

Student Teacher Workshop

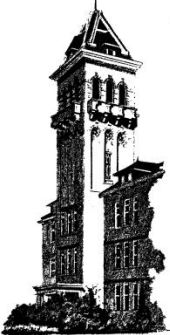
Derek Jack

Assistant Director & Career Counselor

Career Services

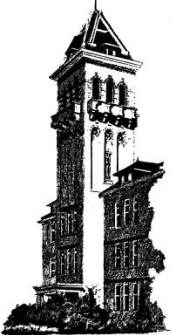
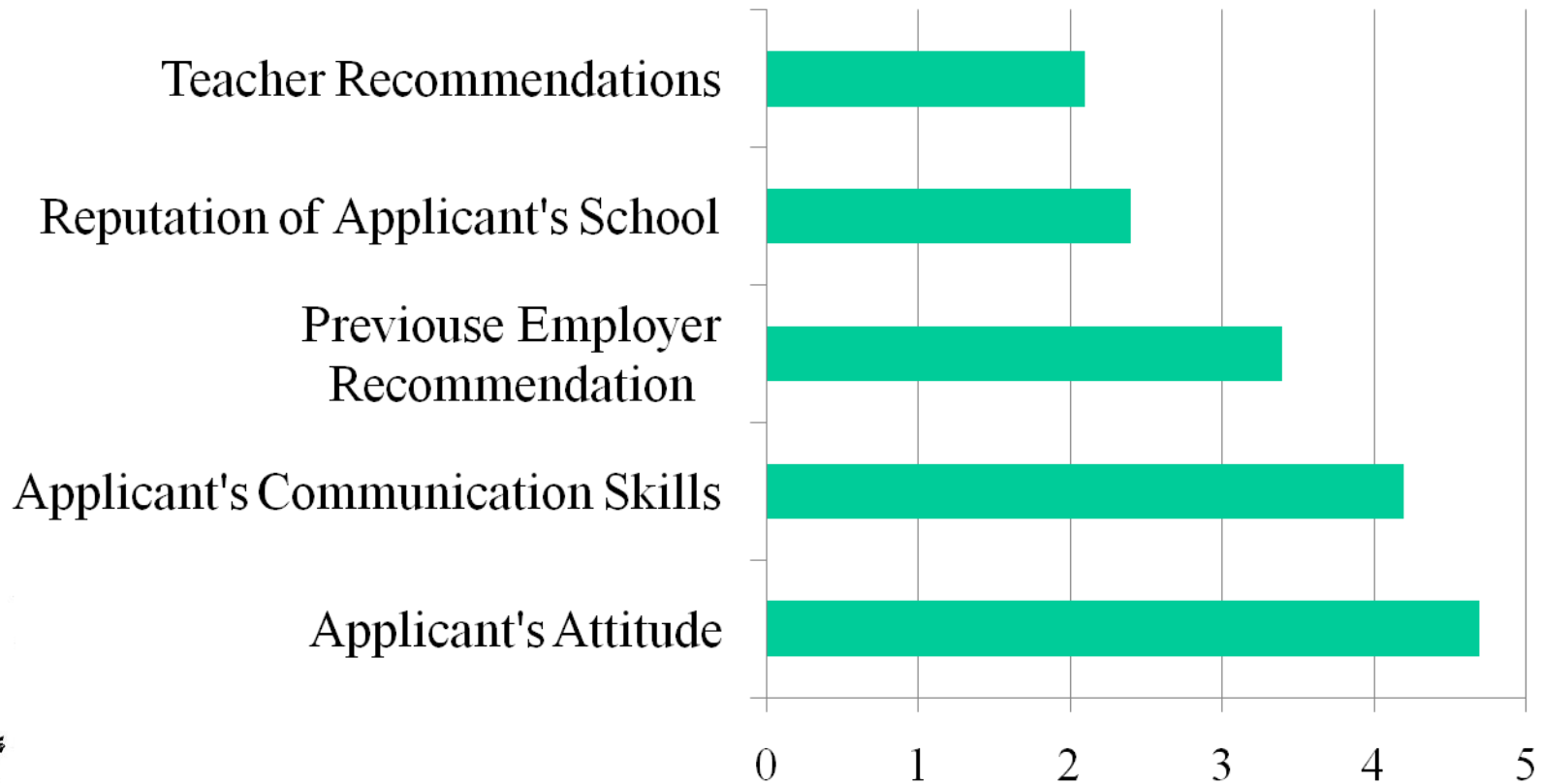
(435) 797-1749

