office of career development

Division of Student and Campus Life
SUNY Geneseo • Blake A 104 • Geneseo, NY 14454
Phone: 585.245.5721 • Web site: http://careers.geneseo.edu

Effective Job Search Strategies for Educators

Assess Yourself and Your Goals:

How well do you know yourself? When someone asks the question, "So what do you want to do after graduation?" can you answer it? What if someone says, "Tell me about yourself?" Do you have a response? If you are struggling to answer these questions, take the time to read this section to get the information you need as you begin your job search.

In order to be successful in your job search, you must first know yourself well. Conduct a self-assessment and identify your:

- Skills, abilities, strengths and limitations: To discover these, pay attention to the feedback you have received throughout your college career. What have your cooperating teachers and professors said you do well, what have your friends and supervisors said are your strengths? Have you completed student teaching and been evaluated? What was included in the evaluation?
- Interests: When identifying interests, think about the courses you have enjoyed best, the kind of work you like to do and even any outside activities that you're involved in that you enjoy. School districts are certainly looking to fill teaching positions, but may also be in need of advisors to student groups, coaches or chaperones.
- Values: Following are a list of work values – variety, challenge, independence/autonomy, security/steady income, structure, significance of your contribution, ability to help people, high salary, prestige & social status, interacting with people, quiet/contemplative surroundings, working inside/outside/from home, number of hours in a work day, amount of vacation time. What's important to you in your work? Do your answers fit with your career goals?
- Experience: What have you done in the classroom at Geneseo, in your education or clinical requirements, during the summers and breaks? What have you learned that an employer may value? What skills have you developed?

After completing an assessment of yourself, it's time to define your goals. What kind of school do you want to teach in and at what level? Where do you want to be geographically to do it?
In New York state, many school districts have partnered to offer online job posting systems to make the application process easier for candidates. There are several across the state, OLAS being the largest covering many districts downstate and upstate from Albany to Syracuse. In the Monroe County area is the Online Web Recruitment system, and Buffalo uses Erie 1 BOCES WNYRIC system. New York City has a separate system as do many rural districts in western New York. On our web site, under Career Guides, Publications and Forms on the left side of the page, you will find a list of districts in the Western and Central New York region and which system they use for hiring.

You will certainly apply to multiple postings at many different districts, but you may want to prioritize the districts that you really want to work for in the coming years. For those at the top of your list, you may make additional efforts at these districts by networking with current employees to let them know that you're searching and interested. These are also the districts that you will take the time to follow-up with after you've sent your materials. In any job search you are encouraged to have a back-up plan. In the past, Geneseo educators have pursued their Master's degree, a requirement in New York State within 5 years, taken positions as a substitute or even a teacher's aide.

At this stage, you should be able to articulate what kind(s) of position(s) you prefer, what kind(s) of organization(s) you would like to work in and where you want to be geographically.

Prepare Your Tools:

Now that you know yourself well and have a clear direction, it's time to represent this information on paper. It's time to write your resume and cover letter. There is a great deal of information available on how to prepare these documents whether it's in book format in the Career Library, in one of our handouts available on-line, in our office or through a workshop. Use what format works best for you in developing your resume and cover letter. Once completed, don't forget to have them critiqued by Career Development or someone in your field of interest.

In addition to a resume and cover letter, you will want to develop your interviewing skills. Again, you can find a number of resources to help you, but you may also want to participate in a mock interview. Don't let your first interview ever be for your dream job. Practice does help! The Office of Career Development offers mock interviews, just make an appointment and ask for one. You may also approach the principal at the school you conduct your student teaching in to assist you in developing your skills.

A portfolio is an important document for you to develop. An employer may use your portfolio in assessing the work you have done as a teacher. Take the time to save important documents and samples from your student teaching experience. For more information on portfolio development, refer to our resources in the Career Library or ask a faculty member or cooperating teacher for advice.

Determine Your Certification Requirements

Understand the testing requirements in your state(s) of interest. In New York state, there are several tests required for anyone seeking certification. To learn more about your requirements, view Career Development's handout on *Tests Required for New York State Teaching Certification* available in the office or at our web site. Identify other certification requirements (fingerprinting, application for certification, courses) for your state(s) of interest. The Student Teacher Fact Sheet, given out at your student teacher meeting or available in Career Development, will answer questions about New York State Certification requirements.

