Educator Resource Handbook
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Education Job Search Timeline

While this timeline is a guide to assist you in organizing your job search process, variations are likely and may be necessary. Make an appointment with the Career Center to discuss your individual job search plan.

September – February

- Begin defining career goals by determining the types, sizes, and geographic locations of possible schools in which you would like to teach.
- Start or continue developing your resume, cover letters, and portfolio.
- Meet with a career counselor at the Career + Experience Hub in the Davis Center to discuss your resume and job search.
- Keep your advisor updated on your post-graduation plans and use them as a resource.
- Identify references and ask them to prepare letters of recommendation. (If you are student teaching spring semester you will have to wait until then to ask your mentor teacher but can begin collecting faculty recommendations.)
- Begin networking with friends, relatives, faculty, supervising teachers, and other appropriate people. Inform them of the types of positions you are seeking. Give them a copy of your resume for their reference.
- Determine testing and licensure requirements for the state you wish to teach in as well as for Vermont. Be aware of and prepare for any licensing tests you may have to take for your certification.
- Research school systems to which you wish to apply. Use the Internet, school publications, and your network.
- Attend Education Alumni Panel and any career-related workshops for education majors.

March - April

- Begin applying for positions. Submit completed applications, resumes, cover letters, references, and any required additional information through appropriate websites or directly to the schools.
- Send information packets that include your resume, a cover letter, and letters of recommendation to school systems that you are interested in even if they do not have vacancies.
- Remember that your cover letter for each application should be unique and targeted to that position or school.
- Attend the annual “How To Get Hired” panel – this is a chance to hear from and speak directly to principals, superintendents, and other hiring officials about their hiring procedures and decisions.
- Consider teacher placement agencies if interested in teaching in private/independent schools. Consider setting up a mock-interview with the CESS career counselor at the Career Center to practice and strengthen interview skills. Update resume, cover letter, and portfolio.

April – May

- Continue applying for positions.
- Begin interviewing and attending teacher recruitment fairs; remember to follow up with thank you letters.
- Maintain communication with your network of contacts and follow up with school systems of interest.
- Monitor the job vacancy listings available online, through the Career Center, and in newspapers.

June – August

- Continue with all the steps of job searching. Update your resume and cover letter, if necessary.
- Follow-up on any steps needed for licensure.
- Begin evaluating job offers carefully. Ask for more time to consider offers, if necessary.
- Accept the offer that is best for you. Notify all those associated with your search, including all employers with whom you have active applications, network contacts, and references, to tell them of your acceptance and that you have concluded your job search.
- Contact the Career Center to inform them of where you have accepted a position.

August – September

- Begin your new job!
- If still available for employment, contact the Career Center to discuss options.
- Continue to look for openings as they can come up at any time throughout the year. Consider looking for positions as a teaching assistant, para-educator or substitute teacher to gain experience.
# Education Websites

## School & School District Locators
- **www.vermont.gov/portal/education/**: Listings of Vermont K-12 schools and supervisory union websites
- **nces.ed.gov/ccd**: School District Locator - use this resource to identify schools and districts around the United States

## Education Web Pages (including Employment Listings)
- **www.schoolspring.com**: SchoolSpring – Vermont & nationwide job listings
- **www.aace.org**: The American Association for Employment in Education – information on teacher supply & demand, salaries, & links to certification offices
- **www.nationjob.com/education**: Nation Job - teaching vacancies, job search resources, & email updates
- **www.nea.org**: National Education Association – current issues & trends, & teaching resources
- **teachers-teachers.com**: Teachers-Teachers – job vacancies by state & international
- **www.k12jobs.com**: K-12 Jobs – teaching vacancies for K-12 & vocational schools, post resume, & resources
- **www.uvm.edu/career/cjl**: Catamount Job Link – UVM Career Center job/internship database
- **www.teachforamerica.org**: Teach for America - non-profit organization that provides opportunities for college graduates to teach in under-resourced schools