derek.jack@usu.edu



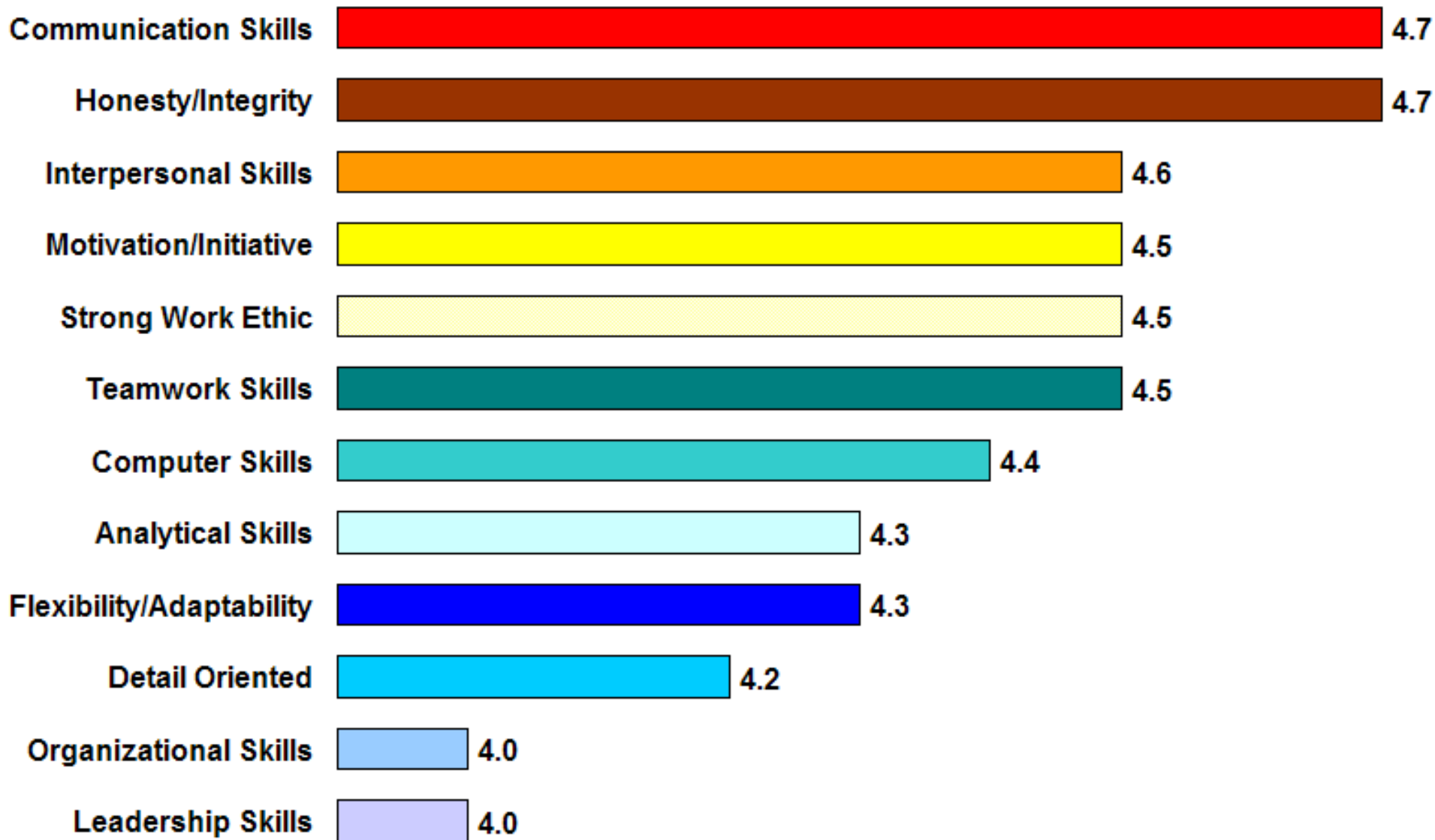
Factors in Hiring Teachers

Source: National Center on the Educational Quality of the Workforce



Employers' Wish List

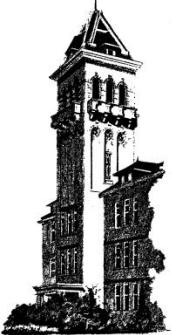
(Based on a 5-point scale; 5=very important)



Source: NACE Job Outlook 2007

Job Outlook

- Varies by state
- Workforce is getting older
 - 50% will retire in the next 5 years
 - Open yourself up geographically



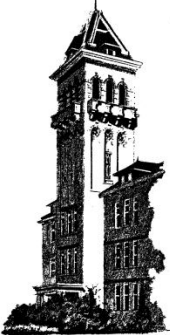
Application Procedure

TEACHERS-TEACHERS.COM[®]

- <http://www.teachers-teachers.com/>

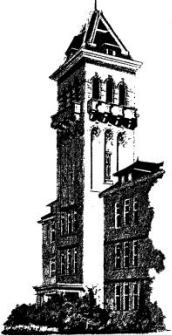
**CAREER
AGGIE**

- <http://www.usu.edu/career/careeraggie/>



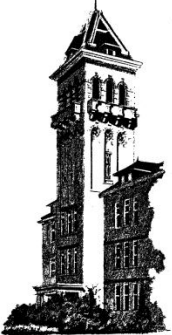
Registration Card

- Gets you into CareerAggie for job postings and interviews.
- Puts you onto a database to email to principals throughout the year (60 schools called for this list last year).



Your Self-Managed Credential/Placement File

- Include the following items in your Credentials File:
 - Cover Page
 - Cover Letter
 - Resume
 - Academic Transcript
 - PRAXIS Scores
 - Student Teaching Evaluations
 - Letters of Recommendation





UtahState UNIVERSITY

This is to officially verify that candidates from
Utah State University manage their own credential files.

Education Credentials

Self-Managed By:

Ima Teacher

Certification/Licensure Area(s):

