



PROFESSIONAL DEVELOPMENT RESOURCES FOR EDUCATORS

Tips for the Teacher Job Search

1) Reflect on and document your internship experience. It is vital that you take time to think about what you have learned about yourself, your students and your field, and how it impacts your philosophy of education and learning.

2) Explore and prioritize opportunities. Consider how you see yourself working with students

Population: Are you interested in working with a particular student population (e.g. elementary, secondary)?

Consider the many possible contexts in which you could teach, including:

- Private schools
- Public schools
- Charter schools

3) Build your network. Connecting with others in your profession can provide insight into what it's like to work at a particular school as well as how to market yourself effectively in the job search. Shadowing and informational interviewing is a great way to gather advice and build your network, though it's important to remember that the purpose of this type of meeting is to gain insight, gather information and advice, not ask for a job or job interview.

4) Tweak your resume and cover letter. SOE Career Services can provide critiques during appointments or Resume Reviews which are offered during fall and spring semesters.

5) Attend career fairs: Career fairs allow you opportunities to meet multiple recruiters in one place, distribute your resume and sometimes participate in on-the-spot interviews. You can also obtain contact information from employers of interest.

6) Attend professional development workshops: SOE Career Services offers workshops throughout the semesters on topics including resume/cover letter writing, applying to graduate schools/programs, and job fair preparation and more.

7) Attend networking events: SOE Career Services offers networking events throughout the year. From professional-related to social, online and in-person, networking events provide a great way to meet new people and make valuable contacts, professionally and personally – you never know who you may meet!

8) Prepare for Interviews. The key to successful interviewing is thorough and thoughtful presentation. Reflect as you prepare answers that illustrate concrete examples of your experience. Some thoughts to reflect on include:

- Desire to work at a given school and knowledge of its mission, values and services
- Desire to work with a given student population and understanding of issues faced by that population
- Philosophy of education and approach to teaching
- Highlights/challenges in working with students
- Strengths/weaknesses
- Best practices

Professional Development Resources

Center for Technology in Education

<http://cte.jhu.edu/>

Council for American Private Education (CAPE)

<http://www.capenet.org/teach.html>

Expenditinary Learning (partners with charter and public schools)

<http://elschools.org/careers>

KIPP Schools

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

LGBT in Higher Education

<http://lgbtinhighered.com/>

Maryland Public Schools

<http://www.marylandpublicschool.org/msde>

MastersinEducation.com/JobResources

<http://mastersineducationguide.com/teaching-job-resources-mega-list/>

Mid-Atlantic Association for Employment in Education (MAEE)

<http://www.udel.edu/CSC/maee/>

Career Fairs and Networking Events**MERC (Maryland Education Recruitment Consortium)**

<https://careers.umd.edu/event/maryland-education-recruitment-consortium-merc>

Maryland Career Consortium Career Fair

<https://www.marylandcareerconsortium.org/>

AIMS Job Fair

<https://www.aimsmdc.org/events/EventDetails.aspx?id=1038607>

Interview Questions for Teachers**Common questions asked about your internship:**

1. What were you expected to achieve as a student intern? How did you do on those dimensions?
2. What accomplishment during your internship are you most proud of?
3. Describe a low point for you during your student internship.
4. Would you go back to that school if you had the choice? Why or why not?

20 questions commonly asked in teaching interviews:

1. Tell me/us about yourself.
What you are really answering . . .
 - Why do you think you are the best teaching candidate for this school?
 - Why do you want to work at this school/for this school system?
2. How do you teach to the state standards?
3. How much homework do you give?
4. Give an example of a differentiated assignment you might give.
5. Where do you see yourself in five years?
What you are really answering . . .
 - How well do you know us and our school/school system goals?
 - Are YOUR goals in sync with ours?
6. Describe your discipline philosophy.
7. How would you handle a gifted student?
8. What is your favorite subject to teach?
9. How will you use the writing process in your teaching?

National Center for Summer Learning

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

Southern Teachers Agency

<http://www.southernteachers.com/>

Teacher Certification Requirements in all Fifty States

<http://home.earthlink.net/~teachercertification/>

Teachers of English to Speakers of Other Languages, Inc. TESOL

http://www.tesol.org/s_tesol/index.asp

Click on Career

The New Teacher Project

<http://tntp.org/>

20 questions commonly asked in teaching interviews:

10. What can you contribute to our teaching team here at this school?

What you are really answering . . .

- Can we use what you can do best?
- Will you enhance our team and teaching our approach?

11. How do you meet the needs of special education students?

12. How do you integrate technology into your teaching?

13. What will your classroom environment look like?

14. What are your weaknesses?

What you are really answering . . .

- Will your weaknesses negatively impact our school?
- Will your weaknesses prevent you from fulfilling the duties & responsibilities of our position?

