

This handout provides information for education students related to securing a teaching job.

Overview for Teacher Candidates:

- **Teacher List for Employers:** This list of education students graduating in the current academic year is available to schools online. To be included in this list, complete the online form at www.calvin.edu/go/career. Names are removed as students report jobs to the Career Center.
- **On-campus interviews:** Some schools visit campus to interview prospective teachers. You will receive emails announcing these opportunities.
- **Teacher Search and Out-of-State Teacher Fair:** School districts send representatives to these job fairs in order to meet prospective teacher candidates. Check www.calvin.edu/career for more details.
- **Credential files:** Gather together materials in a “credential file” that you can send to prospective employers. You are in charge of managing and distributing this file to prospective employers.
- **Handshake:** Access your account and check job postings on this system (calvin.joinhandshake.com).
- **Career coaching:** Coaches are available for one-on-one appointments to perfect your resume and cover letter, discuss job search strategies, conduct practice interview and share relocation information.

Sequence of Events and Deadlines:

October-November	Fall and spring student teachers begin gathering letters of recommendation for credential file.
	Area principals attend a seminar and talk to fall student teachers about job searching and interviewing.
December	Target date for completing credential files for fall and spring semester student teachers.
	Submit your information at www.calvin.edu/career/forms/teacher-list.html to be included in the <i>Online Teacher List for Employers</i> .
January	Begin corresponding with schools by sending resumes and cover letters.
	Career Center distributes <i>Online Teacher List for Employers</i> to schools.
February	Area principals attend a seminar and talk to spring student teachers about job searching and interviewing.
February-April	Potential on-campus interviews. Check Handshake and your e-mail for information about schools coming to campus to interview.
	Teacher Search and Out-of-State Teacher Fair held; make arrangements with your cooperating teacher to take these days off from student teaching.

Credential file information

- The first contact any job seeker makes with a potential employer is usually through a cover letter and a resume. If this first impression is positive, the employer may ask you to send your credential file.
- We encourage you to create a credential file, which you will self-manage, that includes the following:
 - One recommendation from a university professor.
 - Two or three additional recommendations (from an employer, coach, minister, etc.)
 - Final evaluation of your student teaching experience by your cooperating teacher
 - Final evaluation of your student teaching experience by your supervising professor
 - Unofficial copy of your transcript
- You manage and send your own credential file. You can send these documents to a prospective employer as an email or you may choose to set up a personal portfolio website to display these documents as well as other highlights, such as unit plans, etc.

Samples of how to list your education and certification on your resume

Elementary:

Education	Calvin University, Grand Rapids, MI Bachelor of Arts in Elementary Education Minors: Language Arts and Mathematics
Certification	Michigan Provisional Elementary Teaching Certificate K-5 All Subjects (6-8 all subjects self-contained classroom) 6-8 Language Arts (BX), 6-8 Mathematics (EX)

K-12:

Education	Calvin University, Grand Rapids, MI Bachelor of Arts, Visual Arts Education
Certification	Michigan Provisional Secondary Teaching Certificate K-12 Visual Arts (LQ)

Special Education:

Education	Calvin University, Grand Rapids, MI Bachelor of Arts in Elementary Education and Special Education
Certification	Michigan Provisional Teaching Certificate K-5 All Subjects (6-8 all subjects self-contained classroom) K-12 Cognitive Impairment (SA)

RESUME SAMPLE

for additional samples, visit
www.calvin.edu/career

Benjamin Moore

1000 Eggshell Street SE
Grand Rapids, Michigan 49506
(616) 555-4444
bmoore@hotmail.com

Profile Enthusiastic English and Spanish graduate seeking a teaching position in a secondary school setting. Strong interpersonal skills and proven ability to collaborate with teachers, administration and parents to promote student success.

Education **Calvin University** – Grand Rapids, MI
Bachelor of Arts, May 2014
Secondary Education Program
Major: English, Minor: Spanish
GPA: 3.61

- **Semester in Spain**, Denia, Spain, Spring 2013: Spent four months living with a Spanish family and studying in a Spanish university, gaining language fluency.
- **Study Abroad in the Yucatan**, Merida, Mexico, January 2012: Studied Mexican culture and dialects for four weeks.

Certification Michigan Provisional Secondary Teaching Certificate (6-12 English, 6-12 Spanish)

Teaching **Student Teacher**, Spring 2014

Experience Caledonia High School – Caledonia, MI

- Taught Spanish levels 1 and 2 to high school students.
- Incorporated technology into lesson plans.
- Provided students with additional help in after-school tutoring program.
- Collaborated with other language teachers to develop creative lessons.
- Gained experience forming positive relationships with parents through written and verbal communication as well as parent-teacher conferences.

Student Aide, Spring 2013

Burton Middle School – Grand Rapids, MI

- Taught English to a culturally diverse population of middle school students.
- Differentiated instruction to accommodate different academic levels and learning styles.
- Tutored ELL students in a small group setting to reinforce class lessons.

