

THE UNIVERSITY OF GEORGIA



A GUIDE TO: CAREERS IN TEACHING

CAREER CENTER
2011-2012



College of Education
Georgia COE



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Get CONNECTED

Meet your CAREER CONSULTANT- Bethany Bagley

- **Make an individual appointment by calling 706-542-3375**
- **Appointments can cover:**
 - Resumes
 - Cover Letters
 - Mock Interviews
 - The Job Search
 - Personal Statements
 - Major/Career Advice
 - Internships
 - Grad School
 - Networking
- **Visit Satellite hours- NO appointment is necessary**
 - Tuesdays-Aderhold 124N 3:00pm-5:00pm
 - OR
 - Thursdays-Joe Frank Harris Dining Commons 1st floor 1:00pm-3:00pm
- **Participate in the Job Search CERTIFICATE Program for Teachers**

Making the Grade in YOUR Job Search: A Teacher's Guide to Career Success

Wednesday, Sept. 7th 4:00pm-4:45pm, Aderhold G5

The Job Search: How to Set Yourself Apart

Wednesday, Sept. 28th 4:00pm-4:45pm, Aderhold G5

How to Create a Winning Resume

Wednesday, Oct. 12th 4:00pm-4:45pm, Aderhold G5

School District Correspondence: Making the Most of Your Networking Opportunities

Wednesday, Nov. 2nd 4:00pm-4:45pm, Aderhold G5

Interviewing 101: Tips & Strategies for Landing that Job

Visit the CAREER CENTER- Clark Howell Hall 2nd Floor

- **Walk-In Hours 12-2pm everyday**
- ❖ **Visit the Career Center website- www.career.uga.edu**



The JOB SEARCH

HOW WILL YOU SET YOURSELF APART?

1. Know what administrators are **LOOKING** for in an applicant

- Knowledge about the school district and school
- Professionalism (speech and dress)
- Content knowledge/Educational Preparation
- Enthusiasm and passion for teaching
- Positive attitude, team player
- Willingness to participate in extracurricular activities
- ❖ **RESEARCH!** Check out the school district's website and know the district inside-and-out.

2. Clean up your image and start **NETWORKING**

- Is your email and voicemail appropriate?
- Clean up social networking pages.
- Make professional social networks.
- Google yourself and see what you can do to improve the results.
 - Populate your LinkedIn profile.
 - Consider buying the main URL that uses your name (MyName.com).
- Target **5** school districts to not let your initiative go to waste.
- Don't forget to let everyone know that you are looking for a job!

3. Complete application materials and **APPLY**

- Have your resume and cover letter critiqued.
- Gather references and create an interview portfolio.
- Check out State-wide Bulletins.
 - Georgia Department of Education: <http://www.doe.k12.ga.us/>
 - Register onto TeachGeorgia: <http://www.teachgeorgia.org>
- Career Fairs
 - Teacher Recruitment Fair
 - School district fairs
- Unadvertised Listings
 - Go directly to the school district's website.



Job Search Advice from School Districts

- “Be prepared; research school districts you are interested in prior to attending job fairs and/or interviews; bring letters of recommendation with copies of resumes; volunteer to work in local schools to expand your experiences and knowledge base; bring copies of work samples/portfolio for potential employers to review.”
- “Be proactive ... we start the recruiting/screening process in November for the next school year.”
- “If the teacher is not successful in securing a full-time position, I suggest that he or she substitute teach and/or pursue an advanced degree until the job market for teacher candidates improves.”
- “Make sure that all components of your online application have been submitted in a timely manner - supervisory references (2), official transcript, certification documentation and Gallup completion. Follow up with HR to make sure that all of your paperwork has been received, check website frequently and apply to postings of interest.”
- “Take a proactive approach to the job search; adapt your resume to suit the job that you're applying to and network, network. Don't sit back and wait for a telephone call - take it upon yourself to contact HR to check your status and the current hiring situation. Make yourself stand out from others by getting all required paperwork submitted. Without references, you could potentially be overlooked.”
- “Make yourself as marketable as possible. Consider adding to your certification areas. Be willing to work with extracurricular activities.”





School Districts Speak Out!

Each “**School Districts Speak Out!**” section within this handbook is comprised of school districts that attended the 2011 Teacher/Administration Recruitment Day and were asked to complete the “Advice for Teachers” survey for graduating teacher candidates.

Here is a portion of the advice they have to offer:

Does your school district prefer Bachelor-level (no experience) candidates over Master-level (no experience) candidates?

- Most agree, “We are looking for the BEST TEACHER possible regardless of degree.”

