

Connecting You to

Teaching a Lifetime of Learning



Welcome to the Center for Career

Management and the beginning of your job search. Our goal is to assist you through the job search process by providing you with a variety of services and programs that will assist you in reaching your career goals.

Whether your goal is to work in Ohio or out-of-state, the Center can assist you. Below is just a brief list of services and programs that you can take advantage of:

- One-on-One appointments with trained professional staff on career management issues including resumes and application letter development, resume critiques, interviewing skills, job search strategies, assessing job offers and salaries, portfolio development, alternative careers, etc.
- Career Resource Library that houses a directory of Ohio and out-of-state educational institutions, education employer literature, applications for employment, hundreds of career management and job search books, handouts, and job listings in Ohio and out-of-state for teaching and education administration candidates.
- On-Campus Interviewing which features a variety of institutions for teaching and non-teaching opportunities.
- NOTED Expo (Northeast Ohio Teacher Education Day)
Date: Tuesday, March 30, 2010
Time: 8:00 a.m. to 5:00 p.m.
Location: **John S. Knight Center, Akron, OH**
- Upload your resume and access on-line job postings from schools districts in Ohio via our ZIProfessional database (ZIPro)
- Resume referrals to prospective employers seeking full-time and substitute/part-time education and non education related positions via our ZIProfessional database
- School Administrator's Point of View, NOTED Expo, and NOTED Expo and Job Search Preparation Seminar that will allow you to learn what employers are looking for in candidates as well as prepare for the job search.

Activities to Include in Your Job Search

School Administrator' s Point of View

Wednesday, February 10, 2010

5:30 p.m. - 7:30 p.m., Simmons Hall 111 Auditorium

Employer representatives from both public and private school districts will be sharing their knowledge on a variety of topics pertinent to the job search and the NOTED Expo, including Resume Writing/Application Letters, Interviewing, Portfolio Development, Networking, and more. The Job Search Handbook for Educators will also be available at the session. Attendees will have an opportunity to network with employers through a Q & A discussion and informal networking. Business casual attire recommended, as well as questions about your job search, and copies of your resume on resume paper!

Special Late Night One-on-One Appointments

Tuesday, March 9, 2010

Wednesday, March 10, 2010

Thursday, March 11, 2010

4:00p.m. - 6:00p.m, Simmons Hall 301

During these appointments you will have the opportunity to discuss your job search plan, have your resume/cover letter reviewed, and set-up your ZIProfessional account.

Note: appointments are also available throughout the semester during the day and on Wednesday evenings

NOTED Expo and Job Search Preparation Workshop

Monday, March 8, 2010

4:00 p.m. - 6:00 p.m.

Simmons Hall 301 (CCM Training Room)

Join our professional staff and other candidates from the College of Education as we dig deeper into job search strategies, interviewing, the NOTED Expo and our ZIProfessional on-line database.

NOTED Expo (Northeast Ohio Teacher Education Day)

Tuesday, March 30, 2010

8:00 a.m. - 5:00 p.m.

John S. Knight Center, Akron, OH

NOTED is a great opportunity for you to meet and interview with a vast array of school districts who are recruiting candidates in all areas of concentration interested in working in school districts. The Expo is broken into two parts. First, the "Meet and Greet" session is a time that you will be able to network with employers, pass out resumes, pick up business cards, and interviews during the event. These face-to-face interviews are formal, sit-down sessions with employers and will last 20 minutes per interview.

The above programs require you to register, in advance, by contacting the Center for Career Management at 330-972-7747. All students planning to attend NOTED must have their resume critiqued prior to the event and must have an entrance ticket. Tickets will be distributed in Spring 2010 prior to the event.

The Educated Resume & Cover Letter Packet

Do you know what superintendents and principals are looking for when they hire new teachers? Each year at Akron's "School Administrator's Point of View" panel program and the NOTED Career Expo, administrators in attendance tell us what they most want to see on a teaching candidate's resume. The following list is from the people with the "power to hire." How will *you* convey in your resume and cover letter that you have experience with these key teaching skills, knowledge, and abilities?

