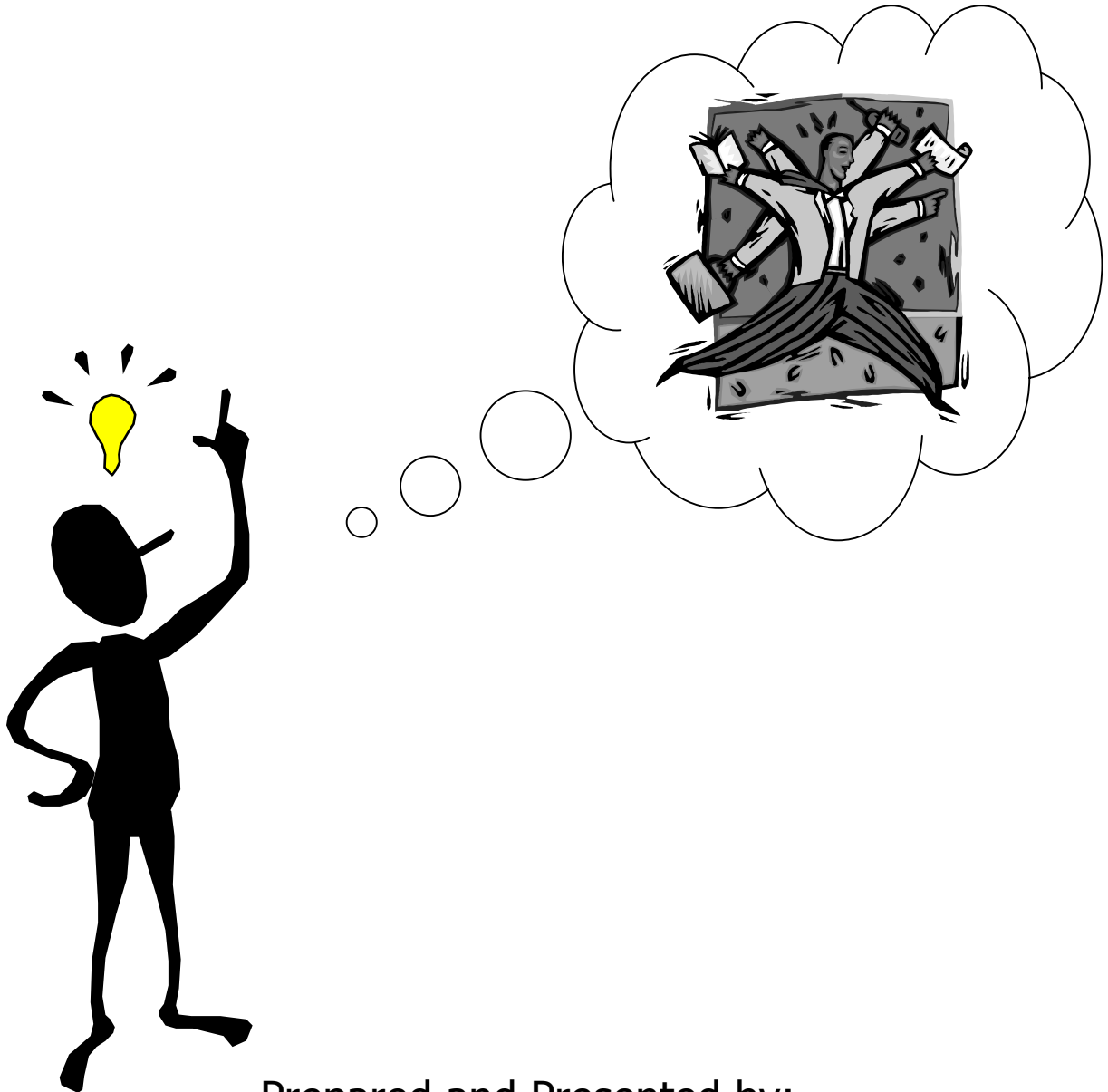


# Landing the Perfect Job

10 Steps to Securing the Job of Your Dreams



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## **Before the Interview**

1. Know what you want and the minimum salary you are willing to accept
  - a. Grade level and/or subject area
  - b. Rural? Urban? Suburban?
  - c. Within commuting distance or willingness to move
    - i. Consider the costs of moving
    - ii. Consider the cost of living in the area
    - iii. Consider the community variables that are important to you such as poverty, employment, percentage of adults with college degree, etc.
2. Do some initial research
  - a. What is your educational philosophy?
  - b. What school divisions meet the criteria in #1?
3. Apply only when qualified and philosophically matched (regardless of salary/benefits)
4. Complete the application and supporting materials completely and thoroughly
  - a. Neatness counts
  - b. Include all materials in the order requested
  - c. Proofread!
5. If you are called for an interview, remember proper phone etiquette
  - a. You are making your first impression before you realize it!
  - b. Think about your voice mail or answering machine message!
6. Do additional research
  - a. Use internet sources
    - i. [www.pen.k12.va.us](http://www.pen.k12.va.us)
    - ii. [www.census.gov](http://www.census.gov)
  - b. Use personal and professional networks

## **During the Interview**

7. On the day of the interview
  - a. Arrive early (allow time for unexpected delays)
  - b. Dress professionally and conservatively
  - c. Be confident, but not arrogant
  - d. Listen carefully
  - e. Answer truthfully (even if you know the response may not be liked)
  - f. Be as specific as possible based on the position (Fourth grade math teacher vs. elementary teacher)
  - g. Have legitimate and appropriate follow-up questions (but not too specific)
    - i. Timeline
    - ii. Process
    - iii. Appropriate to call?
  - h. Have a concluding statement

## **After the Interview**

8. Debrief when you get back to the car
  - a. Write down as many questions as you can remember
  - b. Think about your strengths/weaknesses
  - c. Make notes you can use to improve your next interview
9. Follow up with a written thank you note
  - a. Thanks for the opportunity
  - b. Restate your qualifications
  - c. State why you are interested in the position
10. Accept an offer only when you are sure that you will be good for the division **AND** the division will be good for you

# Questions to Expect

## Common Themes

- ❖ Background and Credentials
- ❖ Planning
- ❖ Curriculum and Instruction
- ❖ Differentiation for Diverse Learners
- ❖ Classroom Management
- ❖ Assessment of Instruction