What is the best way to follow up with a principal after a candidate has applied with the school district?

- Phone Call (22%)
- Email (44%)
- Other (33%): Letter/thank you card, mailing or faxing application materials

Is it appropriate to show up at the school unannounced to hand in application materials?

- 33% said Yes
- 67% said No

Should a student keep high school education and/or experience on his/her resume?

- 87.5% said Yes
- 12.5% said No

What are the top 5 qualities you look for in a teacher candidate?

- Knowledge about the school district and school
- Professionalism (speech and dress)
- Content knowledge/educational preparedness
- Enthusiasm and passion for teaching
- Positive attitude, team player

Should a student attend the Teacher/Administration Recruitment Day?

- YES (100%)
- “It gives the student the opportunity to receive information about different districts in which they may eventually seek employment.”
- “Make all the contacts you can.”
- “Recruitment days are always a good idea ...it is an opportunity to meet recruiters/school districts and when looking for a specific area we always return to our resumes from career fairs.”
- “There is nothing better than a face to face interview and taking advantage of making a lasting impression. You might hit it off with the interviewer and when a position opens up, they remember the ones they liked during the short time they visited with you. I have hired 4 -5 people from the UGA Teacher Job Fair and most of them were after the day, but I remembered how much I enjoyed talking to them during the short visit to the table. Nothing like face to face time.”

Do school districts hire from the pool of candidates who attend the fair?

- 67% said YES

How can a candidate make him or herself stand out in a fair that has over 500 candidates in attendance?

- “Bright, articulate, confident, pleasant”
- “By dressing to impress and by speaking articulately and intelligently”
- “Candidates who can tell you a little about who they are and what they want and speak very confidently generally stand out. Also, candidates who have researched your county and those who “follow up” with completing an application or emailing are more memorable.”
- “Come prepared and be themselves. Tell those school/systems specifically why you would like to work in THEIR respective school/system and what gifts they will bring to us.”



Reference/Recommendation Guidelines

Asking for Recommendations:

- WHO DO I ASK?
 - Someone connected to YOUR DESIRE to teach!
 - Supervising Teachers and/or Faculty members.
 - Ideally, he/she should have known you for at least a year.
- HOW DO I ASK?
 - Always **ask** permission (email or phone is acceptable) and give them the opportunity to say no- You'd rather not have their recommendation at all than to have a **negative** recommendation.
 - Send them your resume and/or let them know about your interests in teaching
 - Give them something to write about!
- They said YES, now **FOLLOW UP!**
 - Keep your references in the know about the jobs in which you are applying.

FORMAT

- On Separate page
- Same personal information heading as on resume
- 3-5 References
- Name and Title
- School/Company
- Address, Phone Number, Email
- Relationship to you (optional)



Resume Guidelines

FORMATTING TIPS

- ❖ Education resumes can be 2 pages in length.
- ❖ Never use resume templates or any pre-formatted resume programs.
- ❖ Use bullets throughout the resume to describe your experiences.
- ❖ Use **bold** and **bold/italic** to make titles and organization names stand out.
- ❖ Placing margins at .5 on all sides may help in avoiding too much white space.
- ❖ Be **CONSISTENT** with formatting.
- ❖ Have someone **double** and **triple** check your resume for grammatical errors.

PERSONAL INFORMATION

- This heading should include name, present and/or permanent address, email address, and phone number.
- Make sure your email and voicemail message are appropriate.

OBJECTIVE

- This heading is optional.
- If used, it should clearly indicate the position and school district in which you are applying.

EDUCATION & CERTIFICATION

- This should be at the **TOP** of your resume unless you've been out of school more than 5 years.
- This section can include Study Abroad and/or high school information.
- Include your Certification for Teaching as a sub-section under Education, or as its own heading, if you prefer (T-4 Certification for Bachelor level, T-5 Certification for Master level- Include **CONTENT** areas).

EXPERIENCE

- List experience in reverse chronological order (most recent to oldest).
- Use **BULLETS** and **ACTION VERBS** to describe your job duties for that experience.
- Organize experiences into categories such as Teaching Experience, Relevant Experience, and Additional Experience.

ADDITIONAL CATEGORIES

- Professional Memberships/Associations
- Extracurricular Activities/Volunteer Work
- Campus & Community Involvement
- Honors and Awards
- Skills (Computer skills, teacher-specific software programs, CPR certification, etc.)

School Districts Speak Out!

How can a candidate make him or herself stand out in their resume?