Elementary Ed / Multiple Subjects

Applying for the Position of:

Elementary Education K-8

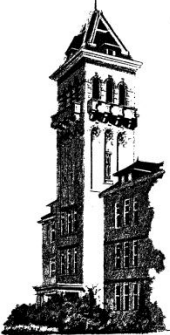
with:

Cache County School District

Utah State University

Career Services, University Inn, Room 102
4305 Old Main Hill
Logan, UT 84322-4305
www.usu.edu/career
(435) 797-7777

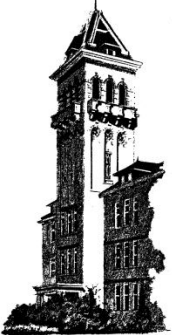
In compliance with the Family Education Rights and Privacy Act of 1974, the information herein contained is for the sole use of consideration for employment. This information cannot be released to a third party without the expressed written consent of the applicant.



Cover Letter

First Paragraph:

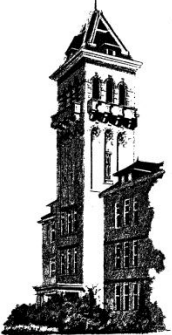
- Arouse the interests of the employer.
- State the position you are applying for and show interest and enthusiasm.
- If there is a specific opening, you can mention how you hear about the opportunity.



Cover Letter

Second (and perhaps third) paragraph:

- Explain why you are interested in working for this school/district.
- Point out your qualification – your education and experience.



Cover Letter

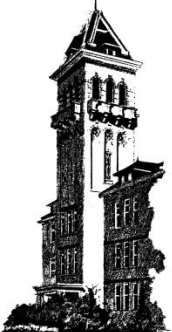
Last Paragraph:

- Pave the way for an interview by asking for an appointment, by offering to call the employer in the near future, or by making some similar suggestion to facilitate an immediate and favorable reply.
- Give additional contact information.