## Independent/Private Schools
- **www.boardingschools.com**: The Association for Boarding Schools - links to boarding schools
- **www.educationgroup.com**: The Education Group – assists educators in finding positions at independent schools
- **www.carneysandoe.com**: Carney, Sandoe, & Associates – assists educators in finding positions at independent schools
- **www.nais.org**: National Association of Independent Schools – job search & conference resources as well as other helpful links
- **www.calwesteducators.com**: Cal/West – assists educators in finding positions at independent schools in California and other western states
Government Educational Agencies

education.vermont.gov/

wderobcolp01.ed.gov/Programs/EROD

Vermont Department of Education – information on licensing, assessments of Vermont schools, & more

Department of Education – articles & education links
Locate other states’ Departments of Education & educational resource organizations

Teaching Internationally

www.searchassociates.com

Search Associates – international placement company for teachers and administrators

http://www.dodea.edu/offices/hr

U.S. Department of Defense, Office of Dependents Schools – resource listings & educator vacancies for teaching in schools on military bases worldwide

www.peacecorps.gov

U.S. Peace Corps- internationals service fellowships

www.tieonline.com/

The International Educator – international teaching guides, international teaching vacancies, & articles

www.aassa.com

The Association of American Schools in South America – recruits educators for positions in private South American schools

www.ecis.org

The European Council of International Schools – teacher vacancies, recruitment fairs, database of educator candidates, & resources

www.iss.edu

International School Services – teacher recruitment through candidate files & resources

www.overseasdigest.com

Overseas Teacher’s Digest – job listings, information on living overseas & listing of qualifications for teaching internationally

www.transitionsabroad.com

Transitions Abroad – job search resources for international teaching opportunities

www.backdoorjobs.com

Backdoor Guide to Short Term Job Adventures – listing of international and domestic organizations/companies, specific searches for teaching
Long Distance Job Search Tips

• **Explore and bookmark the state’s Department of Education website.**

Websites for each state’s Department of Education are often full of useful information for those who want to teach there. You can find the website by either going to a search engine and typing in “[state name] Department of Education,” or you can go to [http://wdcrobcolp01.ed.gov/Programs/EROD/](http://wdcrobcolp01.ed.gov/Programs/EROD/) and look through a state listing of educational organizations. Please note that the last page of this handbook contains licensure resources for all states.

Areas to explore include: information regarding licensing (who to contact regarding getting licensed in that state); incentives or special programs that the state sponsors (e.g., loan repayment for working in under-performing schools, graduate school discounts, etc.); job listings or where to find job listings; and school district profiles to begin researching and targeting possible schools to apply to. Additionally, check out the entire state’s website to learn about the education issues of that specific state; this information could be very useful in an interview!

• **Research the geographic area.**

Use various websites to explore which school districts are located in the area to which you are relocating. A Google Maps search is particularly helpful. Check out the local Chamber of Commerce website to see what it has to say about local schools. Do a search of the local newspaper to look for recent articles on your school districts of interest (e.g., budget cuts, teacher’s union strikes, performance issues, etc.). Additionally, you can use groups on LinkedIn to connect with UVM alumni in the area and gather information about relocating and job searching in schools. [University of Vermont Career Connection on LinkedIn](https://www.linkedin.com/groups/University-of-Vermont-Career-Connection/) gathers UVM students, alumni, and friends of the university around career development topics. [University of Vermont Alumni on LinkedIn](https://www.linkedin.com/groups/University-of-Vermont-Alumni/) is another group that connects UVM'ers from many areas and industries. Visit the Career Services website [www.uvm.edu/career](http://www.uvm.edu/career) for more information on networking.

• **Check to see if there are any career fairs in the area.**

Career/job fairs can be effective ways to make contacts with large numbers of school districts in one day. Most school districts that host career fairs advertise them on their websites.

• **Arrange a visit and try to set up interviews for that time period.**

Do not expect school districts to pay for you to visit and interview with them. Try to set some time aside to visit the area to which you want to relocate. This allows you to not only interview, but also to make sure the area is really of interest to you. Remember that a lot of hiring occurs over the summer, so your visit could occur after you graduate.

