

ESPECIALLY FOR TEACHERS

This handout provides information for education students related to establishing a credential file, creating a resume and cover letter, and searching for teaching positions.

Services Specifically for Teacher Candidates:

- Credential files
 - The Career Development office maintains electronic credential files for all education students and distributes them to prospective employers as requested. They will be stored in our office for five years so make copies for yourself and keep them in a safe place.
 - All education students are charged a one-time \$30 fee for this service.
- *Online Teacher List for Employers*
 - This is a listing of education students graduating in the current academic year and is available to school administrators online. Names are removed from the list as students report their jobs to the Career Development office.
- On-campus interviews
 - Some school districts visit Calvin's campus to interview prospective teachers. Visit www.calvin.edu/career for a current recruiting schedule.
- Teacher Search and Out of State Teacher Fair
 - School districts send representatives to these two job fairs held each spring, in order to meet candidates who are finishing their program in education. Check www.calvin.edu/career for more details about these events.

Other Available Services:

- CalvinLink: create an account and check job postings on this system (www.calvin.edu/career).
- Career counseling: counselors are available for one-on-one appointments to discuss job search strategies, teaching opportunities and relocation information.

Sequence of Events and Deadlines:

October	Fall student teachers meet with Career Development staff to review credential file instructions. Credential forms and instructions are also available on the Career Development website (www.calvin.edu/career).
	Area principals talk to fall student teachers about job searching and interviewing.
December	Target date for completing credential files for fall <i>and</i> spring semester student teachers. All credential documents must be submitted via e-mail to edcareer@calvin.edu .
	Data for <i>Online Teacher List for Employers</i> is submitted. Students will be included in the list only if all information has been submitted online (http://www.calvin.edu/admin/career/education/).
January	Candidates begin corresponding with schools by sending resumes and cover letters. Credentials are only sent after a response is received from a school, unless required as part of the application.
	<i>Online Teacher List for Employers</i> is added to the Career Development website.
February	Area principals attend a seminar and talk to spring student teachers about job searching and interviewing.
February-April	On-campus interviews. Check CalvinLink and your e-mail for information about schools coming to campus to interview for open positions.
	Teacher Search and Out of State Teacher Fair held.

Credential Files

Basic Information

- The first contact any job seeker makes with a potential employer is usually through a resume. (Your resume is *not* part of your credential file).
- If this first impression is positive, the employer may request the student's credential file.
- Copies of credentials can be sent to schools at the request of the student or the employer.

What is included in my credential file?

*Forms and more information are available on our website: www.calvin.edu/career/education

- Personal data sheet: name, address, grade-level preference, location preference, etc.
- One recommendation from a college professor (preferably not the professor who is supervising your student teaching experience). Faculty can find helpful tips for writing letters of recommendation at www.calvin.edu/career/faculty/recommendations.html
- Two or three additional recommendations (from an employer, coach, minister, etc.)
- Final evaluation of your student teaching experience by your supervising teacher(s)
- Final evaluation of your student teaching experience by your supervising professor
 - Note: recommendation forms and evaluations of your student teaching experience CANNOT be removed from your file.
- Unofficial copy of your transcript

Sending Credential Files

- Either students or employers may request a credential file. It is your responsibility to find out schools' requirements for receiving credential files.
 - The credential file request form can be found on our website: <http://www.calvin.edu/admin/career/education/>
 - Requests to send out credential files should be made at least 24 hours in advance. Requests may be made by using the on-line form (mentioned above), in person (372 Hekman Library), by e-mail (edcareer@calvin.edu) or by phone (616-526-6485).
- You will be able to access your credential file from a link that will be sent to your e-mail. If a school is willing to accept credential files directly from candidates, you can use the link to print and send a copy of your file.

Top Five Things to Do Now to Get a Teaching Position

1. Submit your credential file documents to Career Development via e-mail (edcareer@calvin.edu).
Materials for your credential file must be in by early December.
2. Set up your CalvinLink account (www.calvin.edu/career).
 - Regularly check CalvinLink and your e-mail for job postings and for on-campus interviews.
 - Set up a Job Search Agent, which will send you an e-mail whenever a position is posted that matches the criteria you selected.
3. Prepare your resume and cover letter and have them critiqued by a career counselor.
 - A sample resume is included in this packet.
 - For further assistance in preparing these important documents, refer to the handouts "Writing Your Resume" and "Cover Letters," which are available in the Career Development office and online (www.calvin.edu/career).
 - Your resume is *not* part of your credential file. Sending your resume and cover letter is the first step in the application process; your credential file should not be sent until after the school has received your resume and you have been in further contact with them.
4. Begin sending out cover letters and resumes after January 1. Although most schools will not know of openings at this early date, it will give you an early start.
5. Schedule a practice interview with a career counselor to polish your interviewing skills.

