

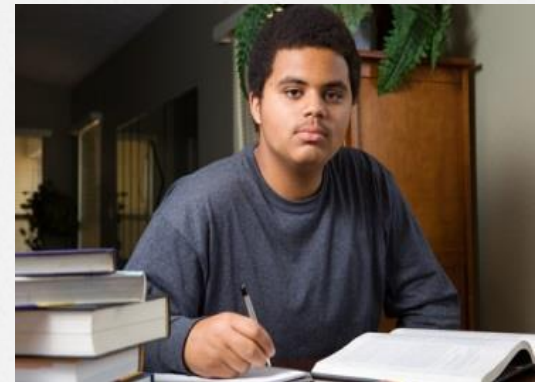
A photograph of a female teacher with long brown hair, wearing a purple shirt and tan shorts, leaning over a desk to assist students. Two young girls are visible at the desk, looking towards the camera. In the background, a chalkboard displays multiplication problems: $3 \times 3 = 9$, $4 \times 4 = 16$, $5 \times 5 = 25$, $6 \times 6 = 36$, $7 \times 7 = 49$, $8 \times 8 = 64$, and $9 \times 9 = 81$. To the left of the chalkboard, three small framed pictures of fruits (apple, orange, and lemon) are hanging on the wall.

A Career in Teaching:

Become the Perfect Candidate

What Can You Do Now? A Lot!

- Read, Talk, and Try it Out
- Build your professional skills
- Create a Career Plan
- Network
- Maintain a portfolio of your experiences and projects
- Social Media for Professionals
- Gain experience
- Keywords
- Begin work on your professional resume
- Construct compelling cover letters
- Prepare for interviewing
- Obtain and maintain your references
- Proper etiquette



Read, Talk & Try It Out



- **Read:** Read, and keep reading newspaper articles, magazines, journals, and online sites dedicated to the teaching profession. Get comfortable with keywords in the teaching profession. Set aside time every day/week for research and skills practice.
- **Talk:** Talk to your professors, advisors, friends and family in the profession about new developments in the field. Attend conferences and workshops that are geared to some aspect of your profession.
- **Try it Out:** Seek out opportunities where you can experience first hand what teaching is like in different settings. Opportunities include volunteer, internship, part-time and summer work.

Build Your Professional Skills

Academic Development

- GPA
- Improve communication skills
- Course work
- Maintain a portfolio
- Field work and Student Teaching



Professional Development

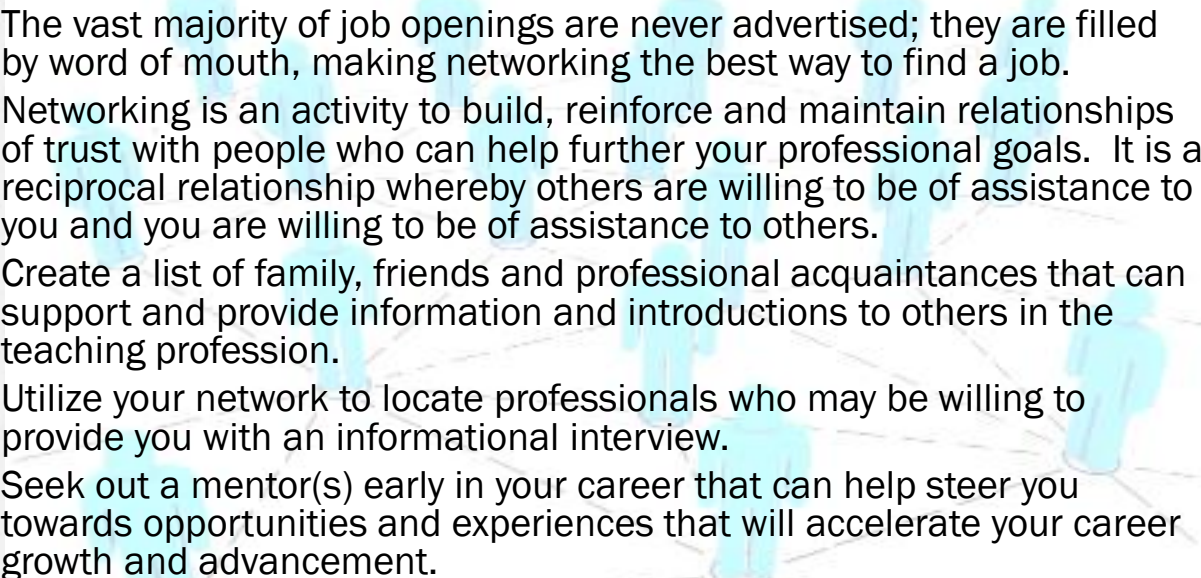
- Determine the type of teaching career you want
- Learn how to communicate professionally and effectively on the phone, by email and in person
- Prepare customized resumes
- Write compelling cover letters and other correspondence
- Practice interviewing
- Network with professors, classmates, and others
- Using all methods including networking and online searching, find, apply for and participate in internships, volunteer and part-time/summer positions
- Maintain a portfolio