• **Follow the activities on the job search timeline to identify school districts and job openings.**

The steps for a job search remain relatively similar whether you are looking locally or beyond: determine what types of positions you wish to apply for and where; develop a resume and cover letter; apply for licensure in the state in which you wish to teach (and possibly Vermont); research possible job opportunities; apply to school districts and for open positions; be patient; interview; continue applying; continue interviewing; evaluate offers; and accept the one that’s best for you!
Francis Fibonacci
121 Main Street • Glens Falls, NY 12803
802-111-2222 • Francis.Fibonacci@gmail.com

EDUCATION
University of Vermont (UVM), Burlington, VT, May 2013
Bachelor of Science degree in Secondary Education, Concentration: Mathematics
Eligible for VT Licensure upon graduation
Honors: Minority Undergraduate Fellow, Summer 2010; Dean’s List; Kappa Delta Pi, Fall 2012; Vermont Scholar, Awarded Fall 2009

TEACHING EXPERIENCE
Student Teacher, Burlington High School, Burlington, VT, January – Present
Co-teach two sections of ninth and tenth grade Algebra I, II and Geometry; assist mentor teacher with evaluation of students’ progress and growth areas. Design and implement standards-based curricular unit focused on practical applications of Algebra utilizing technological resources. Collaborate with educational support personnel to ensure the academic success of all students. Participate in all-school and district-wide in-service trainings. Attend staff meetings.

Student Intern, Colchester High School, Colchester, VT, January – May 2012
Assisted in a twelfth grade pre-calculus class; observed methods of differentiated instruction and effective classroom management strategies. Constructed a week of lesson plans that was utilized by mentor teacher. Tutored individual students who were struggling with class material.

Student Intern, Essex Middle School, Essex, VT, September – December 2011
Observed an eighth grade Algebra I class. Helped students on homework assignments during free period. Assisted with coaching of middle school math team.

RELATED EXPERIENCE
Tutor, UVM Learning Co-op, Burlington, VT, September 2011 – Present
Tutor individual and groups of undergraduate students in math. Create study guides for students in preparation of midterm and final exams.

Treasurer, Black Student Union, UVM, Burlington, VT, September 2011 – Present
Manage a $3,000 budget. Liaise with the Student Government Association to negotiate funding.

Camp Counselor, Glens Falls Dept. of Recreation, Glens Falls, NY, Summers 2005 – 2010
Supervised 10 twelve year olds in various physical, arts and crafts, and other organized activities. Ran counselor-in-training program during the summers of 2008 and 2009.

ADDITIONAL EXPERIENCE
Wait Staff, Pizzeria Uno, South Burlington, VT, May 2011 – Present
Provide outstanding customer service to restaurant patrons. Assist with management of bussing staff. Promoted to head server in July 2012.

Scooped ice cream and served customers. Operated cash register. Cleaned serving area at the end of every shift.

COMPUTER AND LANGUAGE SKILLS
Proficient in Microsoft Office Programs, Dreamweaver, Adobe InDesign, Internet Research
Conversational Spanish
Dear Mr. Ziegler:

It is with great interest that I write to inquire about potential openings at Glens Falls High School. In May, I will be graduating from the University of Vermont with a Bachelor of Science in Education. At that point I will be eligible for licensure in Vermont to teach secondary mathematics (7-12). Having graduated from Glens Falls Senior High School, I am eager to return to Glens Falls and would welcome the opportunity to meet with you to discuss my qualifications and experience.

As a student teacher at Burlington High School, I have gained invaluable experience working with my mentor teacher and students in ninth and tenth grade Algebra I, II and Geometry classes. My classroom management skills are strong. I expect all of my students to respect each other, to respect me, and to respect the different ways in which we all learn. I hold myself to those same standards and express this very clearly to my students. While at Burlington High School, I designed a curricular unit that connected the mathematical concepts the students were learning to their surroundings. For example, as we explored angle and area measurements, I led my students on a field trip to a bridge construction site where we learned about how civil engineers use geometry to help build structurally sound bridges. Experiential learning is a core component of my teaching philosophy and is something that almost all of my lesson plans involve.

