

# EDUCATOR'S PORTFOLIO, RESUME, AND JOB INTERVIEW

**Brittany Straw, M.S.**

Career Counselor

**Arkansas State University Career Services**

**Email: [bstraw@astate.edu](mailto:bstraw@astate.edu)**

**Phone: 870-972-3025**

**Twitter: [@astateCareers](https://twitter.com/astateCareers)**

**LinkedIn: [Arkansas State University Career Services](https://www.linkedin.com/company/arkansas-state-university-career-services)**

# Strategies for Success



- Marketing yourself through Portfolio Development
- Teacher Resumes
- Professional References
- Building and using your professional network to find jobs
- Mastering the Education Interview

# MARKETING YOURSELF THROUGH PORTFOLIO DEVELOPMENT



- The Details set you apart

# Guiding Questions for Portfolio Development

- What is a portfolio?
  - ▣ A collection of works that illustrate a teacher's strengths and achievements
  
- When to use?
  - ▣ When you are talking to anyone who could hire you
  
- Updates?
  - ▣ Regularly as your experience and professional accomplishments change (each year)

# Educator Portfolio Contents

- Table of Contents
- Resume
- Philosophy of Education
- Recommendation letters
- Praxis scores
- Unofficial transcript
  - (After graduation replace with Official)
- Praxis scores
  - ( After graduation replace with Teaching certificate)
- Sample lesson/unit plan
- Pictures of yourself with students in activities
- Field experience evaluations

# Other possible Portfolio Contents

- Copy of Internship evaluation
- Honors and Awards (certificates)
- Behavior Management Plan
- Case study of a pupil
- Writing Sample
- Notes from Parents



# Portfolio Tips

- Be selective – carefully choose what you include
- Use a 3-ring binder with cover pocket
- Use sheet protectors
- Use originals and 1<sup>st</sup> generation copies
- Develop an attractive cover page
- Use tab dividers to organize the contents
- **May want to create on CD for distribution (PowerPoint)**
- Some districts require the portfolio be submitted with an application – make photo-copies (1<sup>st</sup> generation)

# EDUCATOR'S RESUMES





# Types of resumes-choose the one that is right for you

- Chronological - A chronological resume starts by listing your work history, with the most recent position listed first. Your jobs are listed in reverse chronological order with your current, or most recent job, first. Employers typically prefer this type of resume because it's easy to see what jobs you have held and when you have worked at them.

# Types of resumes-choose the one that is right for you

- Functional Resume - A functional resume focuses on your skills and experience, rather than on your chronological work history. It is used most often by people who are changing careers or who have gaps in their employment history.

# Types of resumes-choose the one that is right for you

- **Combination Resume** - A combination resume lists your skills and experience first. Your employment history is listed next. With this type of resume you can highlight the skills you have that are relevant to the job you are applying for, and also provide the chronological work history that employers prefer.

# Educator Resumes

(Chronological)

- 3 Parts (Who, What, How)
- Address your ability to perform as a teacher - showing the reader you are a “GOOD CANDIDATE.”
- Shows Certifications (each state), Endorsements, & Grades and Subjects you can teach
- Emphasizes teaching experiences

# Biographical Section

- Name (Centered)
- Address(s)
- Phone(s)
- E-Mail
- Web page address (URL)



# Samples:



## Tammy Teacher

P.O. Box 555 State University, AR 72467 – Phone: 870-555-5555

Email: [tteacher@smail.astate.edu](mailto:tteacher@smail.astate.edu) -Website: [www.teacher.edu](http://www.teacher.edu)

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## Tammy Teacher

P.O. Box 555 State University, AR 72467

Phone: 870-555-5555

Email: [tteacher@smail.astate.edu](mailto:tteacher@smail.astate.edu)

Website: [www.teacher.edu](http://www.teacher.edu)

# Objective

- Keep it simple
  - One sentence
  - Indicate the job(s) & grades you want
  - Willing to accept extra curricular assignments?
  - Willing to relocate?
- Example:
- ▣ I am seeking a teaching position Grades Pre K-4 I am willing to relocate and would enjoy extracurricular assignments- sponsorships.
  - ▣ Or:
  - ▣ Seeking a teaching position in Secondary Mathematics. Willing to accept extracurricular assignments.

# Education

- Most recent Degree first
- Date acquired
- Institution & Location
- Major
- Minor (only if relevant)
- Certification(s)
  - ▣ State
  - ▣ Subject(s)
  - ▣ Grade(s)





# Sample:

Arkansas State University

Jonesboro, AR

Bachelor of Science in Education

May 2011

Certification: AR Pre K-4

# Experience(s)



I FACILITATE THINKING

*I engage minds*

I LISTEN TO QUESTIONS

I encourage risk

I support struggle

*I cultivate dreams*

I LEARN EVERY DAY

I TEACH



- Job title
- Employer
- Place (City, State)
- Dates employed
  - (month year to month year)
- Be mindful of tense
- Statements should conveying your educator specific experiences

# Sample:

Field II Experience      Carlisle Elementary, Carlisle AR (Fall 2010)