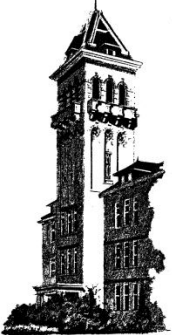
Cover Letter

- The cover letter should be no longer than ½ to 1 page in length.
- Type “Enclosure” at the bottom, noting that you have enclosed your resume.



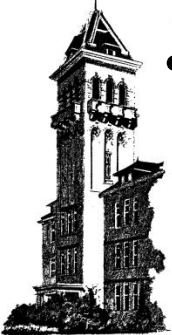
A résumé has one purpose:

To get you an interview!



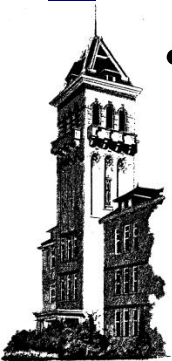
Essential parts of a résumé

- Name and address
- Telephone number (more than one if possible)
- E-mail address
- Educational background
- Work experience
- Computer skills
- Foreign languages
- Professional and student organizations
- Extra-curricular activities/leadership
- Career-related projects and related course work
- Licenses and accreditation
- Honors/awards/achievements



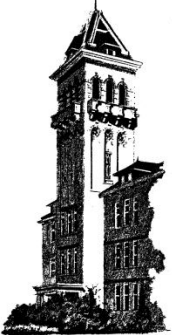
Other useful information

- Résumés get less than one minute of an employer's time
- Be clear, concise, accurate, make your résumé readable
- The length should be one page (two if there is a lot of *relevant* information)
- Use good quality paper. White, off-white, or buff-colored
- Check for typos, spelling errors, and grammar usage
- Include a well-written cover letter
- Write it yourself—no one knows you as well as you do



What should *not* be included?

- Personal data (height, age, marital status, or your photograph)
- Titles (i.e. “Résumé,” “fact sheet,” or “curriculum”)
- Reasons for leaving a job
- References – make a separate sheet and have it ready
- Salary – if requested, discuss it in the cover letter
- Early childhood and upbringing
- Weaknesses, demands, and exaggerations
- Long paragraphs – use short statements or bulleted items
- Hobbies (usually)

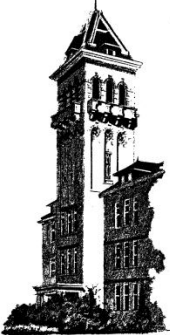


What is a Job Objective?

EXAMPLES:

- Secondary English teaching position with Tooele School District

- To Obtain a teaching position in Early Childhood and Elementary Education (K-8)



Education

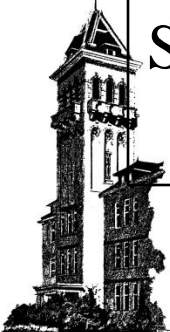
B.A. Secondary Education, English, May 20xx

Utah State University, Logan, UT

- Maintained a 3.6 GPA while working 30 hours per week
- Deans List, Spring Semester 20XX

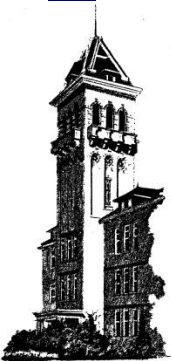
A.A. General Education, May 20XX

Snow College, Ephraim, UT



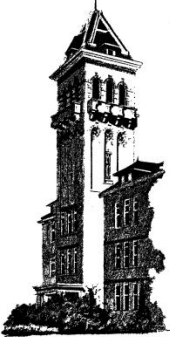
Work Experience

- Think in terms of accomplishments, not just tasks performed
- Use action words to describe your experience
- Identify your experience with the:
 - Job title
 - Name of organization
 - Location
 - Dates of employment