- List concentration area or minor
- List ALL certification/licensure areas; bold and place near top
- Goal statements
- Creativity, flexibility, and willingness to learn
- Application of knowledge
- Proficiency Testing
- Authentic assessment
- Specific accomplishments
- Instructional techniques
- Knowledge of teaching area(s)
- Distance learning/education
- Learning outcomes
- Extracurricular experience
- Volunteer time/Community Involvement
- *Anything* related to technology, including computer training, web development, technology in the classroom, software and hardware
- Multiple intelligences

- Student-centered approach
- Conflict management skills
- High energy
- Familiarity with block scheduling
- Constructivist/constructivism
- Coaching
- Classroom management techniques
- Skills in co-teaching
- Cultural diversity experiences, including multicultural emphasis on curriculum delivery
- Leadership and team achievement
- Cooperative learning strategies
- Cognitive parental involvement
- Experience with inclusion
- Differentiated instruction/modify curriculum
- Cross-curricular teaching
- All experiences working with children
- List GPA's over 3.0 and any honors (e.g. Dean's List) received

More Resume and Cover Letter Tips

- When surveyed, the vast majority of our administrators report that they prefer resumes and cover letters to be ONE page.
- Ideas should be succinct and clearly articulated.
- Print resume and cover letter on high quality paper; buy matching envelopes. You can use your resume paper and envelopes for your thank you letters, too.
- See the attached resume and cover letter examples to get you started.

Ed U. Cator

1234 Spirit Lane
Akron, Ohio 44111

(330) 555-5555

educator@hotmail.com

OBJECTIVE To help high school students develop the language and reading skills they will use throughout their lifetime as an English/Language Arts teacher

EDUCATION **Bachelor of Science, Secondary Education** **May 2009**
The University of Akron, Akron, Ohio
Concentration: English/Language Arts
Licensure: Secondary Education with an emphasis in English and Language Arts
GPA: 3.45/4.00 (overall); Praxis II score: 187

HONORS Golden Key National Honor Society, Secretary; Paul E. Martin Scholar; Band Director's Award; Dean's List (six times); Mortar Board; Omicron Delta Kappa, Vice President.

ACTIVITIES Akron Council of Education Students; Homecoming Committee; Habitat for Humanity; Brush-up-Akron.

TEACHING EXPERIENCE

Student Teacher, Harris High School, Akron, Ohio 3/09 – 5/09

- Created an integrated unit on Depression-era fiction.
- Published a parent/caretaker newspaper and participated in parent-teacher conferences.
- Implemented a variety of instructional strategies to include cooperative and active learning.
- Coordinated an after school improvisational theatre program.

Student Teacher, Robinson High School, Akron, Ohio 1/09 – 3/09

- Utilized motivational teaching strategies to empower at-risk students.
- Designed a thematic unit on Roman Gods.
- Conducted a service learning project on conversation and oral history with elderly.
- Incorporated educational technology into developmentally appropriate lessons.

Field Experience Student, Manchester High School, Manchester, Ohio 8/08 – 12/08

- Created an interactive bulletin board on self-esteem.
- Assisted teacher with language activities and reading remediation.
- Facilitated drug prevention lessons directed by building counselor.

RELATED EXPERIENCE

Orientation Leader New Student Orientation, University of Akron, Akron, Ohio Summers 2005-2007

- Assisted a diverse population of students with scheduling and registration.
- Conducted presentations on academic and social adjustment.
- Addressed parental concerns related to campus safety and financial issues.

COMPUTER SKILLS

- Microsoft Office Suite, Internet, Electronic Gradebooks; use both Apple and IBM systems

REFERENCES Available upon request.

Performance-Based Licensure

Educators: Whether you are a graduate through a “certification” or “licensure” educational program, the following are competencies stressed by ODE as primary and essential to the performance of new teachers. **Use the areas described below as a prompt and a guide to analyze your skills and describe your teaching abilities to potential employers.**

The following is taken directly from Administrative Code 3301-24-02

“In order to complete the Entry Year Program as described in Rule 3301-24-04 of this chapter, a beginning teacher must be able to demonstrate success in the classroom. Since the most important measurement of a teacher’s success is student success, the evaluator must consider each of the following ten areas in the light of student success...

- **Subject Matter** – The teacher has a thorough understanding and knowledge of subject matter and uses such knowledge to create effective learning experiences for students.
- **Student Learning** – The teacher understands how students learn and develop, and creates opportunities for each student’s academic development.
- **Diversity of Learners** – The teacher understands differences in how students learn and provides instruction to accommodate such diversity.
- **Planning Instruction** – The teacher plans instruction based on knowledge of subject matter, of students, and of curriculum goals and models.
- **Instructional Strategies** – The teacher uses a variety of instructional strategies that encourage each student to develop critical-thinking and problem-solving skills.
- **Learning Environment** – The teacher creates a learning environment that encourages active, engaged learning; positive interaction; and self-motivation for all students.
- **Communication** – The teacher effectively communicates in the classroom by using a variety of communication skills, including verbal and nonverbal techniques, technology, and media.
- **Assessment** – The teacher effectively uses formal and informal assessment strategies to evaluate student progress.
- **Professional Development** – The teacher analyzes past experiences and pursues professional development opportunities to improve future performance.
- **Student Support** – The teacher works with parents/family members, school colleagues, and community members to support student learning and development.”