As you will see on my enclosed resume, I have also interned in a twelfth grade pre-calculus class at Colchester High School and in an eighth grade Algebra I class at Essex Middle School. Through both internship experiences I worked closely with a variety of students and observed two strong and well-respected teachers. The combination of my educational background, classroom experiences, and my great interest in returning to Glens Falls make me an excellent candidate for a teaching position at Glens Falls Senior High School.

If possible, I would like to set up a time when we could speak on the phone or in person. I will follow up on this letter with a phone call in the next two weeks. In the meantime, you can reach me at (802)111-2222 or at Francis.Fibonacci@gmail.com. I have enclosed my resume and a selection of letters of recommendation for your review. Thank you for your time and consideration.

Sincerely,

Francis Fibonacci
Ella Mentary  
(518) 333-4444 • ellamentary@yahoo.com

Vermont Address  Permanent Address
161 South Prospect St. Apt. 3  4121 Old Farm Road
Burlington, VT 05401  Delmar, NY 26589

EDUCATION
University of Vermont, Burlington, VT  May 2013
Bachelor of Science degree in Elementary Education
- Eligible for Vermont Licensure upon graduation
- Major Concentration in Psychology
- Dean’s List: Fall 2010-Fall 2012, National Honor Society of Collegiate Scholars
- GPA: 3.7

University of Florida, Gainesville, FL  2009 - 2010
- Overall GPA: 3.85
- Alpha Lambda Delta National Honor Society

TEACHING EXPERIENCE
Shelburne Community School, Shelburne, VT  Spring 2013
Student Teacher – Aurora Team (3-4-5 multiage)
- Created a thematic study including all content areas for a two-week period
- Assess student learning styles and adapt lessons accordingly
- Develop lessons using complex instruction strategies; create guided reading groups
- Implement a service-learning project based on science and the environment
- Attend all team meetings, faculty meetings and parent-teacher conferences

Student Intern - Grade 3  Fall 2012
- Conducted morning meetings; included awareness of multicultural issues
- Facilitated a Reader’s Theater Project with students identified as socially or academically challenged
- Conducted a QRI-IV assessment; assisted students with reading fluency; conducted meaningful read-alouds
- Explored the field of literacy through interviewing the school’s literacy specialists and observing groups

Edmunds Elementary School, Burlington, VT  Fall 2011-Spring 2012
Storybook Tutor - Grade 2
- Conducted one-on-one tutoring with second grade student
- Improved student comprehension and in-class behavior through use of storybooks
- Developed a positive teacher-student relationship; encouraged student to see himself as a reader and to enjoy the reading process

Chamberlin Elementary School, South Burlington, VT  Spring 2011
Student Intern - Grade 1
- Conducted whole class and small group work in literacy and math; conducted regular literacy group with three students
- Implemented an author study; facilitated morning meetings
- Explored teaching strategies; actively reflected on classroom management techniques
Orchard Elementary School, South Burlington, VT  
Student Intern – Grade 5  
- Developed and implemented science and social studies lessons  
- Facilitated literacy groups and morning meetings  
- Created a science-oriented web quest; implemented a science learning center  
- Guided students to become involved in the school-wide anti-bullying program  

Circle of Friends, Delmar, NY  
Teacher’s Assistant - Pre-School  
- Designed behavior plans for special education students  
- Engaged students in developmentally appropriate activities  

RELATED EXPERIENCE  
UVM Education Department, Burlington, VT  
America Reads Library Assistant  
- Helped students by locating books; organized library materials weekly  
- Created a poster promoting the America Reads and Counts program  

Martha O’Bryan Center, Nashville, TN  
Alternative Spring Break Volunteer  
- Assisted with administrative duties to maintain the youth center  
- Played games and interacted with youth after school to provide a positive role model  

Camp Whatablast, Bethlehem, NY  
Arts and Crafts Director  
- Provided crafts and instruction for campers; facilitated all field trips as a group leader  
- Encouraged campers to build on their imaginations and go above and beyond what the craft required  

Center for the Disabled, Albany, NY  
Camp Counselor  
- Provided supervision, mentorship and friendship for special education campers  
- Implemented behavior plans determined by previous educators, facilitated activities for students to enjoy  