Create a Career Plan

- Stay connected to Career Services at your 2 year and 4 year school to learn about all professional development and career opportunities.
- Polish your resume
- Create a compelling cover letter and learn how to write a thank you note
- Craft an elevator pitch (a 60 second commercial about you) and a networking/phone script.
- Practice interviewing
- List all the sources of career information and job leads you intend to pursue, including informational interviews, your network contacts, job fairs, and online job boards
- Join and maintain an impressive social media presence
- Garner and protect your references
- Create a record of all professional interactions including complete contact information, dates of interactions and times for follow up
- Evaluate your progress regularly
- Most important stay healthy, practice stress management and celebrate the achievement of your goals milestones and successes.



Network

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- The vast majority of job openings are never advertised; they are filled by word of mouth, making networking the best way to find a job.
 - Networking is an activity to build, reinforce and maintain relationships of trust with people who can help further your professional goals. It is a reciprocal relationship whereby others are willing to be of assistance to you and you are willing to be of assistance to others.
 - Create a list of family, friends and professional acquaintances that can support and provide information and introductions to others in the teaching profession.
 - Utilize your network to locate professionals who may be willing to provide you with an informational interview.
 - Seek out a mentor(s) early in your career that can help steer you towards opportunities and experiences that will accelerate your career growth and advancement.

Maintain a Portfolio of Your Experiences & Projects

- Keep a record of special projects that may be of interest to an employer or for you to draw upon to demonstrate your skills.



Social Media for Professionals

- Post a resume and create a profile whenever possible to make it easy for employers to find you.
- A profile should convey more than details about your education and job experience and skills. Words that indicate a passion for teaching or a teaching philosophy will help humanize you and may compel employers want to meet you.
- Use key words germane to the teaching profession strategically placed throughout your online presence so that employers can find you when they do keyword searches.
- LinkedIn is for teachers too! It is quick and easy to get started and has more options for customizing and promoting your profile than any other Internet site. Upload samples of your projects, incorporate recommendations and build your network.
- Blogs, Instagram and Twitter can provide great networking opportunities. Blog, post a photo or start a thread about teaching.
- Google, identify, join and volunteer with professional organizations. The membership directories can be a great source for veteran employers willing to grant informational interviews.
- Remember that employers will be searching for you on Facebook and Twitter before making hiring decisions so review your social media footprint frequently and remove anything that portrays you unprofessionally.

Gain Experience

- Summer Camp Counselor
- Teacher/Assistant/Aide
- Parent Coordinator
- Teacher Assistant/Aides
- Apprentice Teacher
- Tutor
- Bi-lingual Paraprofessional
- Child Care Worker

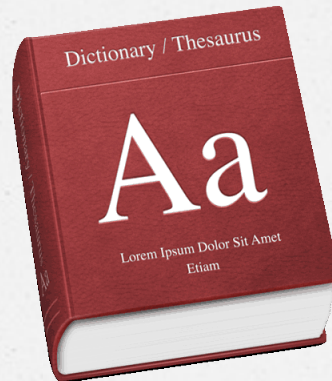


Why are Keywords Important?

- **Keywords are key** to having your resume noticed! With the increasing prevalence of scanning technology, employing keywords in a resume to attract maximum attention – by a human and/or computer scanner – has become a critical component of building an attention getting resume. Keywords are the terms deemed by the employer to represent the essential job attributes. Each industry and profession has specific keywords. Companies and recruiters are searching resumes for specific keywords and key phrases to find the candidates with the skills, qualifications and expertise to fulfill the job requirements. Incorporating keywords into a resume and cover letter help you to secure optimum attention and outperform your competition.

Keywords for Teaching Resumes

- Authentic Assessments
- Behavioral Assessment
- Character Education
- Child & Adult Literacy
- Classroom Management
- Cognitive Coaching
- Community Resourcing
- Conflict Resolution
- Continuous Education
- Cooperative Learning
- Course Design
- Course Evaluation
- Curriculum Development
- Discipline Strategies
- Early Childhood Education
- Educational Technology
- Facilitation
- Gifted & Talented Program
- Grant Management
- Individual Counseling
- Individualized Educational Plan
- Individual Learning Plan
- Instructional Programming
- Instructional Strategies



- Learning Styles
- Lesson Plans
- Measurement & Evaluation
- Multi-Cultural Awareness
- Parent Involvement
- Peer Mentoring
- Professional Development
- Program Development
- Project Management
- Reflective Teaching
- Remediation & Modification
- Research & Development
- Resource Management
- Rubric Development
- Social Block Tutoring
- Social Development
- Special Education
- Student-Centered Instruction
- Testing Design
- Training & Development
- Visual & Tactile Learning
- Vocational Development

Prepare for Interviewing

- Read the Job Announcement for the position slowly and thoughtfully to learn what is important to the organization and the requirements and desired skills for the particular position you are applying for
- Research the position, organization and if possible the person you are interviewing with thoroughly
- Create a list of questions the interviewer may ask during the interview and practice answering these questions based on your research



Examples of Potential Interview Questions

Your Role:

- Why do you want to be a _____?
- Why do you think the role of the _____ is important?
- What do you think would be the challenges you would face as a _____?

