and Outdoor Education – <http://www.aeo.org>

What is a cover letter?

A cover letter is a document sent with your resume to provide additional information on your skills and experience. A cover letter typically provides detailed information on why you are qualified for the job you are applying for. Effective cover letters explain the reasons for your interest in the specific organization and identify your most relevant skills or experiences.

Do I always need a cover letter?

The short answer is “*Yes.*” It is generally an accepted practice that if you send a resume to an employer for a job or internship you also include a cover letter. If you are applying through a job search website, you will want to also upload a cover letter. If you are emailing your materials to an individual, you can use the cover letter in the body of the email.

Why?

The cover letter serves as your sales pitch. It highlights the main points on your resume, summarizes your basic skills and talents, and serves to get the prospective employer excited about YOU!

Here are some basic tips before you start drafting your letter:

The cover letter is your opportunity to introduce yourself to an employer and provide an overview of yourself.

Detail how your skills and experiences match the requirements of the position.

Convey your enthusiasm, motivation, and sincere interest in the job.

The objective is to market your accomplishments and competencies, with the goal of securing an interview.

How?

Look at the position description or job posting. Look at the school and or district. Identify some reasons why you would be a good fit for the position. Craft the letter outlining how your background, education, philosophy, and transferrable skills would make you a good candidate for the position.

Cover Letter Do's

Employers are thinking, "What can this person do for me?" Your letter should answer that question.

Keep to one page with 3 or 4 short paragraphs. Use standard business letter format.

Every line should be in alignment with the left margin.

Double space between paragraphs.

No errors in grammar or punctuation – use spellcheck!

Address the letter to the appropriate person; make sure that the individual's name and title are correct.

Personalize your letter if possible.

If your research fails to identify a proper contact then use Dear Hiring Manager.

Last names and proper titles are important.

Cover Letter Don'ts

Don't use a generic template you found online. You absolutely must tailor your cover letter (and resume) to fit the company and position.

Don't explain what the job will do for you. Explain what you can bring to the job.

Don't discuss a disability, visa status, religious or political organization or discuss salary requirements.

Cover Letter Outline

Your Address
City/State/Zip
Date
(2 blank spaces)

Contact Name
Title
Organization
Street Address
City/State/Zip
(2 blank space)

Dear Mr./Mrs./Dr. Last name, (Use Title if name is not available)
(1 space)

Opening Paragraph: (Capture attention, build a match)
State purpose, position seeking
Use name of mutual colleague, person who recommended you
Mention source of lead
Very briefly state why you would be good for the position

Body Paragraph(s): (Explain why you are best qualified)
Back up your statements about why you would be good for the position
Show enthusiasm and demonstrate your skills and state your credentials
Identify how skills were obtained
Tell a brief story, give examples of achievements
Use self-descriptive words
Put adjectives with activities
Use action verbs

Closing Paragraph: (Ask for the interview)
Restate solid match
Take charge . . . say you will call to follow up
Explore potential meeting/interview
Affirm confidence
Express thanks for consideration of your interest
(1 blank space)

Sincerely,
(3 spaces)

Your Signature

Physical Education Teacher (X 2 positions) Position Type: Full-time

1. Meets and instructs assigned classes in the locations and at times designated.
2. Plans a program of study that, **meets the individual needs,** interest, and abilities of the students.
3. **Creates a classroom environment conducive to learning** and student maturity and interests.
4. Guides the learning process toward the achievement of established **district curriculum goals,** establishes and communicates clear objectives to the students for all lessons, units and projects.
5. **Prepares for classes assigned,** and shows written evidence of preparation upon request of immediate supervisor as required by the teachers' contract.
6. Employs a variety of instructional techniques and media, **consistent with the physical limitations of the location provided and the needs of capabilities of the individuals or student groups involved.**
7. **Strives by instruction and action to implement the district's philosophy of education, instructional goals and objectives and performance expectations.**
8. **Assesses the accomplishments of students on a regular basis; provides progress reports as required, and communicates with parents as deemed necessary.**
9. Maintains accurate, complete, and correct records required by law, policy, and regulations.
10. Diagnoses the learning challenges of students, seeking the assistance of district specialists.
11. Takes all necessary and reasonable precautions to protect students, equipment, and facilities.
12. Follows the SPS a code of conduct for the classroom consistent with established administrative policies and develops rules of classroom behavior which are enforced in a fair and just manner.
13. Plans and supervises assignments for paraprofessionals, and makes written evaluations as required.
14. Maintains an ongoing program of professional growth that satisfies district requirements but also satisfies personal expectations as a professional.
15. Takes an active part in the contractually -approved teacher evaluation process, contributing to a mutual agreement concerning the results of that evaluation.
16. Attends building and district meetings **to promote communication and mutual decision making among the staff;** said meetings to be held during the extended day.
17. Attend established traditional school sponsored activities (e.g., Back to School Night, Open House, programs, activities) agreed upon by the building administrator and the faculty consistent with the teachers' contract.
18. Contribute to the decisions regarding budget, facilities, curriculum, and personal well-being.