15. How do you feel about being paired up with a mentor?

16. What do you do if a student confides in you and tells you about something serious
(Example: The student shares that s/he has been abused, but asks you not to tell.)

17. How do you integrate higher-order thinking skills into your teaching?

18. What do you like best/least about teaching?

What you are really answering . . .

- Can our organization provide you with what you like best?
- Will our position/organization require you to do what you like least?

19. How do you integrate creative problem-solving into your teaching?

20. What is your philosophy on teaching?

What would you do if:

You suspected one of your students is being abused?

One of your students tells you he/she is being abused?

You suspect one of your students is abusing drugs/alcohol?

One of your students is not going to pass the year or graduate?

One of your students continues to fail math (or any subject) each quarter?

You have a faculty member's child in your class?

One of your students talks to you about wanting to commit suicide?

One of your students told you he/she is gay?

Resumes

What do organizations want to see in your resume?

- **Summary Statement:** Provide a few sentences describing your overall related experience, skills and knowledge.
- **Credentials:** If certification or licensure is required, list those credentials next to your name (i.e. M.S., M Ed, EdD, etc.) or under your education as subtitles such as 'Certifications' etc.
- **Preferred or recommended qualifications:** skills that may not be required but preferred for the job – if you have any preferred qualifications such as technology/computer skills, make sure you include them.
- **Preferred experience:** This usually means that the potential employer is open to hearing from you despite not having the qualifications they are seeking but perhaps your related experience or other employment will suffice.

Resume Tips

- Use bullets to list job responsibilities and accomplishments - bullets are more concise and easier to read or skim.
- Use present tense for current job and past tense for all past jobs.
- Don't use "I" in your bullet points – e.g., list as "*Responsible for*" instead of "*I am responsible for.*"
- Don't use too many bullets for each job (6-8 max).
- Keep it uniform - all bullets should be consistent, if capping the first word, do so throughout. If using periods, use throughout.
- Proofread for any errors, typos, inconsistency and ask someone to proof for you – a second set of eyes can often detect errors that we may not notice.

Resume Sample Bullet Points (under Experience section)

- Aptitude to remain flexible, ensuring that every child's learning styles and abilities are addressed.
- Strong interpersonal and communication skills to foster meaningful relationships with students, staff and parents.
- Ability to motivate students and establish cooperative, professional relationships with parents, staff and administration.
- Diverse experience and strong track record fostering child-centered curriculum and student creativity.
- Works to create a classroom atmosphere that is stimulating, encouraging, and adaptive to the varied needs of students.
- Upholds professional ethics, standards of practice and the care and education of young children.
- Experienced in crisis management and conflict resolution.
- Work with students in a multicultural environment that emphasizes inclusion.
- Develop curriculum and conduct teach training and parenting programs.
- Introduces concepts into curriculum related to life and social skills.
- Build student self-esteem and encourage understanding of cultural diversity, gender differences and physical limitations.
- Create a cooperative community in the classroom; model for students the importance of mutual respect and cooperation among all community members.
- Skilled in adapting to students' diverse learning styles.
- Experienced in one-on-one tutoring and group instruction.

Summary Statements

A resume summary statement (or called a profile statement) is a brief list of the highlights of your qualifications and experience. It gives the hiring manager, at a glance, a synopsis of your professional qualifications.

The resume summary statement will help your resume stand out by:

- a) *Catching the reader's attention immediately.*
- b) *Ensuring a clear understanding of your top skills at a glance (important when hiring managers are skimming through dozens of resumes at a time).*
- c) *Putting emphasis on your career highlights and key strengths in an easy-to-scan format.*

Every resume can benefit from a summary statement

1. Career Changers — A summary statement can help a hiring manager quickly see your experience and skills..

2. Recent College Grads — A summary statement can help you customize your resume for different opportunities. This is especially helpful if your background is somewhat general. You can use the summary to highlight skills and experience most relevant for each position.

3. Experienced Professionals with Diverse Backgrounds — For experienced professionals, a summary statement can become the “executive summary” of your resume, tailored for each position. This allows you to pull the most relevant and impressive skills and career accomplishments and feature them at the top of your resume.

Three steps to writing a strong summary statement for your resume:

- **Step 1:** First, think of three or four things that define you as a professional. These traits will vary according to profession and skill level. Entry-level and recent graduates can include academic training, coursework and experience to support professional abilities.
- **Step 2:** Next, think of the things you enjoy the most in your work. When you write your summary statement, you aren't just telling the employer what you are good at, you are also telling them what you enjoy and want to do.
- **Step 3:** Align your summary statement with the job requirements. Once you identify the skills you want to focus on, see if they line up with job requirements listed for the positions you are seeking. As a teacher, you probably want to establish early that you are skilled at managing a classroom or developing lesson plans and assignments.