Chronological and Functional/Skills Résumés



Functional/Skills Experience-Example

RELEVANT EXPERIENCE & SKILLS

Teaching

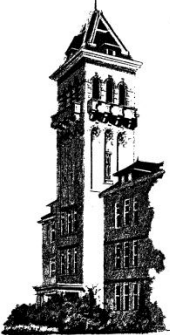
- Student taught at Logan High School, Logan School District
- Managed classroom of 40 students
- Facilitated study groups
- Tutored five 8th and 9th graders twice a week for two years
- Trained 10 new employees
- Substitute taught various jr. high and high school courses

Lesson Planning

- Developed creative lesson plans on Shakespearean Literature
- Planned and implemented lessons that would compliment students' school work
- Reviewed and revamped the training manual for new employees

Reading & Writing

- Voracious reader – reading three books a month
- 35 research papers written for undergraduate degree
- Courses in creative writing, grammar, and technical writing



Chronological Experience-Example

TEACHING EXPERIENCE

Student Teacher, Logan Middle School, Logan, UT, Fall 2004

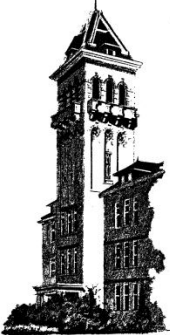
- Taught two classes of 8th grade English and World History
- Instructed units on American literature, speech, parliamentary procedure, Western exploration, and European geography
- Responsible for grading one trimester
- Participated in parent-teacher conferences and translated English to Spanish for Spanish-speaking parents
- Handled difficult behavior problems
- Brought in veteran of WWII to speak to classes and answer questions

Camp Leader, Mountain Boys Camp, Lander, WY, Summers 2003 - 2004

- Lectured on Indian lore to groups from 5 – 25 boys four times daily for eight weeks
- Responsible for training, motivating, conflict management, reporting of activities

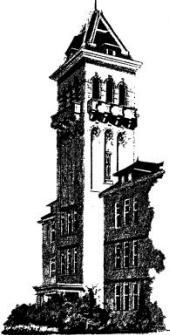
Substitute Teacher, Los Angeles, CA, June 2000 - 2002

- Educated small groups daily and large groups bi-weekly
- Served as a volunteer reader in elementary schools on a weekly basis



Education Résumé Buzz Words

Academic Development	Cognitive Development	Parent Involvement
Accountability	Collaboration Skills	Parent Teacher Assoc.
Administrative Problems	Committees	Role Model
Balanced Reading	Creative Expression	Special Education
Basic Academic Skills	Critical Thinking	Student Athletes
Behavioral Problems	Cultural Activities	Student Relations
Behavioral Strategies	Curriculum Development	Substitute
Building Self-Esteem	Daily Lesson Plans	Systems
Certification	Department of Education	Teaching/Training
Chair Meetings	Discovery Learning	Trigonometry
Charter Schools	Evaluation	Trouble Shooting Skills
Classroom Supervision	Individual Lesson Plans	Weekly Meeting
Child Development	Interpreter/Translator	Workshops



Interviewing

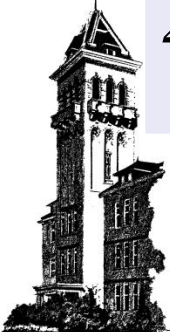
- Some interviews take place in December for openings in January
- Most openings are in April and May, but schools are recruiting earlier than ever this year, as soon as February.
- Initial interview is district level screening
- Additional interviews are set up with individual schools
- ***No shows will forfeit the right to interview***



Interview Attire

Rated Preferences from Employers who Interview

	<u>WOMEN</u>	<u>MEN</u>
<i>1ST PLACE</i>	SUIT	SUIT
<i>2ND PLACE</i>	BLAZER & COORDINATING SKIRT	BLAZER & COORDINATING PANTS
<i>3RD PLACE</i>	TAILORED DRESS	_____
<i>4TH PLACE</i>	BLOUSE & SKIRT	_____



Statewide Teacher Recruitment Fair

- Thursday, March 20, 2008
- University of Utah
- Interview with school districts in Utah and 12 other states
- Bring 5-10 copies of file and 15 resumes
- http://www.usu.edu/career/fairs/teacher_fair/index2.php