- "...when applying for a specific job, tailor the resume to that position. That means researching the position and emphasizing your attributes that make you the perfect candidate."
- "High GPA, special endorsements (math, gifted, etc.)."
- "include volunteer opportunities in a school environment; make sure the information is free of errors, well-organized, and professional"
- "Keep it neat, concise and orderly with dates and location of student teaching and work history."
- "On a resume, I look for their educational preparation, degrees and certification first in an attempt to make a match. Once you have this basic information, I like to see what else they can bring to the table as in extracurricular activities, fine arts, or class moderator positions. We have 100 teachers on staff, but everyone has to do something else to be hired and it's nice to see that on the resume."
- "Put "highlights" of their experience teaching/student teaching."

Middy School

100 Bulldog Lane, Athens, GA 30605 • mschool@uga.edu • (770) 555-0011

OBJECTIVE

To obtain a Social Studies Middle School teaching position in Gwinnett County to foster the growth and success of students by attending to their multiple academic, social, and emotional needs.

Club/Activity Sponsorships: Cheerleading, Softball, Newspaper, and Beta Club

EDUCATION

The University of Georgia

Bachelor of Science in Education, Middle School Education

Major GPA: 3.75/4.00; Overall GPA: 3.5/4.0

Presidential Scholar, Dean's List, HOPE Scholarship Recipient, Teacher HOPE Promise recipient

Athens, GA

May 2012

Dacula High School

Diploma

Dacula, GA

May 2008

CERTIFICATION

T-4 Certification, Middle Grades Social Studies and Science

May 2012

TEACHING EXPERIENCE

Student Teaching

Jefferson Middle School

January 2012-April 2012

Jefferson, GA

- Instructed 100 8th graders in Georgia Studies, including gifted, honors, and students with special needs
- Created a unit plan based on the Georgia Performance Standards to teach the Gilded Age
- Catered instruction to individual needs using critical thinking journal entries for the verbal-linguistic student, group work for the interpersonal student, and acting out history for the bodily-kinesthetic student
- Utilized Microsoft PowerPoint via SMARTboard, web videos, and primary documents during instruction
- Communicated students' strengths and areas of improvement to parents during parent-teacher meetings
- Participated in community-led Student-Faculty Cheerleading team and Step team

Practicum

Jefferson Middle School

September 2011-December 2011

Jefferson, GA

- Developed and implemented classroom activities for three 8th grade Georgia Studies classes
- Designed a differentiated unit plan based on Georgia Performance Standards to instruct students on the events that led to the Civil War
- Employed classroom management techniques using modification through positive reinforcement and enforcing classroom rules

Practicum

Oglethorpe County Middle School

September-December 2010

Lexington, GA

- Produced lesson plans and co-taught 6th grade Science classes on the subjects of plate tectonics and other physical processes, fossils, and natural resource conservation
- Aided teacher in Science instruction and classroom management
- Cooperated with fellow student teacher to plan and implement hands-on learning activities

Student Teacher, Careers in Education Program

September 2007- May 2008

Dacula High School and Alcova Elementary
Dacula, GA

- Observed and instructed a 5th grade class four days a week
- Educated students about gravity and pronouns based on the Gwinnett County Performance Standards
- Provided excellent organizational skills, graded papers, and created bulletin boards

RELATED EXPERIENCE

Volunteer, Pinewoods Library and Learning Center

September 2009-April 2010

Pinewoods Library
Athens, GA

- Tutored Latino students in Science, Reading, Language Arts, Math, Social Studies, and basic computer skills

Volunteer, Athens Tutorial Program

September-December 2009

Alps Road Elementary
Athens, GA

- Facilitated the taking of tests and quizzes to students with reading disabilities
- Guided students in daily class work

Advisor, Teen Advisory Board

April 2007- April 2009

Gwinnett County Children Shelter
Buford, GA

- Advocated for shelter residents and organized fundraisers amounting to more than \$600
- Developed and led events for teenage female residents to build self esteem

LEADERSHIP EXPERIENCE

Vice President of Planning to Achieve Collegiate Excellence

August 2010-present

The National Society of Collegiate Scholars
Athens, GA

- Organized a field trip to The University of Georgia for 150 8th grade students from Anita White Carson Middle School in the spring of 2009 and 2010
- Collaborated with Junior Achievement of Georgia to train volunteers and bring a hands-on economics based curriculum to the 8th grade students of Morgan County Middle School

Resident Assistant

June 2010-May 2011

The Department of University Housing, The University of Georgia
Athens, GA

- Managed a floor of 36 undergraduate students
- Confronted and resolved issues on diversity, racism, alcohol/drug abuse, and academic performance
- Designed and implemented over 20 educational, social, and cultural events
- Assessed academic needs of undergraduate residents and implemented programs such as successful study habits, book clubs, and organizing esteemed faculty guest speakers to fulfill such needs

