

# 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.
  - All education students are charged a one-time \$30 fee for this service.
- *Teacher Graduate Booklet for Employers*
  - This booklet is a listing of education students graduating in the current academic year and is available to school administrators in print and 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](http://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 interview candidates who are finishing their program in education. Check [www.calvin.edu/career](http://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](http://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 Web site ( <a href="http://www.calvin.edu/career">www.calvin.edu/career</a> ).
	Area principals conduct mock interviews and 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 <a href="mailto:edcareer@calvin.edu">edcareer@calvin.edu</a> .
	<i>Teacher Graduate Booklet for Employers</i> goes to print. Students will be included in the booklet only if all information has been submitted online ( <a href="http://www.calvin.edu/career">www.calvin.edu/career</a> ).
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>Teacher Graduate Booklet for Employers</i> is available in print and on the Career Development Web site.
February	Area principals conduct mock interviews 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 candidate or the administrator.

### What is included in my credential file?

\*Forms and more information are available on our website: [www.calvin.edu/career/education](http://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](http://www.calvin.edu/career/faculty/recommendations.html)
- Two 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.
  - If you are making the request, please be sure to provide Career Development with the contact information (e-mail, mail or fax) for the school.
  - Requests to send out credential files should be made at least 24 hours in advance. Requests may be made in person (372 Hekman Library), by e-mail ([edcareer@calvin.edu](mailto:edcareer@calvin.edu)) or by phone (616-526-6485).
- You will be able to access your credential file in KnightVision 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](mailto:edcareer@calvin.edu)).  
**Materials for your credential file must be in by early December.**
2. Set up your CalvinLink account ([www.calvin.edu/career](http://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](http://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](http://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 2008  
Major: English, Minor: Spanish; Secondary Education Program  
GPA: 3.61 (4.0 scale)

- **Semester in Spain**, Denia, Spain, Spring 2007: 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 2006: 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 2008  
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 2007  
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 2005 to Spring 2006  
Calvin College Spanish Department — Grand Rapids, Michigan

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

**Sunday School Teacher**, Fall 2004 to Fall 2006  
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 2004 to Spring 2005  
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 2004 and 2005  
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 (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

International Christian School, Hong Kong	<a href="http://www.ics.edu.hk">www.ics.edu.hk</a>
International Schools Services	<a href="http://www.iss.edu">www.iss.edu</a>
US Department of State, Overseas Schools	<a href="http://www.state.gov/m/a/os/">www.state.gov/m/a/os/</a>
Department of Defense Education Activity Home Page	<a href="http://www.dodea.edu">www.dodea.edu</a>
Overseas Digest Online: Living and Working Abroad	<a href="http://www.overseasdigest.com">www.overseasdigest.com</a>
The International Educator	<a href="http://www.tieonline.com">www.tieonline.com</a>
Teach Abroad	<a href="http://www.teachabroad.com">www.teachabroad.com</a>
Teach in South Korea	<a href="http://www.eslteacherrecruiter.com">www.eslteacherrecruiter.com</a>

### Other Helpful Links

#### *CSI (Christian Schools International)*

[www.csionline.org](http://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 the member directory from the “Member Resources” section of the Web site, and search by school name, country or state/province.

#### *ACSI (Association of Christian Schools International)*

[www.acsi.org](http://www.acsi.org)

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

#### *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 Charter Schools*

[www.charterschools.org](http://www.charterschools.org)

A directory of Michigan charter schools. Click on “School Search and Info” to locate information about charter schools in a particular region or city.

#### *Michigan Regional Applicant and Placement Program*

[www.MIREAP.net](http://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.

#### *Education Week Job Listings*

[www.topschooljobs.org](http://www.topschooljobs.org)

A service of the national *Education Week* online magazine. Search postings by keyword, teaching field or location.

#### *Education Process Improvement Center (EPICENTER)*

[www.school-jobs.net](http://www.school-jobs.net)

A national Web site 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.