➤ The Organization:

- Why do you want to work at this school?
- What do you know about our school?
- What do you think makes this school special?

Examples of Potential Interview Questions...continued

Behavioral Questions:

- How would you handle a bullying situation?
- Can you think of a time when you worked to resolve a difficult situation successfully?
- Describe for me how you would communicate with parents about their child's behavior?
- What would you do if a child did not understand what they were supposed to be doing?
- Provide some ideas to help a child struggling in math, reading, etc.?

Interviewing Strategies

- When responding to questions, always keep in mind your goal of demonstrating to the interviewer that you have the skills and experience for the position. Help them get to know you and understand why you would be a great choice.
- Listen to the question before giving your answer.
- It is preferable to pause for a moment before responding to a question rather than not thinking through a response and giving a poor answer.
- Draw on practical examples whenever you can, i.e.; If you are asked “How would you deal with a child who is throwing paper around the classroom?” try to think of relevant situations you have dealt with successfully. Providing practical examples is usually more effective than speaking in the abstract.



The SAR Technique

- Consider the SAR technique to answer questions
- S – Situation: Describe the situation you were in. Provide a specific example(s)
- A – Action: Describe what you specifically did in the situation
- R – Result: Describe the results you achieved, the effect of your action, why it was successful and what you might do differently next time.

Which Response is More Impressive?

“How would you deal with a child who is throwing paper around the classroom?”

Without SAR Technique

- “I would calmly but firmly tell them to stop. I would make sure they understood what they should have been doing and try to determine if boredom or lack of understanding was a factor.”

With SAR Technique

- “I recently had a similar experience while leading a group working on ways we can clean up our community in my field work experience with 4th graders. We were using paper when one student began crumpling the paper and throwing it across the room. (Situation). I told him to stop and then asked him if there was a problem I could help him with. He said he didn’t understand what we were doing because he had arrived late to school, so I quickly filled him in on what he had missed. (Action) He stopped throwing the paper around and began working. (Result)”

Obtain & Maintain Your References

- Network with Others
- Maintain Relationships
- Always ask permission to use someone as a reference
- Respect how your references choose to be contacted
- Bring the contact information for your references to the interview



Proper Etiquette in Networking

Networking Etiquette Do's

- Have a goal for the event you are preparing for such as "I will meet three new people."
- Show confidence when entering a room
- Smile, introduce yourself and shake hands.
- Remember that good posture portrays confidence and self-esteem.
- Carry your beverage in your left hand, freeing your right hand to shake hands.
- Break out of your comfort zone.
- Move about and mingle.
- Show an interest in every person and listen to what they are saying.
- Remember to exit gracefully.

Networking Etiquette Don'ts

- Don't hang out at the food table or the bar.
- Don't hang out with those you know – remember networking involves meeting new people.
- Don't monopolize anyone's time. Visit and move on.
- Don't let a boring person monopolize your time. Excuse yourself.
- Don't ask for free advice
- Don't leave the conversation unfinished. Shake hands, exchange cards or information and thank them for the visit.
- Don't discuss politics, religion, health issues or other controversial topics.

Proper Etiquette in Interviewing

Interviewing Etiquette Do's

- Do be prepared
- Do be on time
- Mind your body language. This includes smiling frequently, maintaining eye contact and good posture, extending a firm handshake, respecting everyone's space and displaying confidence and ambition.
- Be conservative and classy in your dress. Most important make sure your clothing fits perfectly.
- Avoid perfumes and colognes.
- Skip the five o'clock shadow guys.
- Cover your tattoos and take out multiple piercings.
- Do practice good hygiene including clean and well trimmed fingernails.
- Turn off all electronics.
- Do thank the interviewer twice – at the end of the interview and with a thank you note when you get home.

Interviewing Etiquette Don'ts

- Plop down in a chair before one is offered to you.
- Use the interviewer's first name unless they ask you to.
- Eat or drink anything or chew gum, eat candy or mint.
- Don't fidget or play with your hair, jiggle your foot, etc.
- Don't bring a backpack, tote bag or briefcase with you.
- Don't ramble.