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RESUME SAMPLE
*for additional samples, visit
www.calvin.edu/career

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 College** — Grand Rapids, Michigan
Bachelor of Arts, May 2011
Major: English, Minor: Spanish; Secondary Education Program
GPA: 3.61 (4.0 scale)

- **Semester in Spain**, Denia, Spain, Spring 2010: 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 2009: Studied Mexican culture and dialects for four weeks.

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

Teaching Experience **Student Teacher**, Spring 2011
Caledonia High School — Caledonia, Michigan

- 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 2010
Burton Middle School — Grand Rapids, Michigan

- 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 2008 to Spring 2009
Calvin College Spanish Department — Grand Rapids, Michigan

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

Sunday School Teacher, Fall 2007 to Fall 2009
Madison Square Church — Grand Rapids, Michigan

- Led Sunday School class of high school students, including interactive lessons and small group discussions.

- Additional Experience** **Admissions Assistant**, Fall 2007 to Spring 2008
Calvin College — Grand Rapids, Michigan
- 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 2007 and 2008
D&W Foods — Grand Rapids, Michigan
- Strengthened customer service skills and managed a cash register.
 - Completed tasks independently with minimal supervision.
- Awards and Scholarships** 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 College Honors Scholarship
- Professional Activities** Member of Mosaic Floor, a multicultural living experience at Calvin College
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, Internet Explorer, and Mozilla.
Play the guitar and piano.
Enjoy sports, especially soccer and softball, and would like to coach.
- Credentials** Available upon request from Calvin College Career Development at <http://www.calvin.edu/admin/career/education/>, (616) 526-6485 or edcareer@calvin.edu.

Interviewing

Interviewing is an important part of the job search process. Refer to the “Interview Techniques” handout for more information about effectively preparing for an interview.

Sample Interview Questions for Teachers

- Why did you decide to teach?
- How would you individualize instruction?
- How would you work with students below grade level, especially lower socio-economic students?
- What is the most challenging experience you have had in the classroom?
- Which grade level would you prefer? Why?
- How would you use aides and parent volunteers?
- What are your opinions on discipline in middle school?
- Describe the process you use when developing a new set of lesson plans.
- What are your strengths? Weaknesses?
- What are some of your teaching experiences?
- How would you handle reading in the content area?
- What would you include in a parent-teacher conference?
- What do you know about our school district?
- How do you define (Christian) education?
- Why should our school district hire you?
- Are you interested in team teaching? Why?
- What level (high, middle, low) of students do you want to teach?
- How important is the community in the life of the school?
- What was your most outstanding experience in student teaching? Your most frustrating experience?
- A bad situation developed on the playground at recess. How would you handle your class when it resumes?
- You are assigned to teach five classes (two different subjects). What do you do the first day?
- What questions do you have for us? (Be sure to have prepared some questions ahead of time).
- What are your attitudes toward grading? Discipline? Lesson planning?
- What are the qualities of some of the best teachers you studied with? Do you share any of their philosophies?
- How do you run your classroom in terms of technique of teaching and discipline?
- What is your experience with diversity in the classroom?
- On a scale of 1 to 10 (1 being low and 10 being high) how would you rate yourself on the following items:
 - communicating with people older than yourself
 - getting along with student-age individuals
 - knowledge of material
 - how you relate to other people
- What would you do or how would you treat a student who refused to do the work you assigned?
- How would you handle a student who continually “acted up” in class?
- What are your outside interests?

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.search-associates.com
US Department of State, Overseas Schools	www.state.gov/m/a/os/
Department of Defense Education Activity Home Page	www.dodea.edu
Overseas Digest Online: Living and Working Abroad	www.overseasdigest.com
The International Educator	www.tieonline.com

Other Helpful Links

Check the websites below, as well as the “Teaching-Related Links” section of the Career Development website (www.calvin.edu/career/links), 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 United States, Canada and other countries around the world. Select “School Directory” at the top of the home page to search by school name, country or state/province, or click on “Job Database” to search job openings.

ACSI (Association of Christian Schools International)

www.acsi.org

A membership directory of Christian schools throughout the world. Select the “Find a School” option from the website, and search by school name, city, state or country. 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).

Education Process Improvement Center (EPICENTER)

www.school-jobs.net

A national website of information for education job hunters. Post your resume online and view state certification requirements, a list of State Departments of Education, news about school jobs, a list of education conferences and job search tips.

Michigan-Based Links

Michigan Association of Public School Academies

www.charterschools.org

A directory of Michigan charter schools. Click on “School Search” 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.

Michigan Regional Applicant and Placement Program

www.MIREAP.net

An avenue for finding a Michigan teaching position. Follow the instructions on the “Fast Track” menu to find job listings or to apply for openings. You can apply for several positions by completing only one application.

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.