



Teacher Job Search Timeline

Boston College Career Center
38 Commonwealth Ave. - 617-552-3644
<http://careercenter.bc.edu>



Take advantage of the services and resources available to you through the Boston College Career Center:

- Pick up a free copy of the *AAEE Job Search Guide for Educators (Practicum Office or Career Center)*.**
- Make an appointment with a Career Center advisor.
- Get your resume and cover letters critiqued.
- Attend teacher job search workshops and career fairs.

Key web pages

- <http://www.bc.edu/offices/careers/resourcesfor/soeresources.html> - Teaching in Public Schools – all links
- <http://www.bc.edu/offices/careers/resourcesfor/soeresources/search.html> - Job Search Strategies (& links)
- <http://www.bc.edu/offices/careers/events/soe.html> - Events for Lynch School Students
- <http://www.bc.edu/offices/careers/careers/careerfields/edprivate.html> - Teaching in Private Schools

September - January

Set goals, conduct research – begin defining career goals by determining the types, sizes, and geographic locations of possible school districts in which you would like to teach.

- Consider applying to schools in the broadest geographic area possible.
- Use the directories at the Career Center and on the web to develop a list of possible districts and schools.
 - *QED State School Guides - New England; AAEE Directory of Public School Systems*
 - The Department of Education website in your target state(s).
- Research school districts to which you want to apply. Visit district and school web sites.
- Consider teacher placement agencies if interested in teaching in private schools. Verify that the employer assumes all costs for the service.

Create your job search documents – resume, cover letters, portfolio, recommendations, statement of teaching philosophy.

- Attend a Teacher Resume and Cover Letter Workshop.
- Study the cover letter resume guides and resumes on the Career Center web site.
- Collect items for your portfolio, and think about which items you would use in an interview to demonstrate a point about your teaching.
- Identify references and ask them to prepare letters of recommendation. (If you are student teaching spring semester you may have to wait until then.)

Licensure and testing - Determine testing and licensure requirements for the state you wish to teach in. Be aware of and prepare for any licensing tests you may have to take for your certification.

- Massachusetts tests (MTELs) information and practice tests at <http://www.mtel.nesinc.com>

Network – to learn about good districts or schools; to learn best strategies; to make connections.

- 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.
- Use the BC Alumni Career Network to speak with alumni teachers and administrators.

February - March

Begin applying for positions.

NOTE that many districts will not post most positions until after the district budget has been set, often in late April or May.

- Look online for job openings – Boston.com, individual district websites, and other sites.
- By snail mail or online (depending on the district's requirements) send completed applications, resumes, cover letters, references, and any required additional information directly to the school or through a Web service such as SchoolSpring.
- Send information packets including 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 (*research* the district and school online).

Attend workshops and job fairs

- Attend the panel discussion of local schools' directors of personnel and gather advice on the job search (date TBA, usually held in February).
- Attend job fairs sponsored by:
 - o NEAEE – Brookline, 3/12/08; Worcester, 3/27/08; Springfield, 3/23/08
 - o MERC – 4/23/08 – 125 districts from Massachusetts and around the country
 - o Others listed at <http://www.bc.edu/offices/careers/events/soe.html>

Interview preparation

- Attend a Teacher Interview Workshop.
- Read interview articles and sample questions in the *AAEE Job Search Guide for Educators*.
- Schedule a practice interview at the Career Center.
- Always* send thank you notes after an interview.

April - May

Continue to ...

- Monitor job vacancy listings available through the Career Center, newspapers, and various websites.
- Maintain communication with your network of contacts and follow up with school systems of interest.
- Follow-up on any steps needed for licensure. Attend one of the licensure meetings run by the Lynch School.

June – August

- Continue all the steps of job searching.

Job offers

- Begin evaluating job offers. Evaluate each one 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 these can come up at any time throughout the year.
- Consider looking for positions as a teaching assistant or substitute teacher to gain experience.