QUALIFICATIONS:

1. Highly qualified with required competency in the content area; and
2. **Appropriate content/ program area educator license (PE) and grade level licensure from the Massachusetts Department of Elementary and Secondary Education; and**
3. **Bachelor's Degree with appropriate license;** or Master's Degree with appropriate content area license preferred and/or expected within 5 years.

Jane Recruiter, Human Resources, Springfield Public Schools, Springfield, MA, 01103

When looking at a position description, identify the areas you want to highlight in your cover letter. Think of three (or more) things that would make you a good fit for their organization and tell them those things in the first paragraph. Link them to the position requirements. Expand on those three things in the body of the letter and then use the closing paragraph to thank them and ask for an interview.

263 Alden Street
Springfield, MA 01109

May 13, 2020

Dr. Jane Recruiter
Human Resources
Springfield Public Schools
1550 Main Street
Springfield, MA 01109

Dear Dr. Recruiter,

As a Physical Educator, I am a firm believer in using physical activity to teach students about movement, strategies, teamwork, problem solving and health related fitness, while helping them to develop a life-long appreciation for wellness. I would be uniquely qualified to bring this passion to one of the open Physical Education positions with the Springfield Public Schools because of my certification and education, my student teaching experience in the Springfield Public Schools and my ability to adapt to the changing needs of students.

I will earn my Bachelor's degree in Physical Education at Springfield College, where I have had the opportunity to learn from some of the leaders in the field. My program allowed me to study the current and emerging trends in the field while also providing opportunities to acquire progressive hand-on teaching experience, right from the first year of college. Our classes involved a systematic rotation between learning educational theories and techniques for teaching Physical Education concepts, creating appropriate lesson plans and then actually visiting Springfield Public Schools to work directly with groups of students.

I developed a passion for working with students in an urban setting during my student teaching at (Insert School Name) Elementary School. I really appreciated working in an environment, which afforded me the opportunity to be creative. Resources and facilities for physical education were fairly limited at this school, but the students were eager and excited to have the opportunity to explore. During my time there I was able to develop a program that utilized hallway space and portions of common spaces to create stations designed to encourage physical activity. I intentionally modified these lesson plans to meet with needs of every student. This also allowed me to work directly with classroom teachers to work collaboratively to incorporate some of their classroom lessons into my classes. I really enjoy the sense of community and dedication found in the Springfield Public Schools.

Given the opportunity to join your team I will bring an enthusiastic, optimistic yet realistic attitude with a dedication to student education and success. I would appreciate the opportunity to discuss my qualifications in person. Thank you for your consideration. I can be reached at (413) 555-5555 or jcross@springfieldcollege.edu. I look forward to interviewing with you.

Sincerely,

Jane Cross
Jane Cross

The Teacher Interview: What to Expect

The Interview

Each principal and school district treats the interviewing and candidate search process differently; therefore, the interview procedure varies from district to district. Be prepared for anything.

Initial Pre-screening

You may be called by the principal for an initial pre-screening—this typically does not last longer than 30 minutes. In this process the employer is trying to get a better sense of who are you. They are also assessing your telephone communication skills, your comfort with talking about yourself and your ability to hold a conversation. At the end of the call, you may be extended an interview. Make sure to confirm the materials that you will need to bring with the principal. Items that you may be asked to bring include your portfolio, copy of your certification, references, résumé, sample IEP, sample lesson plan, writing sample, educational philosophy, etc.