- ❖ Technology (Professionally and Instructionally)
- ❖ Goals/Future Plans

## Some Specifics (Questions I've asked or been asked)

- ❖ Describe the personal characteristics and skills you possess that will enhance your performance as a successful teacher.
- ❖ How would you organize your classroom for instruction?
- ❖ What model or process do you follow for a typical lesson?
- ❖ Summarize the special education process from the time a student is referred until services begin and explain your role in this process as the child's teacher.
- ❖ How would you differentiate your instruction to meet the needs of special education and gifted students who may be mainstreamed into your classroom?
- ❖ Explain what works for you in terms of classroom management.
- ❖ Imagine I am observing in your classroom from the start of a lesson to the conclusion of that lesson. Describe what I would see...where would you be? Where would your students be? What kinds of instructional strategies might I see being used?
- ❖ What are the essential components of a successful reading program?
- ❖ Why are you interested in working in our school?
- ❖ What unique talents or skills do you possess that you would be willing to share with our school to foster a family/team atmosphere?
- ❖ What are the ages of people with whom you have worked?
- ❖ If all the applicants have the same skill level and credentials, why should you be the person selected for this job?
- ❖ How do you get along with your co-workers? Your supervisor?
- ❖ Do you prefer working alone or as part of a team? Why?

## **Practice**

The importance of practicing for the interview cannot be understated. Unless you've heard yourself respond orally, you are not ready to be interviewed.

## **Good Luck!**

I hope for each of you success in landing the job of your dreams and satisfaction each day thereafter that you report to your school. Remember that life is full of ups and downs. The "perfect" job is the one that has more ups.

## **The Final Word**

Never forget that being a teacher is more than having a job!

### **What Is a Teacher?**

A teacher is someone who sees each child as a unique person and encourages individual talents and strengths.

A teacher looks beyond each child's face and sees inside their souls.

A teacher is someone with a special touch and a ready smile who takes the time to listen to both sides and always tries to be fair.

A teacher has a caring heart that respects and understands.

A teacher is someone who can look past disruption and rebellion, and recognize hurt and pain.

A teacher teaches the entire child and helps to build confidence and raise self-esteem.

A teacher makes a difference in each child's life and affects each family and the future of us all.

--Barbara Cage