- Observed and assisted classroom teachers in the Third and First grades for a period of three weeks each.
- Created and taught a minimum of two formal and two informal lessons in each placement.
- Introduced to and allowed to apply ELLA instructional methods during First grade placement.
- Allowed to teach handwriting and handle all morning classroom duties

# Sample Experiences

- Teacher
- Substitute Teacher
- Class room Aide
- Clinical Internship
- Tutor
- Field I and/or Field II Experience
- Observation(s)
- Counselor (camp counselor also)
- Assistantships
- Religious instruction
- Any Training (you provided – not received)
- Include non-teaching experiences
- Limit to most recent and relevant
- Probably include in list format only (no narrative explanation)

**I'M SO MUCH MORE THAN JUST A...**

# **TEACHER**

**I am a counselor and psychologist to a problem-filled child,**

**I am a police officer that controls a child gone wild.**

**I am a travel agent scheduling our trips for the year,**

**I am a confidante that wipes a crying child's tear.**

**I am a banker collecting money for a ton of different things,**

**I am a librarian showing adventures that a storybook brings.**

**I am a custodian that has to clean certain little messes,**

**I am a psychic that learns to know all that everybody only guesses.**

**I am a photographer keeping pictures of a child's yearly growth,**

**When mother and father are gone for the day, I become both.**

**I am a doctor that detects when a child is feeling sick,**

**I am a politician that must know the laws and recognize a trick.**

**I am a party planner for holidays to celebrate with all,**

**I am a decorator of a room, filling every wall.**

**I am a news reporter updating on our nation's current events,**

**I am a detective solving small mysteries and ending all suspense.**

**I am a clown and comedian that makes the children laugh,**

**I am a dietitian assuring they have lunch or from mine I give them half.**

**When we seem to stray from values, I become a preacher,**

**But I'm proud to have to be these people because ...**

**I'm proud to say, "I am a teacher."**

**~by Stacy Bonino**

# Activities & Honors

- Include all that are relevant!
- Limit High School activities to only those items that are directly related to education or show leadership or organizational management skills
- Sources of activities & service:
  - ▣ university, community/civic, volunteer, religious, Greek

# Resume Considerations

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- ❑ 1-2 pages (now – more later)
- ❑ Use good quality paper (24 pound)
- ❑ Check spelling & grammar
- ❑ No personal data (age, gender, marital status)
- ❑ Don't staple
- ❑ Use a Printer with full ink
- ❑ No 'wild' colors or graphics (off white, beige)
- ❑ The portfolio is the place for creativity and graphics - not the resume

# References

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- Last line of resume:
  - ▣ References available upon request
- Develop a Reference Page in a separate document from your resume.
  - ▣ Always ask permission before including someone as a reference



# Professional Reference Letters

- Should be able to speak about your ability to perform as a teacher
- Should be typed on institutional letterhead
- Good choices include:
  - ▣ Principal (from internship site)
  - ▣ Supervising Teacher (from internship site)
  - ▣ University Supervisor
  - ▣ University Advisor
- Always ask for two (one to store)
- Do not use friends, family, neighbors, religious leaders, politicians

# Building and using your professional network to find jobs

- Who to utilize:
  - ▣ University Faculty
  - ▣ Teacher contacts
  - ▣ Administrator contacts
  - ▣ Career Services Staff
  - ▣ Friends
- How to build the contacts:
  - ▣ Clinical Internship
  - ▣ Observations
  - ▣ Socially (during breaks)
  - ▣ Business/official meetings



**KEEP CALM  
& PRETEND  
THIS IS ON THE  
LESSON  
PLAN**

# School District Applications



- Print or type
- **Completely, answer all questions** (do not state “refer to resume”)
- Some require cursive written narrative samples
- Many require references completed on their standard forms
- Some districts will not consider you for employment if you do not fully complete the application process

# School District Applications



- Ask the district what you must do to fully apply.
- Many require college transcripts or certificates
- A few may have picture attachment areas (usually noted as optional)
- Turn in all attachment materials with the application together (at the same time)
- Always attach a resume

# Have a plan and stick with it

- You can improve your chances of employment by...
  1. Prepare early
  2. Build a good portfolio
  3. Develop a good strategy related to your job search location and districts
  4. Execute a well prepared job search
  5. Keep a **job search journal**
  6. Use your network
  7. Use ASTATE Career Services

# MASTERING THE EDUCATION INTERVIEW



# Types of Interviews

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- Telephone (most difficult and most fair)
- Individual (one to one)
- Committee (one candidate to multiple recruiters)
- Multiple Schedule (more than one interview in a day)

# Parts of an Interview

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Relax, think of the interview process as four parts:

1. Greeting/Introduction
2. Recruiter Questioning Period
3. Candidate Questioning Period
4. Closure



# Get into your “interviewing Character”



- When you walk out of your house to go to an interview
- Behave yourself in a professional manner the moment you leave the house and especially when you arrive in the town or city you are interviewing...you are being watched.
- Don't blow your interview before you even meet the recruiter

# Interview Tips :

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- Dress appropriately (like a candidate, not like a teacher).
  - ▣ Suit should be fresh, neat, clean, and without wrinkles.
  - ▣ Shoes should be clean and polished.
  - ▣ Jewelry should be minimal and modest.
- Groom appropriately
  - ▣ Hair, teeth, nails, and hands.