On-site interview

The interviewing process takes time and typically requires more than one interview. The format will vary by school district. In some schools, you may meet solely with the principal whereas in other schools you will actually meet with other professionals including other teachers in the department to discuss job responsibilities. If you are a strong candidate for the position, you will most likely be invited back for a second round of interviews. In your second interview, you may be brought into a conference room to be interviewed by a new group of individuals. Expect that some questions may be repeated from your first interview. You may also be asked to present a lesson to a class, depending on the time of the year. You might be presented with a teacher's manual which you should review carefully. Modify your lesson plan to accommodate the student's skill level and provide assessment. You will be given constructive criticism by the students and observers. They are looking to assess how you handle criticism. Accept the feedback graciously and thank them for taking the time to observe your lesson.

What Employers are Looking For

Eye Contact - Are you making eye contact with the interviewer and the students that you encounter?

Interpersonal Skills - How personable are you? Are you pleasant and friendly to everyone that you meet? Are you comfortable with the student population of that school? Are you nurturing and caring?

Communication Skills - Are you able to clearly articulate your skills and experiences? Can you hold a conversation? Are you asking the right questions? Are you able to communicate why you want to teach?

Parental Involvement - In what context have you interacted with parents?

Listening Skills - Are you actively engaged in the conversation?

Professional Presence - Are you dressed professionally? Do you handle yourself in a professional manner?

Portfolio - Is your portfolio organized and professional?

Cultural Pluralism - Do you encourage cultural awareness and celebrate diversity?

Classroom Management - Are you capable of providing a positive classroom environment and working with difficult students?

The Interview process can be very stressful. Just remember—**BE YOURSELF!!** The employer is looking to get to know *you* better. Have confidence in your abilities. Know that it will take time before you are offered a position.

SAMPLE INTERVIEW QUESTIONS

(see the Career Center for information about the HUNDREDS of potential additional question)

Tell us about yourself.

Tell us about a time you effectively taught a unit.

How would you design your reading and writing curricula?

How much of the kindergarten day should be academic and how much social?

What are some of your favorite children's books?

What is the role of literature in kindergarten?

Describe the language acquisition of a child.

How are you going to serve the needs of your second language students?

Describe the discipline/classroom management program you would establish.
What are your discipline techniques?

Do you use thematic units? If so, why do you use thematic units? Please describe how you use thematic units in your classroom? What is an example of a recent thematic unit used in your classroom? If you don't use thematic units, please explain why not.

How do you organize math and science yearly and daily schedules? Do you follow district curriculum guides and state frameworks? Why or why not?

What do you want to accomplish as a teacher?

How will you determine what your students' attitudes and feelings are about your class?

An experienced teacher offers you the following advice: "When you are teaching, be sure to command the respect of your students immediately and all will go well." How do you feel about this?

How do you decide what it is that should be taught in your class?

A parent comes to you and complains that what you are teaching his or her child is irrelevant to the child's needs. How would you respond?

What do you think provides you the greatest pleasure in teaching?

Be prepared to role-play or actually teach a sample demo lesson during your interview!

Sample Questions to Ask in Your Interview

- What opportunities are available for professional development?
- How would you describe your leadership style?
- What is the teacher/student ratio in your district?
- What is the typical class size?
- Do you encourage teachers to earn advanced degrees?
- How many classes a day will I be expected to teach?
- Can you give a profile of the 'typical' student?
- What percentage of students have IEP's?
- What textbooks does the district use in this subject area?
- What technology resources are available to me?
- Do teachers participate in curriculum review and change?
- What support staff members are available to help students and teachers?
- What is the level of parent involvement and support?
- What allowances are provided for supplies and materials?
- Does the administration encourage field trips for students?
- How are teachers assigned to extracurricular activities? Is compensation provided?
- Does the district have an educational philosophy or mission?
- What textbooks does the district use in this subject area? What is the district's policy on mainstreaming and inclusion?
- What discipline procedures does the district use? Is there a certain philosophy?
- How does the community support the schools?
- Do your schools use teacher aides or parent volunteers? What is their role?
- Describe the status of computer usage at your school? How do you envision it changing during the next three years?
- What kind of teacher job commitment is expected by the board, superintendent, principal and parents?