Start a Placement File

When seeking a teaching job, you will almost always be required to provide letters of recommendation to prospective employers. School administrators particularly favor letters from cooperating teachers and supervising faculty. The Office of Career Development is pleased to announce a new partnership with Interfolio, a premier provider of web-based credential processing services. Interfolio will replace Geneseo's in-house credentials service as of July 1, 2012. All existing files belonging to current students and May 2012 graduates will be forwarded to Interfolio by the Office of Career Development on July 1. Alumni (other than May 2012 grads) who would like to establish a credentials account with Interfolio may do so for $19/year at http://www.interfolio.com.

Implement Your Job Search Plans:

Now that you know what you want and have the tools, it's time to get to work.
You will likely begin by applying to jobs that are posted. Here's how you may find some of those posted openings:

- Utilize the Career Development job posting system, KnightJobs, for job listings
- Go to the web sites of districts of interest to you and check for openings
- Use consortium sites (OLAS, WNYRIC, OWR) to uncover opportunities
- Attend job fairs and participate in recruiting events
- Use *Job Websites for Educators* at the back of this handout

In addition to responding to posted openings, don't forget to:

- Send resumes, cover letters, school district applications and your placement file to target employers
- Connect to your potential employers regularly and consider conducting an informational interview or networking with a peer, alumni or acquaintance at that district
- Use Facebook and LinkedIn for your on-line networking
- Consider substituting opportunities to become known at a district of interest

Track Your Activity Carefully and Follow-Up with Contacts:

It is critical that you stay organized in your job search. Keep a record of where you have posted your resume, sent your resume and any networking contacts you've developed. Track the results of any of your efforts and keep it on hand for easy access.

Continuously follow up with any leads you've uncovered. In a recent survey, 82% of hiring managers said that job seekers should get in touch with them within 2 weeks of sending a resume. If you haven't heard from an employer in that time frame, follow up with either a phone call (for a mailed resume) or an e-mail (for an electronic submission). Follow-up thereafter on a regular basis, if it's appropriate, to ask about their search to fill the position.

After any interview, follow-up with an e-mail or thank you note within 24 hours and express your interest in the organization and position. Again, your interest in the position and your extra effort could make the difference in that employer's decision.

Additional Issues to Consider:

TECHNOLOGY, TECHNOLOGY, TECHNOLOGY! Yes, most of us appreciate technology, but it can hurt us in our job search if we don't do some editing. First, think about your voicemail/answering machine. Is your message appropriate? If others will answer your phone, will they use their manners and speak respectfully? If not, fix it. Next, think about your on-line image. What is your e-mail address? Is it appropriate? Have you Googled yourself lately? Are you on FaceBook, MySpace, do you have a blog or your own web site? If you answered yes, do you want an employer looking at what's posted? Assume they'll view your profile and change what you believe is inappropriate. Need help? Make an appointment with a Career Development counselor to discuss your online profile.

Rate Your Job Offers:

When conducting a job search, understand that rejection is part of the process, but at some point you will have the opportunity to evaluate a job offer. Consider not just the salary, but the job responsibilities, benefits (health insurance, retirement, vacation/holidays, etc.), organization culture and travel/relocation issues. Accept an offer that is best for you and remember that the ethical path is to stop interviewing once you have accepted an offer.

Job Search Resources from the Office of Career Development:

Career Development offers a wide range of services, available on both an individual and group basis, to help develop effective job search strategies. Everyone has a different goal and most often ***one-to-one advisement*** works best. We also encourage you to check the Career Development web site often. New events are posted on a regular basis. Here is a listing of several of the services provided by our office:

Job Listings: Looking for current openings? Go to http://careers.geneseo.edu, click on KnightJobs to view jobs in our system.

Geneseo Career Partners: The Geneseo Career Partners program is a formal network of Geneseo graduates and parents of students who have volunteered to help current students and alumni in career exploration and the job search process. Go to KnightJobs on our web site, log in and click on the Career Partners button for a database of alumni and parents.