PROFESSIONAL MEMBERSHIPS & CAMPUS INVOLVEMENT

- Georgia Association of Educators January 2010-present
- Georgia Middle School Association January 2010-present
- Kappa Delta Epsilon August 2009-present
- Relay for Life The University of Georgia, May 2009-present
- The National Society of Collegiate Scholar Member The University of Georgia, August 2008-present



POWER VERBS

TEACHING

Accept	Conduct	Evaluate	Inquire	Reinforce
Adapt	Consider	Excite	Instill	Rephrase
Advise	Cooperate	Explain	Instruct	Research
Analyze	Coordinate	Explore	Interact	Reward
Apply	Correct	Facilitate	Integrate	Simplify
Appraise	Critique	Focus	Investigate	Solicit
Appreciate	Define	Generate	Listen	Speculate
Assess	Demonstrate	Guide	Model	State
Assign	Designate	Head	Modify	Stimulate
Attend	Develop	Hypothesize	Motivate	Structure
Categorize	Direct	Identify	Observe	Synthesize
Challenge	Discipline	Implement	Organize	Systematize
Choose	Educate	Incorporate	Persuade	Teach
Clarify	Elaborate	Indicate	Ponder	Thank
Coach	Elicit	Individualize	Postulate	Theorize
Command	Emphasize	Infer	Praise	Train
Communicate	Enable	Inform	Provoke	Tutor
Compliment	Encourage	Initiate	Question	

HELPING

Adapt	Collaborate	Enlist	Orient	Represent
Advocate	Contribute	Ensure	Predict	Resolve
Aid	Cooperate	Evaluate	Prescribe	Serve
Answer	Counsel	Expedite	Protect	Simplify
Anticipate	Deliver	Facilitate	Prevent	Supply
Arrange	Demonstrate	Familiarize	Provide	Support
Assess	Diagnose	Foster	Reconcile	Volunteer
Assist	Educate	Handle	Rectify	
Clarify	Enable	Moderate	Refer	
Coach	Encourage	Observe	Rehabilitate	

COMMUNICATION

Address	Convince	Follow-up	Motivate	Refer
Advertise	Correspond	Formulate	Negotiate	Reinforce
Arbitrate	Define	Incorporate	Network	Report
Arrange	Describe	Influence	Observe	Resolve
Ascertain	Develop	Inform	Outline	Respond
Author	Direct	Interact	Participate	Solicit
Brief	Document	Interpret	Persuade	Specify
Collaborate	Draft	Interview	Present	Speak
Communicate	Edit	Involve	Promote	Stipulate
Compose	Educate	Lecture	Publicize	Suggest
Confront	Elicit	Market	Publish	Summarize
Consult	Enlist	Mediate	Question	Synthesize
Contact	Explain	Meet	Reconcile	Translate
Convey	Express	Moderate	Recruit	Write

RESULTS

Achieve	Complete	Excel	Lower costs	Resolve
Accelerate	Contribute	Expand	Maximize	Restore
Accomplish	Decrease	Extend	Measure	Selected as
Add	Double	Improve	Obtain	Solicit
Advance	Eliminate	Increase	Pioneer	Stabilize
Attain	Enlarge	Initiate	Prove	Standardize
Augment	Establish	Introduce	Reduce	Succeed
Award	Exceed	Launch	Re-establish	Validate

LEADERSHIP/MANAGEMENT

Accomplish	Contract	Establish	Maintain	Recommend
Administer	Coordinate	Evaluate	Merge	Recruit
Account for	Decide	Execute	Motivate	Regulate
Adjust	Decrease	Formulate	Orchestrate	Reorganize
Analyze	Delegate	Generate	Order	Replace
Appoint	Design	Handle	Organize	Review
Approve	Determine	Head	Overhaul	Revitalize
Assign	Develop	Hire	Oversee	Reward
Assume	Devote	Implement	Plan	Save
Attain	Direct	Improve	Perfect	Set goals
Chair	Dispatch	Incorporate	Preserve	Schedule
Choose	Dispense	Increase	Preside	Streamline
Conceptualize	Eliminate	Initiate	Prioritize	Strengthen
Conduct	Employ	Institute	Produce	Supervise
Contract	Emphasize	Lead	Propose	Terminate
Consolidate	Enforce	Leverage	Protect	Unify
Consult	Enhance	Manage	Realize	