Using the Portfolio:

1. Use the portfolio as an integral part of your job interview, not as something extra you brought to the interview.
2. Use the portfolio to help you answer questions. There is only so much time for the interview so use it wisely. Use the portfolio to sell who you are.
3. Do NOT wait to be asked before showing your portfolio. For some interviewers, seeing whether or not you use your portfolio is part of the interview process. If you don't bring it out in the interview, you may very well leave without it ever being seen.
4. If you are using an Electronic Portfolio, work out any technical "glitches" before the interview. I.e. – wifi access, passwords, etc.
5. Send the portfolio ahead of time so they can look through it before your interview.

The Thank You Note

The thank you note is perhaps one of the most underutilized tools in the job search. Research has shown that less than 10% of interviewees send thank you notes. Hence, it is even more important to send one to set yourself apart from other candidates. The thank you note also gives you an opportunity to reiterate your interest and qualifications. Here are some of the key elements:

- 1. Timeliness**

Send the thank you note *as soon as possible* after the interview.

- 2. Express Enthusiasm**

Reiterate your continued interest in the position and articulate why you are the best person for the position.

- 3. Answer Unresolved Issues**

If you did not get a chance to mention certain points, the thank you note is the perfect opportunity to address those items. Expand upon any useful questions raised in the interview.

- 4. Personalize it**

Highlight something that was discussed in the meeting that was unique and meaningful to refresh the interviewer's memory. Interviewers are impressed with a candidate who can listen and recall a conversation. Additionally, if you met with more than one person, send a thank you note to each person, and make sure you vary the content slightly.

- 5. Keep It Short**

The thank you note is an opportunity to market yourself one final time, but keep the note brief. Pick three key points that you would like to stress about yourself which may include skills, knowledge and personal traits.

Email

If the employer has provided you with their email address, an email thank you note may be appropriate. Use caution with an email thank you note. Maintain a high level of professionalism and keep the email short. Keep in mind that an email thank you may be deleted shortly after it is read, whereas a hardcopy thank you note will be maintained in your application file.

Sample Thank You Note

997 Parkway Drive
Norton, MI 56980
June 1, 2015

Ms. Virginia Davis
District Superintendent
Norton Public Schools
301 Point Street
New York, NY 90128

Dear Ms. Davis,

Thank you for the introduction to your school system in our meeting of June 1. I am drawn to the dedication to student learning that you and your team demonstrate. I am especially interested in the open 4th grade position at Roger Jones Elementary School. The school's mission of empowering each student to reach his or her potential matches my own teaching philosophy. I look forward to meeting with school administrators and students next week for a demonstration lesson plan.

I am confident of my skills and abilities related to the position, and I hope I was able to convey those skills to you. I would particularly like to point out to you my extensive experience with the Common Core and assessment rubrics.

The sum of my education and my experience, I believe, provides a solid base to meet the demands of this position. I am very eager to join your team and can be reached at jhumanics@gmail.com if you have any additional questions. I look forward to hearing from you.

Sincerely,

(Written Signature)
Jane Humanics

Student Loan Forgiveness

1. Speak directly to your speak to your **student loan issuer**.
2. A link to **federal loan forgiveness** resources - https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation?_ga=2.146462260.1073716525.1566480262-179475713.1566480262
3. Teacher Cancellation Low Income (**TCLI**)

The TCLI Directory lists low-income elementary schools, secondary schools and educational service agencies (ESAs) that are eligible schools or ESAs for purposes of the William D. Ford Federal Direct Loan (Direct Loan) and Federal Family Education Loan (FFEL) teacher loan forgiveness program, Federal Perkins Loan/National Direct Student Loan teacher cancellation, and the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program. Eligible schools and ESAs are reported to the U.S. Department of Education by state education agencies for inclusion in the TCLI Directory. To qualify for loan forgiveness or cancellation, or to satisfy the TEACH Grant service obligation, a borrower's or grant recipient's qualifying teaching service must be performed at a school or ESA that is listed in the TCLI Directory. - <https://studentloans.gov/myDirectLoan/tcli.action>

The TCLI database is searchable by state. You must look for the last year's information, as the current year is not included. Search by the whole state and then narrow it down as the search parameters are narrow and by county, not by town/city.