Job Search Timeline for Educators

August/September 2009

- Define career goals by determining the types, sizes, and geographical locations of school systems to inquire about
- Start drafting your resume—make sure to include your student teaching placement locations and duties
- Schedule appointments** with the Center for Career Management staff for resume & cover letter critiques
- Obtain information from CCM regarding ZIPProfessional database to find job openings, employer contacts, etc.*

October 2009

- W, Oct 14** - School Administrator's Point of View - Simmons Hall 111 (Auditorium) 5:30PM-7:30PM; **RSVP REQUIRED**; check in begins at 4:45...bring student ID
- It's October—have you had your resume critiqued through CCM and expressed interest for NOTED yet?*
- Begin reviewing school websites and identifying a list of school systems in which you are interested
- Start networking and conduct information interviews
- Begin to identify your references
- Join local/national professional organizations

November 2009

- DECEMBER GRADS: you have one month to register with the CCM and set up your ZIPProfessional account**
- T, W, TH, Nov 17, 18, 19 4:00-7:00 PM EXTENDED EVENING HOURS**; call for an appointment for resume critiques & ZIPPro demonstrations (*Bring a copy of your resume*) - *Appointments also available throughout the semester during the day and Wednesday evenings.*
- Start completing full time & substitute teaching applications

December 2009

- Don't wait until 2010! Make sure to have your resume critiqued and express interest in attending NOTED*
- Compile or update your portfolio
- Pay close attention to dates for upcoming CCM events and NOTED registration and entrance ticket
- If relocating out of state, request from CCM reciprocal services to Career Centers at colleges/universities. Also contact State Departments of Education for other info.
- F, Dec 11 - LAST DAY OF FALL CLASSES— Have you registered in ZIPPro? Complete before the end of December!**
- M, Dec 14 2:00-4:00PM, NOTED Expo Prep and Comprehensive Career and Job Search Workshop, SI 301 ... RSVP REQUIRED**
- Upon graduating, **make sure your ZIPProfessional has a current email address**, where you can receive information about the upcoming NOTED Education Expo and other CCM opportunities

January 2010

- Determine testing requirements/Begin submitting completed applications
- Update resume/Research schools of interest
- Review ZIPProfessional to familiarize yourself with its operation and special features
- WATCH FOR EMAILS OUTLINING INFORMATION FOR NOTED EDUCATION EXPO AND ENTRANCE TICKET**

February 2010

- W, February 10, 2010 5:30pm-7:30pm-School Administrator's Point of View, SI 111 (Auditorium)**
- Have you registered in ZIPPro? May grads have FREE accounts until end of June 2010; August grads have FREE accounts until end of September 2010. Alumni registration fee applies if you don't meet these dates!
- Review ZIPProfessional job openings and begin applying
- Monitor ZIPProfessional to see what schools are attending NOTED Expo and submit resumes to matching positions—*watch submission deadlines dates in ZIPPro*
- Begin targeted mailings to selected districts
- Register with state resume referral databases and other educator recruitment websites
- Work on teaching portfolio
- Look for any on-campus interviews through ZIPProfessional and other job postings
- Continue to mail applications to districts and respond to on-line postings through ZIPProfessional and school's websites
- Add information to your portfolio and resume
- Conduct information interviews and continue to network
- Look for on-campus interviews through ZIPProfessional and other job postings

March/April 2010

- March—WATCH FOR EMAILS OUTLINING INFORMATION FOR NOTED EDUCATION EXPO AND ENTRANCE TICKET**
- M, Mar 8; 4:00-6:00PM, NOTED Expo Prep and Comprehensive Career and Job Search Workshop, SI 301 ...RSVP REQUIRED**
- T, W, TH, Mar 9, 10, 11; 4:00-6:00 PM EXTENDED EVENING HOURS**; call for an appointment for resume critiques & ZIPPro demonstrations (*Bring a copy of your resume*) - *Appointments also available throughout the semester during the day and Wednesday evenings.*
- T, March 30 8:00AM - 5:00PM— NOTED (Northeast Ohio Teacher Education Day), 8:00am-4:00pm, John S. Knight Center, Akron, OH (must have met with a CCM staff member and resume critiqued prior to attending; must have entrance ticket)**
- Apr 1 - 3** – Send thank you letters to contacts from NOTED

May/June/July/August 2010

- Follow-up on your applications via phone and email
- Look for other career expos at universities & school districts
- Look for on-campus interviews and on-line job postings through ZIPProfessional
- Revise resume/send thank you's for your interviews
- Evaluate offers and accept position
- Follow up on leads/set up personal visits with administrators
- Consider substitute positions, alternative teaching opportunities, or alternative careers, if necessary
- Contact the CCM and those people associated with your job search when you have accepted a position
- Upon accepting a position, complete the graduation survey found at www.uakron.edu/ccm. Click on Students and then click on Graduating & Employed-Notifying CCM.
- Good luck, Akron Education grads!**



Career To-Do List for Educators

The Center for Career Management (CCM) is pleased to be able to work with you on your job search and career plans! The items below are **PRIORITY** items for you to begin taking the necessary steps towards a successful job search!