CREATIVE

Act	Demonstrate	Explore	Market	Redesign
Adapt	Design	Fashion	Model	Rehearse
Advertise	Develop	Forge	Modernize	Remodel
Begin	Direct	Formulate	Modify	Renovate
Broaden	Discover	Found	Originate	Replace
Combine	Display	Illustrate	Perform	Revise
Compose	Draft	Imagine	Photograph	Revitalize
Conceive	Dramatize	Improvise	Pilot	Shape
Condense	Draw	Initiate	Pioneer	Sketch
Conceptualize	Entertain	Institute	Plan	Spearhead
Conduct	Establish	Integrate	Present	Transform
Create	Execute	Introduce	Produce	
Customize	Exhibit	Invent	Recommend	

ORGANIZATIONAL

Approve	Distribute	Log	Reorganize	Streamline
Arrange	Enlist	Maintain	Respond	Substitute
Categorize	Execute	Monitor	Retrieve	Standardize
Classify	Expedite	Obtain	Revamp	Systematize
Code	Extract	Operate	Review	Tabulate
Collaborate	Generate	Organize	Revise	Target
Collect	Identify	Prepare	Schedule	Update
Compile	Implement	Prioritize	Screen	Validate
Conserve	Incorporate	Process	Set up	
Consolidate	Inspect	Purchase	Shape	
Correct	Integrate	Record	Specialize	
Diagram	Join	Reshape	Specify	

TECHNICAL

Activate	Construct	Display	Overhaul	Service
Adapt	Contrive	Engineer	Participate	Solve
Apply	Convert	Exhibit	Program	Streamline
Appraise	Coordinate	Fabricate	Reconfigure	Supply
Assemble	Create	Formulate	Rehabilitate	Survey
Begin	Define	Fortify	Remodel	Train
Build	Deliver	Implement	Repair	Troubleshoot
Calculate	Design	Install	Rectify	
Compute	Detect	Integrate	Regulate	
Configure	Determine	Maintain	Resolve	
Conserve	Develop	Navigate	Retrieve	
Consolidate	Devise	Operate	Screen	



Letter of Application

First impressions **START** here.....

What Impression are you leaving behind?

What is a Letter of Application?

A letter of application is a primary tool for **marketing** your skills, abilities, and experiences to employers. It usually accompanies your resume and provides more details regarding your experience as they relate to the job to which you are applying.

When do I use a Letter of Application?

Use this letter **any time** you are sending a school district your resume. Your content will vary based on the purpose of the letter. It may be for networking purposes, inquiring about a job posting, or expressing interest in working for that school. Here are some specific rules that you should always follow.

School Districts Speak Out!

How can a candidate make him or herself stand out in their cover letter?

- “As with the resume address the specific school/system and the position. Show that you have been interested enough to do some checking. This means more than just saying you've heard some wonderful things about our school/system.”
- “Be sure the letter is personalized, not a form letter; focus on what you can bring to the school/system; discuss future educational plans; exhibit confidence and highlight why you want to work in the school/system.”
- “By submitting a letter that is free of errors and one that also demonstrates the applicant's passion for education.”
- “I like cover letters that are straight forward. "I am seeking a position in XXX field, I have this certification and/or background and expertise and list what else they can bring to the school." Those are the ones that catch my eye.”
- “Keep cover letter brief and friendly; why candidate choose teaching; what candidate is currently doing, years of experience. This is the selling piece and is an opportunity for the candidate to sell themselves to the hiring manager.”
- “Outline only the **great** experience.”



Letter of Application

LETTER OF APPLICATION FORMATTING

Your Street Address
City, State, Zip

Month, Day, Year

Mr./Ms./Dr. Name

Title

Name of Company/Organization

Company's Street Address

City, State, Zip

Dear Mr./Ms./Dr.:

Paragraph 1: The opening paragraph introduces you to the employer. Tell them the position you are applying for, how you learned about the position (networking opportunity), and why you are the best candidate for the job, based on the qualifications mentioned in the job listing. List your degree, major and graduation date. Also, mention your certification and any clubs and/or sports you would like to sponsor/coach.

Paragraph 2 (and 3): The middle paragraph(s) establishes why you are the strongest candidate for this position through discussion of your skills and experiences. Include examples of when you have used three to five of your strongest qualifications, explaining how those experiences relate to the needs of the school. Also, mention any specialized training you have received and also why you are interested in this specific school district.

Paragraph 3: Restate your interest in the specific teaching position at their school district. Point out your contact information if they choose to contact you. Let them know how you intend to follow up and that you look forward to hearing from them in the near future.

Sincerely,

(your handwritten signature)

Your Name typed



Principal Correspondence

Letter of Application to the Principal

When do I send a letter of application to the principal?