ADDITIONAL EXPERIENCE  
Alpha Chi Omega, University of Vermont, Burlington, VT  
Member  
- Active member participating in all events including philanthropy and Greek development activities  

Habitat for Humanity, Arizona, Kentucky, New York  
Volunteer  
- Worked in several different environments, building, painting and renovating houses  
- Developed positive relationships among community members
161 South Prospect Street, Apt. 3  
Burlington, VT  05401

April 26, 2013

Sara Jane Mahan  
Director, Human Resources  
Burlington School District  
150 Colchester Avenue  
Burlington, VT  05401

Dear Ms. Mahan:

I am writing to apply for the second grade teaching position at Edmunds Elementary School advertised on www.schoolspring.com. I will be graduating from the University of Vermont in May with a Bachelor of Science degree in Education and will be licensed in Vermont to teach elementary school (K-6). My fieldwork experiences at Edmunds Elementary were both rewarding and challenging. I am excited to be applying for a full-time position at the school!

As you will note on my resume, I am completing my student teaching at Shelburne Community School this spring. Much of my work with the Aurora Team, a 3-4-5 multiage team, involves service learning. For example, as a supplement to my solo weeks of teaching, I am working with parents and community members to create and implement a service learning project that connects the students to their environment through park clean up and poetry writing. Through differentiated instruction and one-on-one attention, the students in my classroom learn, grow and welcome challenges. I am able to engage all of my students because I focus on their individual learning styles and strengths. My lesson plans are always designed in adherence with state standards and I incorporate technology into my teaching as often as possible. Additionally, my experiences as a camp counselor have enabled me to develop comprehensive teaching skills in a variety of environments in addition to the classroom. The combination of my experiences, educational background, and my great interest in motivating students of all backgrounds will enable me to contribute to the success of Edmunds Elementary School.

Attached, per your request, are my resume and letters of recommendation. I look forward to having the opportunity to further discuss my experience and qualifications with you. I will follow up on my application by phone in the next two weeks. In the meantime, you can reach me at (518) 333-4444 or by email at ellamentary@yahoo.com. Thank you for your time and consideration.

Sincerely,

Ella Mentary
Tia Cher  
814 Main Street Apt. 1 • Burlington, VT 05401 • (802) 222-3333 • tcher@hotmail.com

EDUCATION

Master of Arts in Teaching  
University of Vermont, Burlington, VT  
December 2013  
♦ Vermont State Licensure, Secondary Level Certification (7 – 12)  
♦ Endorsement Area: English/Language Arts  
♦ Member of the Vermont Student NEA  
♦ Overall GPA: 3.8

Bachelor of Arts degree in English  
University of Rhode Island, Kingston, RI  
2006 - 2010  
♦ Presidential Honor Society  
♦ Dean’s List of Distinguished Students  
♦ Overall GPA: 3.6

TEACHING EXPERIENCE

Student Teacher, South Burlington High School, South Burlington, VT  
2012-2013  
♦ Developed curriculum and led instruction for the following courses, in collaboration with cooperating teacher: British Literature, Advanced Composition, and Honors English  
♦ Actively implemented individual student accommodations, differentiated instruction, successful classroom management, and lessons concurrent with local and national standards  
♦ Participated in faculty meetings, in-service trainings, parent/teacher conferences, and substance abuse prevention program  
♦ Initiated semester-long tutoring sessions with two ELL students from varied economic and cultural backgrounds

Instructor, Ningxia University, Yinchuan, China  
Summer 2012  
♦ Taught methodologies of student-centered learning and oral English strategies to 23 Chinese teachers as part of the University of Vermont Secondary Education Asian Experience

Graduate Student Intern, South Burlington High School/Tuttle Middle School  
South Burlington, VT  
Fall 2012  
♦ Observed numerous classes in the English department on a weekly basis  
♦ Tutored seventh-grade students with special needs at Tuttle Middle School  
♦ Evaluated and judged essays submitted to the 2008 Vermont Competition for Excellence in Writing with English teachers from around the state  
♦ Collaborated with 75 students from the Citizen Schools Eighth Grade Academy in Boston, Massachusetts, and faculty from the University of Vermont to further develop a growing partnership between the two institutions
RELATED EXPERIENCE