Spanish Conversation Group Leader, Fall 2011 to Spring 2012

Calvin University Spanish Department – Grand Rapids, MI

- Facilitated conversation with beginning level Spanish students.
- Helped peers develop language skills.

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(616) 555-4444

Additional Experience	Admissions Assistant , Fall 2010 to Spring 2011 Calvin University – Grand Rapids, MI <ul style="list-style-type: none">Led tours of Calvin’s campus and answered questions for prospective students and their families.Assisted Admissions Counselors with administrative tasks.
	Grocery Store Clerk , Summers 2010 and 2011 D&W Foods – Grand Rapids, MI <ul style="list-style-type: none">Strengthened customer service skills and managed a cash register.Completed tasks independently with minimal supervision.
Awards	Vander Ark Distinguished Teacher Education Award Kevin Dale De Rose Memorial Scholarship (for education students pursuing a career in teaching English at the secondary level) Calvin University Honors Scholarship
Professional Activities	Member of Mosaic Floor, a multicultural living experience at Calvin University Attended the “Fire Up!” Student Teachers’ Conference Student member of the National Council of Teachers of English Member of the Association for Supervision and Curriculum Development (ASCD)
Skills	Proficient in Microsoft Word, Excel, PowerPoint, Outlook and Prezi. Familiar with Moodle and accustomed to teaching in smart classrooms. Enjoy sports, especially soccer and softball, and would like to coach.

Sample Interview Questions for Teachers

Educational Background Questions

- What are the qualities of some of the best teachers you studied with? Do you share any of their qualities?
- What were your reasons for choosing your university?
- Describe your proudest university accomplishment.
- How has your education prepared you for a career as a teacher?

Personal Assessment Questions

- Why did you decide to teach?
- What are your strengths as an educator? Weaknesses?
- Which grade level would you prefer? Why?
- At the end of the school year, how will you determine whether or not you were successful?
- Why should our school district hire you?

Teaching Experience/Philosophy Questions

- What was your most rewarding experience in student teaching? Most frustrating experience?
- How would you individualize instruction?
- What would you include in a parent-teacher conference?
- How do you define (Christian) education?
- You are assigned to teach five classes (two different subjects). What do you do the first day?
- What are your philosophies toward grading? Discipline? Lesson planning? Assessment?
- What is your experience with diversity in the classroom?
- What issues in education are of greatest concern to you? What is the most exciting educational initiative you have heard about recently?

Behavioral-Based Questions

**Note: Behavioral-based questions typically begin with phrases such as: "Describe a situation," "Give me an example of," or "Tell me about a time." Using this technique allows the interviewer to evaluate your past behaviors as a predictor of your future success. To respond to these questions, use the "STAR" framework: describe the Situation and the Task at hand, what Actions you took, and what the Result or outcome was.*

- Describe a student you worked with who continually "acted up" in class or refused to do the assigned work. How did you handle that situation?
- Tell me about a time you developed a new set of lesson plans.
- Give me an example of how you have integrated technology into the curriculum.

Questions to Ask the Interviewer

- Can you describe the professional development opportunities in your school and/or district?
- What do you see as the strengths of this school and/or district?
- What kind of support/mentoring is available to first-year teachers?
- What are the opportunities for team teaching/team planning?
- I read about your new _____ program on your website. Can you tell me a little more about it? How has it been received by students/parents?

Subbing and Teaching Overseas

Employers look for candidates with some “real life” experience. In addition to your experience as a teacher’s aide and student teaching, you might also be interested in subbing for local school districts or in teaching overseas for a year.

Teaching Overseas Links

Council of International Schools

www.cois.org

International Schools Services

www.iss.edu

Search Associates

www.searchassociates.com

US Department of State, Overseas Schools

www.state.gov/m/a/os/

Department of Defense Education Activity Home Page

www.dodea.edu

The International Educator

www.tieonline.com

Other Helpful Links

Check the websites below, as well as the “Job Search Links” section of the Career Center website (www.calvin.edu/career), for additional resources to help you with your job search.

CSI (Christian Schools International): www.csionline.org

A membership directory of schools that are members of CSI, an organization of Christian Schools in the U.S., Canada, and other countries. Select “Directory” at the top of the home page to search by school name, country or state/province, or click on “Jobs” to search job openings.

ACSI (Association of Christian Schools International): www.acsi.org

A membership directory of Christian schools throughout the world. Click on the “Jobs” tab to search for openings.

National Center for Education Statistics: <http://nces.ed.gov/globallocator>

A directory of schools in the United States and its territories. Search for schools by city, state, name and type (public or private).

Michigan-Based Links

Michigan Association of Public School Academies: www.charterschools.org

A directory of Michigan charter schools. Click on “Find Schools” to locate information about charter schools in a particular city, or click on “Jobs” to view openings from charter schools around the state of Michigan.

Kent Consortium: www.applitrack.com/kent/onlineapp

Kent Consortium was formed to offer candidates a single place to apply for positions in multiple districts within Kent County.

Professional Educational Services Group (PESG): www.subpass.com

Many school districts in Michigan use PESG to hire substitute teachers. Apply online to be a substitute teacher and enroll in an orientation meeting.