After sending your application materials to the school district, send a brief introduction of yourself, as well as your attached resume, to the principal of the school in which you are interested in teaching.

Principal Correspondence Example

Your present Address }
City, State Zip Code }
Phone Number }
Date }



If emailed, your contact information should follow your name at the end of the note.

MS. Julie Bond
Title
School
Street Address
City, State Zip Code

Ms. Bond,

I am writing to make you aware of my interest in teaching at (School Name) next year. I have already sent my application materials to the school district main office. (Optional-you may wish to give 3-5 reasons why you feel qualified to be considered.) A copy of my personal resume is enclosed for your review. Should a position become available at (School Name) I would greatly appreciate your consideration.

Sincerely,

(handwritten signature if necessary)

Name

Enclosure



Thank You Note

Thank you notes

Thank-you notes are essential part of maintaining strong relationships. Always send them within 24-48 hours of the meeting/interview. As far as it being handwritten or typed, there is no consensus as to what is right or wrong. You should do whatever you are most comfortable with. If you do use a handwritten note, make sure that it is simple and professional and that your handwriting is neat and legible.

Thank You Note Example

March 15, 2011

Mr. Prince Able
Cobb County School District
1234 Kennesaw West Road
Kennesaw, GA 30008

Dear Mr. Able,

Thank you for taking the time to discuss the Science teacher position in the Cobb County School district with me. After meeting with you and learning more about the school district's goals and expectations, I am further convinced that my background and skills coincide well with the position.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision, while maintaining control of their classroom.

I look forward to hearing from you concerning your decision. Again, thank you for your time and consideration.

