Additional Job Search Advice from Maggie 1/11/17

1. Visit prospective employers’ websites to get a sense of the culture of the district and individual schools. Do they use certain words to describe their values? Are they using certain types of curriculum, classroom management strategies, supportive services (such as AVID), etc.? For instance, if a school has a professed interest in environmental sustainability, include relevant volunteer work or memberships on your résumé and/or mention in cover letter.

2. Forget about being creative. Instead, mimic the keywords in the job description as closely as possible. Read job postings. Take a piece of paper and make two columns, on right side make a bulleted list of what the employer is looking for and on left side make a list of your qualities and experiences that fit those requirements. Use this information to guide your cover letter and resume.

3. For cover letter (which could be an email message or other electronic submission), explain your interest in the position and how you found the opening. Promote your experience and accomplishments. Explain how you can be reached and that you have completed the application. If the cover letter is on paper, sign your name legibly. (“From Resume to Teaching Job What You Need to Know”, Mary C. Clement, *Educational Horizons*, April/May 2012)

4. Consider creating both a paper and on-line portfolio which could include: 1) a lesson plan that went well; 2) a few pages of a unit plan or curriculum map (maybe from edTPA?); 3) a classroom management plan; 4) A letter to parents you sent; 5) a sample of two of student work with all student names removed. If you create an online portfolio, you may list that on your resume. For example, “to see sample lesson plans, PowerPoint presentations, and management plans that I have used, go to [www.namofmywepage.com](http://www.namofmywepage.com).” However, you must make sure that no student confidentiality is revealed on your site and no student pictures are posted. You might have a copy of your paper portfolio to leave with your interviewers. (“From Resume to Teaching Job What You Need to Know”, Mary C. Clement, *Educational Horizons*, April/May 2012)

5. Be prepared to provide supporting documents from academic work and test scores (so have paper copies, and scan them so can be uploaded if requested electronically). Have transcripts from all schools during time obtaining BA, after BA, during time in MiT, MiT. Check to see if unofficial one OK with the district at point of application. Generally official are required at point of hire. You may also be asked to also provide your test score information. While ranking of candidates and hiring decisions are not to be made based on test scores (other than you must have passed required assessments), you still may be asked to provide them (even though they should be on the eCert system and accessible to HR offices). So be prepared to also have copies of your WESTB/SAT/ACT and WESTE/NES tests and edTPA scores. Know the actual scores, test name and dates.

6. There are some easy templates to help you think about developing answers to interview questions. PAR stands for Problem, Action and Result. For instance, describe your experience with that problem (such as challenging parent), action you took, and result of the action including what you learned. Another guide is STAR which stands for Situation, Task, Action and Result. (“From Resume to Teaching Job What You Need to Know”, Mary C. Clement, *Educational Horizons*, April/May 2012

7. Research salary data at districts and understand that the district HR office makes the determination of your salary placement after hire based on their collection of your transcripts and assessment of your credits and the negotiated salaries for the district (guided by the state chart but can be different). State schedule at: http://www.k12.wa.us/LegisGov/SalaryAllocations.aspx