Volunteer Mentor, King Street Youth Center, Burlington, VT  March 2011–Present
♦ Provide weekly mentorship to a first-grader through an organization serving children and families from diverse backgrounds
♦ Actively involved in communication with family

Assistant Junior Varsity Lacrosse Coach, South Burlington High School  Spring 2012
South Burlington, VT
♦ Provided training and mentorship to female student-athletes
♦ Collaborated with head coach to plan practice and implement game strategies

Camp Counselor, YMCA Camp Fuller, Wakefield, RI  Summer 2009
♦ Supervised and led engaging activities for 37 third-grade campers

Volunteer, Gibson Center, Providence, RI  Fall 2008
♦ Taught English literacy skills to adult immigrants from various countries
♦ Designed lessons plans based on individual needs and interests

ADDITIONAL EXPERIENCE

Project Assistant, UVM College of Medicine, Burlington, VT  October 2009–July 2011
♦ Coordinated and facilitated a bi-annual Interdisciplinary project with UVM faculty members, in addition to planning many other professional events
♦ Provided project and administrative support for the Office of Primary Care
♦ Created press releases for UVM publications and local newspapers

Researcher, Newport Preservation Foundation, Newport, RI  Spring 2008
♦ Researched construction and additions to historic mansions, prepared nominations and served on the board for the 17th Annual Historic Preservation Awards

Sales Associate, Willa’s on Wickenden, Providence, RI  Seasonal 2005–2010
♦ Served as a customer service representative in a popular, upscale women’s clothing boutique

PROFESSIONAL INTERESTS
♦ Student Diversity and Equality
♦ English Language Learners
♦ Creating and Cultivating Mentorship Opportunities
♦ Photography
Dear Mr. Bulsun:

Thank you for the opportunity to meet with you and your colleagues during my interview June 16, 2013. I enjoyed our conversations very much. Please convey my gratitude to your colleagues with whom I also met. The ninth and tenth grade English position at Bethesda-Chevy Chase sounds both exciting and challenging and I felt a strong connection with the students, teachers and administrators with whom I met throughout the day.

The ninth and tenth grade English position has many of the qualities I am seeking as I begin my teaching career. From a cooperative teaching team, to students who are eager to learn, to supportive administrators, this position offers many outstanding teaching and learning opportunities. Additionally, I feel strongly that my teaching experiences and other professional experiences will allow me to make a positive contribution to your school and community. I am very excited by the possibility of teaching in and becoming a member of the Bethesda-Chevy Chase community.

I would be happy to provide you with any further information that you might need. I look forward to hearing from you. Thank you again for your time and your consideration.

Sincerely,

Tia Cher

Tia Cher
Sample Interview Questions for Teacher Candidates

1. Tell us about yourself.
2. What would your classroom look like?
3. How do/would you use technology in the classroom?
4. How do/would you manage a variety of different ability/skill levels in the same classroom?
5. How do/would you handle a student who refuses to follow directions and who is rude during your class discussion?
6. Please give us two examples of situations in which you used effective classroom management strategies.
7. What are five things that are vital for a successful classroom?
8. How do you create community in your classroom?
9. Why do you want to be a teacher?
10. What are your greatest strengths and challenges as a teacher? In what ways have you improved?
11. How do teaching and learning relate to each other?
12. What is the role of parents in your classroom?
13. How do you know if a student is/has been successful?
14. What unique skills and qualities would you bring to the school/team?
15. Respond to the following statement: The parent is always right.
16. What is your educational philosophy?
17. Why do you want to work at this school? Why do you want this position?
18. What kinds of resources/materials would you need/use in your classroom?
19. How do you challenge students of all levels and learning styles?
20. How do you incorporate state and national standards into your curriculum?
21. What is the importance of and how would you prepare your students for standardized testing?
22. Respond to this statement: It is important for my students to like me.
23. In what different ways do you assess student learning? How do you recognize, encourage and assess multiple intelligences in your classroom?
24. What are your personal and professional learning goals for the next few years?
25. Given what you have told us about yourself and what you have learned about our school, why should we hire you?
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