☐ **Meet with a CCM staff member and have your resume critiqued and discuss your job search**

Make an appointment with a staff member to critique your resume and register for NOTED (Northeast Ohio Teacher Interview Day). Call for an appointment: we are open Monday, Tuesday, Thursday and Friday from 8:00 a.m. - 5:00 p.m. and Wednesdays from 8:00 a.m. - 7:00 p.m. CCM has also scheduled special evening hours for education candidates on March 9, 10 and 11, 2010 from 4:00 p.m. - 6:00 p.m. Please call today and schedule your one-on-one appointment.

You are also encouraged to obtain a ZIProfessional account so that you may explore and apply to teacher and clinical job opportunities in your field and area of interest throughout your job search. (**NOTE:** May grads have FREE accounts until end of June 2010; August grads have FREE accounts until end of September 2010. Alumni registration fee applies if you don't meet these dates.)

☐ **Update your calendar to include all of the dates and deadlines for the following events:**

1. School Administrator's Point of View: W, February 10, 2010, 5:30p.m.-7:30p.m., Simmons Auditorium
2. NOTED Expo and Job Search Preparation Seminar: M, March 8, 2010, 4:00-6:00pm, Simmons 301
3. NOTED Expo: T, March 30, 2010, 8:00 a.m. – 5:00 p.m., John S. Knight Center, Akron, OH (Don't forget you need to pre-register for this event. Contact the CCM at 330-972-7747 if you have not met with a CCM advisor—resume must be critiqued prior to event and an Entrance Ticket is required to enter)

☐ **Update your job search plan to include the following weekly events:**

1. Log into ZIProfessional weekly (especially from November – August) to explore and apply to job openings, make contact with employers, and attend events relative to your major and career interests.
2. Check the Ohio Department of Education and local school system websites weekly for substitute and full-time teaching positions. A detailed list of job search websites can be found on page 8 of this packet.

Education Website Index

School District Research

- National Assoc. for Independent Schools <http://www.nais.org>
- Ohio Department of Education <http://www.ode.state.oh.us>
- Peterson's Guide (Private High Schools) <http://www.petersons.com>

Certification

- Academic Employment Network <http://www.academply.com/resources.cfm>
- Ohio Department of Education <http://www.ode.state.oh.us/Teaching-Profession/default.asp>
- State Departments of Education http://wdcrobcolp01.ed.gov/Programs/EROD/org_list.cfm?category_cd=SEA

Job Listings

- Academic Employment Network <http://www.academply.com>
- American Assoc. for Employment in Ed <http://www.aaee.org>
- Center for Career Management <http://www.uakron.edu/ccm> (*must be registered in ZIPProfessional)
- Chronicle of Higher Education <http://www.chronicle.com>
- College Recruiter <http://collegerecruiter.com>
- Educational Placement Service <http://www.educatorjobs.com>
- National Association of Independent Schools <http://www.nais.org>
- National Educators Employment Review <http://www.thereview.com>
- National Teacher Recruitment Clearinghouse <http://www.rnt.org>
- NationJob Network <http://www.nationjob.com/education>
- Ohio Department of Education <http://www.ode.state.oh.us/jobs>
- Overseas Digest <http://www.overseasdigest.com>
- Private School Job Listings <http://privateschooljobs.com/jobpage.html>
- Teach for America <http://teachforamerica.org>
- Teacher Jobs <http://teacherjobs.com>
- Teachers-teachers.com <http://teachers-teachers.com>
- The Association of Boarding Schools (TABS) <http://www.schools.com>
- United States Office of Personnel Management <http://www.usajobs.opm.gov/EI26.asp>

Additional Resources

- Education Index <http://www.educationindex.com>
- ERIC-Education Research <http://ericec.org/osep-sp.html>
- Kathy Schrock's Guide for Educators <http://school.discovery.com/schrockguide>
- Teachers Support Network <http://teacherssupportnetwork.com>
- U.S. Chamber of Commerce <http://www.uschamber.com>
- U.S. Department of Education <http://www.ed.gov>

Graduate School

- Education Administration Programs http://www.gradschools.com/programs/education_administration.html
- General Graduate School Information <http://www.gradschools.com>
- Kaplan <http://www.kaplan.com>
- Peterson's Guide <http://petersons.com>
- School of Education Admission <http://admissionsuccess.endlex.com/Types/education.htm>
- The University of Akron <http://www.uakron.edu/gradsch/>