Example of Summary Statements for a Teacher

Dedicated, enthusiastic and resourceful educator committed to the social and academic growth and development of every child/student. Ability to understand and motivate with demonstrated skills to create a classroom atmosphere that is inclusive, stimulating and encouraging to students. Experienced in developing hands-on lessons and individualized instruction, based on students' needs and interests.

SALLY A. SMITH

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(410) 555-2345

ssmith@yahoo.com

SUMMARY

Educator with professional certification in secondary English and two years of related experience. Proficient in creating lessons to facilitate higher learning skills. Effective communicator with strong interpersonal ability and successful track record in developing rapport with colleagues, parents and students.

EDUCATION

Master of Arts in Education, Johns Hopkins University, Baltimore, MD (2019)

- Secondary Language Arts certified

Bachelor of Arts in English, University of Maryland, College Park, MD (2016)

- Magna Cum Laude

PROFESSIONAL CERTIFICATION

Professional Certificate for Secondary Education, *Maryland State Department of Education*, Baltimore, MD 2019

RELATED (or TEACHING) EXPERIENCE

Teacher Intern, School Name, City, State Dates

18-week internship for JHU Master of Arts in Teaching program

- Developed and implemented long-term plans, daily assignments, and worksheets for 7th grade classes
- Collaborated with teachers to tailor instruction to accommodate all learning styles in the classroom
- Evaluated the performance, behavior, and social development of students
- Utilized various media to present lessons including PowerPoint presentation and visual art
- Promoted student achievement by implementing *Positive Behavior Interventions and Supports (PBIS)*
- Conceptualized and organized classroom activities and assignments

OTHER PROFESSIONAL EXPERIENCE

Medical Records Assistant, American Radiology Center, Columbia, MD 2012-2016

- Organized the medical records department to increase efficiency of patient care

Assistant Manager, Macy's, Columbia, MD 2010 – 2016

- Supervised sales team in Junior's Department of national department store
- Managed inventory and tracked sales for department exceeding set sales goals and decreasing merchandise loss
- Provided outstanding customer service and personal shopping to clients

VOLUNTEER EXPERIENCE

ESL Instructor, Name of Organization, City State dates

- Instructed fundamental English to people of diverse cultural and linguistic backgrounds

PROFESSIONAL AFFILIATIONS

National Council of Teachers of English (NCTE), Member

Lobbied on Capitol Hill on behalf of NCTE to improve teaching and learning of English language arts at all levels of education

Cover Letters

Why a cover letter?

- To serve as an introduction of who you are, what you have to offer, and why you are contacting them.
- To make an important first impression – potential employers can use the cover letter to assess your communication ability, and interest in the job.
- To showcase specific or relevant education, skills and experience.
- To discuss why you are an ideal match for the position, what you know about them and why you are a good fit for the organization.
- To convey your enthusiasm, interest in the job, helping you to stand out among other candidates – more personable.
- To be more specific about your career objectives or goals.

Content

- 1st Paragraph *The Introduction*: why you are contacting them, relevant education or experience, a sentence about them - why you want to work there.
- 2nd Paragraph *The Body*: your relevant professional background, skills, experience and achievements that best qualify you for the job.
- 3rd Paragraph *The sell*: why you would be an ideal match for the school and what you can do for them.
- Closing paragraph: information about attachments “*attached is my resume for your review*” and follow up information, “*I will contact you within a week to follow up on the receipt of my resume*. Thank them for their time and sign and print name.

Sample Cover Letter

Contact name, title (if available)

Name of School

Street

City, State, Zip

Dear Mr. Doe,

Introduce yourself and why you are writing: I am applying for the teaching position at (name of school/ school district) which was posted on Indeed.com. I hold a Master of (Art or Science) degree in (Education/Special Education, etc.) from the Johns Hopkins University and hold a Bachelor’s of Science degree in Early Education. **Add any certification info.**

In this paragraph, discuss your relevant experience: My related experience includes teaching youths in the (____) grades. **Add related teaching skills and background here. Include a sentence or two about the school and why you want to work there – for example, your educational values are aligned with their mission, etc. or they are a reputable school in the area or you want to work with that student population.**

In this paragraph, discuss why you want to the job, what you can contribute to the school, and a sentence or two about why you are a strong candidate and a good match for the position. I am passionate about teaching (preschoolers/children/youths/teens/students, etc.) It is my goal to combine my range of experience with my ability to be a compassionate, enthusiastic, intelligent teacher who will make a positive contribution to students and/or your school district.

Closing paragraph: Attached is a copy of my resume which details my background and related experience. I will contact you within a week to follow up on the receipt of my resume and to discuss available teaching opportunities at (name of school). Thank you for your time and consideration.

Sincerely,

Signature (print first and last name)