ESPECIALLY FOR TEACHERS

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 this form: www.calvin.edu/career/forms/teacher-list.html. Names are removed as students report jobs to the career development office.
- **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.
- **CalvinLink**: Access your account and check job postings on this system (www.calvin.edu/career). Create a job search agent in the system to email you whenever a position is posted that matches the criteria you select.
- **Career counseling**: Counselors 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:

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

- 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 college 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.
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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 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 Experience
Student Teacher, Spring 2014
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 2013
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 2011 to Spring 2012
Calvin College Spanish Department — Grand Rapids, Michigan
- Facilitated conversation with beginning level Spanish students.
- Helped peers develop language skills.

Sunday School Teacher, Fall 2010 to Fall 2012
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 2010 to Spring 2011
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 2010 and 2011
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, Outlook and Prezi. Familiar with Moodle and accustomed to teaching in smart classrooms. Enjoy sports, especially soccer and softball, and would like to coach.

Additional samples of how to list your education and certification on your resume:

**Elementary:**

Education: Calvin College, 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 College, Grand Rapids, MI
Bachelor of Arts, Visual Arts Education

Certification: Michigan Provisional Secondary Teaching Certificate
- K-12 Visual Arts (LQ)

**Special Education:**

Education: Calvin College, 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)
Interviewing

Interviewing is an important part of the job search process. Refer to the “Interview Techniques” handout (available at www.calvin.edu/career) for more information about effectively preparing for an interview.

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 college/university?
- Describe your proudest college 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? Your 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 is your philosophy 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 are common in interviews, and 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 experiences and behaviors as a predictor of your future success. To respond to these questions, use the “STAR” framework: briefly 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 in-service training 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?
- How active are parents in this building and in the school district?
- What are the opportunities for team teaching/team planning?
- How do you anticipate your school and/or district changing over the next five years?
- 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
International Schools Services
Search Associates
US Department of State, Overseas Schools
Department of Defense Education Activity Home Page
The International Educator

www.cois.org
www.iss.edu
www.searchassociates.com
www.state.gov/m/a/os/
www.dodea.edu
www.tieonline.com

Other Helpful Links

Check the websites below, as well as the “Job Search Links” section of the career development 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 United States, Canada and other countries around the world. 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 “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.

Kent Consortium
www.apptrack.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.