# Interview Tips :

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- Do your homework (research the district)
- Prepare (be ready to answer the questions)
- Interact
  - ▣ Sit up (good posture)
  - ▣ Make eye contact
  - ▣ Answer questions thoroughly yet concisely
  - ▣ Ask some of your own questions
- Get sample interview questions on the career center website

# Appropriate Interview Attire



# Traditional Education Interview Questions

- ❑ What is your philosophy of education?
- ❑ Why do you want to teach?
- ❑ Why do you want to work in our district?
- ❑ Describe your student teaching experience(s).
- ❑ What are the rules of your classroom? How are they established and conveyed?
- ❑ How would you assist students who perform below grade level?
- ❑ How would you use technology in the classroom?
- ❑ How would you handle a student who constantly acts up in your class?
- ❑ It is the first day of class, you are writing something on the board and a paper wad hits you in the back, what would you do? Later the same day, if all the students drop their pencils, what do you do?
- ❑ What are you currently or just finished reading?

# Behavioral Interviews

- Focus on real-life incidents by using open-ended questions
- Recruiters frame questions in ways to ask for specific action and the results of your actions
- Follow-up questions:
  - ▣ Give me an example?
  - ▣ What did you do?
  - ▣ What was your role?
  - ▣ What was the result?

# Behavioral Interview Questions

- Describe a time when you dealt with a student disrupting the class.
- Describe your experience working with a diverse student body.
- What strategies have you used to get parents more involved in their student's education?
- Describe an emergency situation you unexpectedly encountered and how you responded?
- What was your biggest problem in student teaching?
  - ▣ How did you resolve it?
- Are you patient? Give an example.

# Tip: use The S.O.A.R. Model to answer these types of questions

- Situation
- Obstacle
- Action
- Result





# Appropriate Questions Candidates could ask in Education Interviews

- Tell me about your student body?
- Describe the parent and community support of this school.
- Does your school use aides or parent volunteers? How?
- To what extent do teachers work collaboratively to solve problems and respond to the needs of students?
- How are teachers assigned extracurricular activities?
- What technology and resources will be available to me in the classroom?

# When Is the interview over?

- When the recruiter stands up thanks you for your interview and shakes your hand.
- This is the time to quickly thank the recruiter for the interview, re-state your interest in the position,
- Ask about when you might hear something about their hiring decision.
- Be very brief

# Questions About Education Interviews?



# Utilize a Job Search Journal

- Identify potential districts on your geographical map
- Create a page for each district
  - ▣ Include names, addresses, phone numbers, contact dates, activity logs, follow-up dates, a record of what you did and sent.
- Control your job search by managing your information well in this journal

# Career Fairs :

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## **Education Career Fair**

**April 2, 2014**

**10 AM - 2:00 PM**

**Student Union Centennial Hall**

## **Career Week**

**March 17-21**

# Registering with ASU Career Management Center

<http://www2.azstate.edu/careers/>

Utilize the Career Connect Login dropdown menu to register for an account or login to your existing account.

For assistance with this please call us at:

870-972-3025.

(see handout for instructions)

# Teacher Resources

Go to this URL for a complete list of teacher resources:

<http://www2.astate.edu/a/student-affairs/careers/Students/resourcecenter/>

Scroll down the page to the section labeled: “Teachers”

Here is a sample of the content in this section of the page:

[Academic Employment Network](#)

[Arkansas Dept. of Education Jobs](#)

[Arkansas Education Directory](#)

[Arkansas.gov](#)

[Education America](#)

[Education World](#)

[K12Jobs.com](#)

[Kansas Teaching Jobs](#)

[Kentucky Teaching Positions](#)

[Minority Careers in Education](#)

[Recruiting New Teachers - National Teacher](#)

[Recruitment Clearinghouse](#)

[Regional Education Applicant Placement](#)

[Program](#)

[School Spring Jobs for Educators](#)

[TeachArkansas](#)

[National Center for Educational Statistics -](#)

[\(Directory of all schools in the nation\)](#)

[American School Directory](#)

[Peterson's Private School Listings](#)

[Arkansas Certification Information](#)

[Areas for Licensure in Arkansas](#)

[Non-traditional Licensure in Arkansas](#)

[Tennessee Certification Information](#)

[Missouri Certification Information](#)

[Certification Requirements by State](#)

# Question Session – this is your time to ask anything...







**KEEP  
CALM  
AND  
TEACH  
ON**

## **Thanks for your attention**

Brittany Straw, M.S.  
Career Counselor  
Arkansas State University Career Services  
[bstraw@astate.edu](mailto:bstraw@astate.edu)  
870-972-3025

Follow us on Twitter: [@astateCareers](https://twitter.com/astateCareers)

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<https://www.facebook.com/pages/Astate-Career-Services>