Sincerely,

John Teach

STATE SALARY SCHEDULE

GEORGIA ANNUAL/MONTHLY SALARY SCHEDULE
FOR 10 MONTHS EMPLOYMENT

BASE EQUALS \$33,424.00
SCHOOL YEAR 2011 - 2012

LEVEL OF CERTIFICATION

Years of Creditable Service	Salary Step	T-1	T-2	PROV BT-4	PROF T-4	PROV BT-5	PROF T-5	PROV BT-6	PROF T-6	PROV BT-7	PROF T-7
		\$31,586.00 94.50% OF T - 4	\$32,505.00 97.25% OF T - 4	\$31,586.00 94.50% OF T - 4	\$33,424.00 100.00% N/A	\$35,597.00 106.50% OF T - 4	\$38,438.00 115.00% OF T - 4	\$40,936.00 106.50% OF T - 5	\$43,435.00 113.00% OF T - 5	\$46,258.00 106.50% OF T - 6	\$48,213.00 111.00% OF T - 6
0,1,2	E	\$31,586.00 \$2,632.17	\$32,505.00 \$2,708.75	\$31,586.00 \$2,632.17	\$33,424.00 \$2,785.33	\$35,597.00 \$2,966.42	\$38,438.00 \$3,203.17	\$40,936.00 \$3,411.33	\$43,435.00 \$3,619.58	\$46,258.00 \$3,854.83	\$48,213.00 \$4,017.75
3	1	\$32,534.00 \$2,711.17	\$33,480.00 \$2,790.00	\$31,586.00 \$2,632.17	\$34,427.00 \$2,868.92	\$36,665.00 \$3,055.42	\$39,591.00 \$3,299.25	\$42,164.00 \$3,513.67	\$44,738.00 \$3,728.17	\$47,646.00 \$3,970.50	\$49,659.00 \$4,138.25
4	2	\$33,510.00 \$2,792.50	\$34,484.00 \$2,873.67	\$31,586.00 \$2,632.17	\$35,460.00 \$2,955.00	\$37,765.00 \$3,147.08	\$40,779.00 \$3,398.25	\$43,429.00 \$3,619.08	\$46,080.00 \$3,840.00	\$49,075.00 \$4,089.58	\$51,149.00 \$4,262.42
5	3	\$34,515.00 \$2,876.25	\$35,519.00 \$2,959.92	\$31,586.00 \$2,632.17	\$36,524.00 \$3,043.67	\$38,898.00 \$3,241.50	\$42,002.00 \$3,500.17	\$44,732.00 \$3,727.67	\$47,462.00 \$3,955.17	\$50,547.00 \$4,212.25	\$52,683.00 \$4,390.25
6	4	\$35,550.00 \$2,962.50	\$36,585.00 \$3,048.75	\$31,586.00 \$2,632.17	\$37,985.00 \$3,165.42	\$40,454.00 \$3,371.17	\$43,682.00 \$3,640.17	\$46,521.00 \$3,876.75	\$49,360.00 \$4,113.33	\$52,569.00 \$4,380.75	\$54,790.00 \$4,565.83
7	5	\$36,617.00 \$3,051.42	\$37,683.00 \$3,140.25	\$31,586.00 \$2,632.17	\$39,125.00 \$3,260.42	\$41,668.00 \$3,472.33	\$44,992.00 \$3,749.33	\$47,917.00 \$3,993.08	\$50,841.00 \$4,236.75	\$54,146.00 \$4,512.17	\$56,434.00 \$4,702.83
8	6	\$37,716.00 \$3,143.00	\$38,813.00 \$3,234.42	\$31,586.00 \$2,632.17	\$40,886.00 \$3,407.17	\$43,543.00 \$3,628.58	\$47,017.00 \$3,918.08	\$50,073.00 \$4,172.75	\$53,129.00 \$4,427.42	\$56,583.00 \$4,715.25	\$58,974.00 \$4,914.50
9,10	7	\$38,847.00 \$3,237.25	\$39,977.00 \$3,331.42	\$31,586.00 \$2,632.17	\$42,113.00 \$3,509.42	\$44,849.00 \$3,737.42	\$48,428.00 \$4,035.67	\$51,575.00 \$4,297.92	\$54,723.00 \$4,560.25	\$58,280.00 \$4,856.67	\$60,743.00 \$5,061.92
11,12	L1	\$40,012.00 \$3,334.33	\$41,176.00 \$3,431.33	\$31,586.00 \$2,632.17	\$43,376.00 \$3,614.67	\$46,194.00 \$3,849.50	\$49,881.00 \$4,156.75	\$53,122.00 \$4,426.83	\$56,365.00 \$4,697.08	\$60,028.00 \$5,002.33	\$62,565.00 \$5,213.75
13,14	L2	\$41,212.00 \$3,434.33	\$42,411.00 \$3,534.25	\$31,586.00 \$2,632.17	\$44,677.00 \$3,723.08	\$47,580.00 \$3,965.00	\$51,377.00 \$4,281.42	\$54,716.00 \$4,559.67	\$58,056.00 \$4,838.00	\$61,829.00 \$5,152.42	\$64,442.00 \$5,370.17
15,16	L3	\$42,448.00 \$3,537.33	\$43,683.00 \$3,640.25	\$31,586.00 \$2,632.17	\$46,017.00 \$3,834.75	\$49,007.00 \$4,083.92	\$52,918.00 \$4,409.83	\$56,357.00 \$4,696.42	\$59,798.00 \$4,983.17	\$63,684.00 \$5,307.00	\$66,375.00 \$5,531.25
17,18	L4	\$43,721.00 \$3,643.42	\$44,993.00 \$3,749.42	\$31,586.00 \$2,632.17	\$47,398.00 \$3,949.83	\$50,477.00 \$4,206.42	\$54,506.00 \$4,542.17	\$58,048.00 \$4,837.33	\$61,592.00 \$5,132.67	\$65,595.00 \$5,466.25	\$68,366.00 \$5,697.17
19,20	L5	\$45,033.00 \$3,752.75	\$46,343.00 \$3,861.92	\$31,586.00 \$2,632.17	\$48,820.00 \$4,068.33	\$51,991.00 \$4,332.58	\$56,141.00 \$4,678.42	\$59,789.00 \$4,982.42	\$63,440.00 \$5,286.67	\$67,563.00 \$5,630.25	\$70,417.00 \$5,868.08
21+	L6	\$46,384.00 \$3,865.33	\$47,733.00 \$3,977.75	\$31,586.00 \$2,632.17	\$50,285.00 \$4,190.42	\$53,551.00 \$4,462.58	\$57,825.00 \$4,818.75	\$61,583.00 \$5,131.92	\$65,343.00 \$5,445.25	\$69,590.00 \$5,799.17	\$72,530.00 \$6,044.17



Teacher/Administration Recruitment Fair

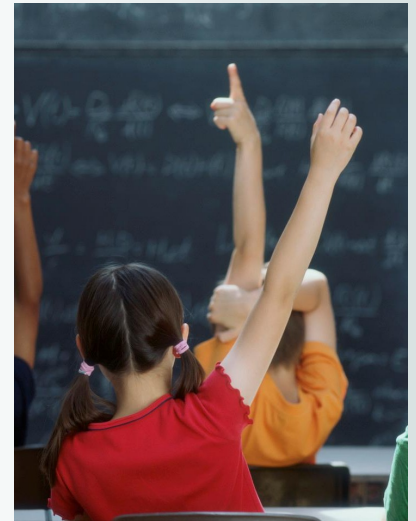
Wednesday, February 22, 2012

Tate Student Center Grand Hall, 5th Floor

10am–1pm

Meet representatives from K-12 schools and related organizations from all over Georgia and across the country!

