



# Teacher Education Job Search Guide

## Table of Contents

Know Yourself.....	2
Develop a Task List & Timeline.....	2
Polish your Job Search Materials.....	2
Conduct a Comprehensive Job Search.....	3-4
Incorporate Follow-Up Activities.....	4
Be Flexible with your Plan.....	4
Teacher Student Loan Cancellation/Deferment....	4

## KNOW YOURSELF

- Interests: What stimulates you? (Engages your mind, makes you look forward to going to work)
- Values: What is important to you? (Causes, issues or qualities that engage your spirit and heart)
- Skills: What are you able to do? (Talents and abilities)
- Preferences: What can't you live without in a position? (Location, driving distance, culture, travel, advancement, etc.)
- Ask Yourself:
  - Why did I become a teacher?
  - What passions do I bring to teaching?
  - What are my dreams/aspirations for the children I will teach?
  - How can I best articulate my beliefs/philosophy of education?

## DEVELOP A TASK LIST & TIMELINE

- View the job search as a job itself. Keep in mind that minimal effort will most likely achieve minimal results.
- Begin planning early. Most teaching jobs will begin being posted in the spring semester.
- Create a list of tasks and set target dates for each. You are the best expert on your energy and work ethic, therefore be sure to keep your plan realistic.
- Set reasonable expectations in order to accomplish your goals.
- Commit your plan to paper, as you may be more likely to tackle the job search if your plan is clearly organized and written down. This will also give you the satisfaction of checking off tasks as they are accomplished.

## POLISH YOUR JOB SEARCH MATERIALS

- Create a resume and cover letter and have both critiqued. See the Teacher Education Resume Guide and the Teacher Education Cover Letter Guides for helpful advice and examples.
- Practice your interviewing skills. See the Teacher Education Interviewing Guide for helpful advice and frequently asked questions.
- Schedule a mock interview with a Career Counselor. Call (920) 403-3040 to schedule an appointment.
- View the one-minute Job Search Videos on the Career Services web site, which include topics such as Resume, Cover Letter and Interviewing.
- Attend the Mock Interview Relay for Teachers (MIRT) held every spring to practice your interviewing skills with local education administrators.

# CONDUCT A COMPREHENSIVE JOB SEARCH

## 1. Respond to Position Openings

- WECAN (<http://services.education.wisc.edu/wecan/>)
  - Set up account
  - Complete your profile
  - Complete application materials
  - Now you are ready to Apply to Employers
  - After you apply, you can review your Application history
- Project Connect (<http://careers.education.wisc.edu/ProjectConnect/mainMenu.cfm>)
  - Login to Search Vacancies and Employers
  - Username: teacher
  - Password: aswan
- State of Wisconsin Education (<http://www.wisconsin.gov/state/core/education.html>)
  - Education (links for K-12 public and private school listings)
  - Job Opportunities (listed under Resources)
- State Departments of Education (<http://www.doe.state.in.us/htmls/states.html>)
- Teacher Certification Requirements for the 50 States (<http://www.uky.edu/Education/TEP/usacert.html>)
  - If you are doing a job search in a state different from where you received your certification, be sure to investigate the certification requirements for that state.

## 2. Develop a Targeted List of Employers

- Wisconsin Public Schools According to Geographic Location (<http://dpi.wi.gov/lbstat/newmap2.html>)
- Wisconsin Public School District Directory (<http://dpi.wi.gov/schldist.html>)
- Wisconsin Private School Directory (<http://dpi.wi.gov/schlprv.html>)
- National Public School District Directory (<http://nces.ed.gov/ccd/schoolsearch/>)

## 3. Network

- Often times, other teachers are a great resource for the inside scoop on upcoming teaching openings, therefore it pays to develop good working relationships with your cooperating teacher and other teachers at your student teaching placement.
- By registering for Career Connections (accessible from the Career Services web site: [www.snc.edu/career](http://www.snc.edu/career)), you will have access to 400 Career Mentors (alumni and friends of SNC) who have volunteered to offer SNC students and alumni career advice.
- Increase your network through people you know formally and informally. Consider the following: parents/siblings, extended family, friends, professors, cooperating teachers, other teachers, principals, school administrators, advisors, mentors, colleagues, supervisors, neighbors, contacts from professional organizations.
- Every time you network with someone, be sure to ask “Do you know two more people I could talk to regarding this topic?” as this is how your network will grow.

#### 4. Attend Education Job Fairs

- Wisconsin Teacher Interview Day, WTID (<http://services.education.wisc.edu/wtid/>)
  - Held every April
  - Lincoln High School, Wisconsin Rapids
  - Provides a single-day, one-location opportunity for prospective teachers and school administrators to meet
- Wisconsin Educational Recruitment Fair, WERF, (<http://services.education.wisc.edu/werf/>)
  - Held every June
  - Monona Grove High School, Monona, WI
  - The purpose of this fair is to arrange interviews between school district personnel and certified teachers in Wisconsin and surrounding states.
- Additional Education Job Fairs
  - <http://careers.education.wisc.edu/fairs/>

#### 5. Visit Career Services (JMS 106) for assistance with any of the above activities.

### INCORPORATE FOLLOW-UP ACTIVITIES

- It is not enough to simply send or e-mail your application materials for a teaching job. It is essential that you conduct follow-up after submitting your application. That can be as simple as calling the school you applied to, asking if they have received all of your application materials (including your credential file) and asking their timeline for the hiring process.
- The reason for conducting follow-up is to set yourself apart from the other applicants. If 100 people apply for a position and you are one of ten who make a follow-up phone call, hopefully your application will move higher in the stack because they will want to read your application after speaking with you.

### BE FLEXIBLE WITH YOUR PLAN

- Periodically evaluate your job search plan to make sure it is still working for you.
- You may need to make modifications along the way based on what is or isn't working.
- Reward yourself along the way for all of your hard work!

### TEACHER STUDENT LOAN CANCELLATION/DEFERMENT

- Cancellation/Deferment Options for Teachers (<http://studentaid.ed.gov/PORTALSWebApp/students/english/teachercancel.jsp?tab=repaying>)
- Loan Deferment Information for Wisconsin Teachers (<http://dpi.wi.gov/tepd/loans.html>)