On-campus Recruiting/Job Fairs: Visit our office or web site for information about visiting recruiters and local/regional job fairs.

What Are They Doing Now? What have past graduates gone on to do? Where did they go to graduate school and where are they working? Find out by viewing the web site or coming to the office to see our latest data on who hired our graduates.

Job Websites for Educators

Using the internet in your job search will be critical in finding teaching vacancies. Not only should you use our web site, but if you plan to move, try these web sites by state to identify openings:

Alabama – http://www.alsde.edu/TeachinAlabama
Alaska – http://www.alaskateacher.org/
Arizona – http://www.arizonaeducationjobs.com/
Arkansas – http://www.teacharkansas.org/
California – http://www.ctc.ca.gov/links.html

Colorado – http://www.teachincolorado.org
Connecticut – http://www.ctreap.net
Delaware – http://www.teachdelaware.com/
District of Columbia – http://dcps.dc.gov/DCPS/About+DCPS/Career+Opportunities
Florida – http://www.teachinflorida.com/
Georgia – http://www.teachgeorgia.org/
Hawaii – http://doe.k12.hi.us/personnel/index.htm
Idaho – http://new.idahoeducationjobs.com
Illinois – http://www.isbe.state.il.us/employment.htm
Indiana – http://www.doe.in.gov/peer
Iowa – http://www.iowaeducationjobs.com/
Kansas – http://www.kansasteachingjobs.com/
Kentucky – http://apps.kde.state.ky.us/keps/index.cfm
Louisiana – http://www.teachlouisiana.net/
Maine – http://www.maine.gov/education/jobs.htm
Maryland – http://www.marylandpublicschools.org/MSDE/schoolsystems/System_Links_County.htm
Massachusetts – http://www.doe.mass.edu/jobs
Michigan – http://www.mireap.net/
Minnesota – http://education.state.mn.us/MTRC
Mississippi –http://www.mde.k12.ms.us/teacher-center
Missouri – http://www.moreap.net
Montana – http://jobsforteachers.mt.gov
Nebraska – http://www.nebraskaeducationjobs.com
Nevada – http://nde.doe.nv.gov/EmploymentOpportunities.htm
New Hampshire – http://www.ed.state.nh.us/education/doe/employ.htm
New Jersey – http://www.njhire.com/
New Mexico – http://www.teachnm.org/
New York – http://www.highered.nysed.gov/tcert/home.html
North Carolina – http://www.teach4nc.org
North Dakota – https://secure.apps.nd.gov/dpi/ndteach/Login.aspx
Ohio – http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDefaultPage.aspx?page=1
Oklahoma – http://www.oklahomateachingjobs.org
Oregon – http://www.teachoregon.com/
Pennsylvania – http://www.teaching.state.pa.us
Rhode Island – http://www.ride.ri.gov/educatorquality/edjobs.aspx
South Carolina – http://www.cerra.org/
South Dakota – http://www.doe.sd.gov/oatq/teachingopportunities.aspx
Tennessee – https://www.k-12.state.tn.us/teachingjobs/index.aspx
Texas – http://ritter.tea.state.tx.us/ESC/
Utah – http://www.teachutah.org
Vermont – http://education.vermont.gov/new/html/mainemploy.html
Virginia – http://www.teachvirginia.org
Washington – http://www.k12.wa.us/employment/k12opportunities.aspx
West Virginia – http://wvde.state.wv.us/jobs/
Wisconsin – http://ww2.wisconsin.gov/state/employment/app
Wyoming – http://wsba-wy.org/teach.html
United States Department of Defense Dependent Schools – http://www.dodea.edu/offices/hr/employment/default.htm

Also consider using a nationwide search engine if you're not looking for employment in a specific state, but want to see what is out there. Go to http://www.schoolspring.com/, http://www.EducationAmerica.net or http://www.Teachers-Teachers.com.

For private/independent school teaching positions, go to http://www.capenet.org/teach.html or http://www.nais.org.

In closing, the job search can be intimidating, but you're not alone!! Geneseo Office of Career Development staff is eager to help you achieve your post-graduation goals.

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