For more information, visit
www.career.uga.edu,
and click on the Career Fairs & Events link



Why should YOU attend?

“There is nothing better than a face to face interview and taking advantage of making a lasting impression. You might hit it off with the interviewer and when a position opens up, they remember the ones they liked during the short time they visited with you. I have hired 4 -5 people from the UGA Teacher Job Fair and most of them were after the day, but I remembered how much I enjoyed talking to them during the short visit to the table. Nothing like face to face time.”

- Principal, St. Pius X Catholic High School

“Recruitment days are always a good idea ...it is an opportunity to meet recruiters/school districts and when looking for a specific area we always return to our resumes from career fairs.”

- Assistant Director of HR, Columbia County School District

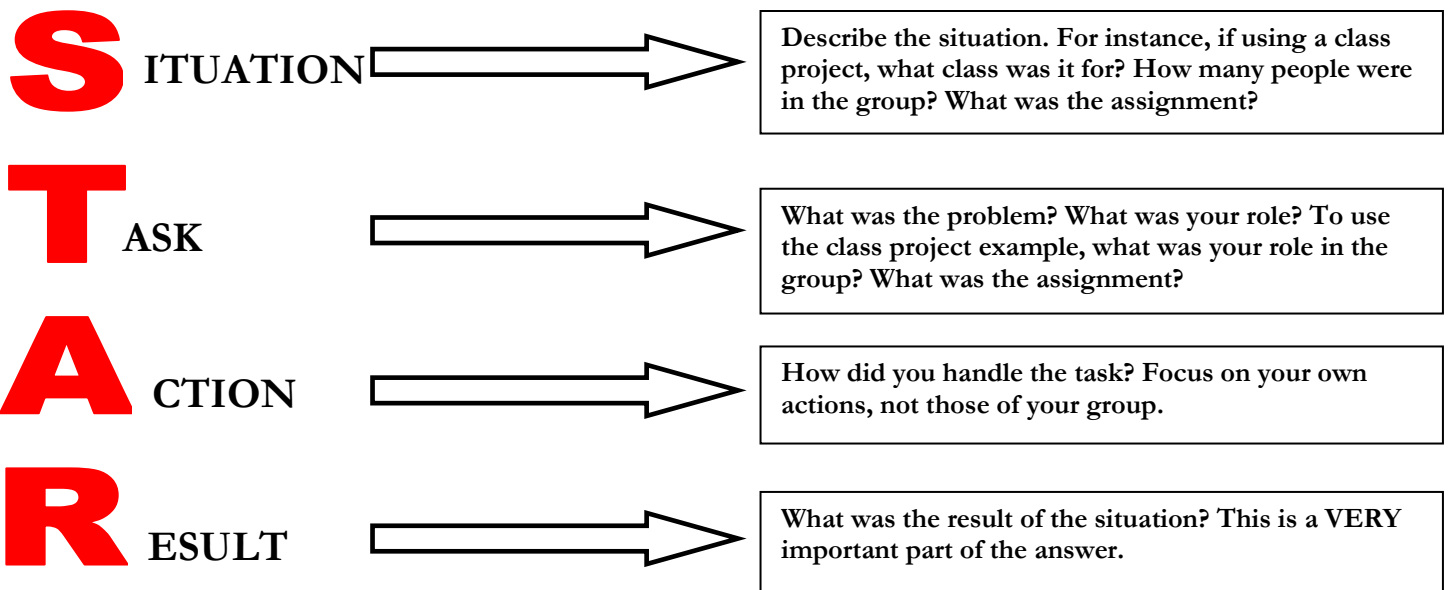
INTERVIEWING TIPS

❖ Do YOUR Homework:

- Know Yourself
- Know the School District
- Know the FIT

❖ Utilize the STAR Technique.

The STAR technique is used when answering behavioral questions during an interview. The key is to prove your skills and abilities using previous experiences. The school administrator is hoping to predict your future behavior in their school through situation-based question. These questions typically start with “Tell me about a time when...”.



TOP 10 TIPS

- o Research the company, the position, and the industry.
- o Arrive 10-15 minutes early!
- o Dress for success.
- o Bring extra copies of your resume and references.
- o Have a firm handshake and display confidence.
- o Use body language to show interest.
- o Listen!
- o Ask about the next steps in the interview process.
- o Thank the interviewer(s) and follow up with a Thank You note.
- o Have questions prepared ahead of time and written in your portfolio.



INTERVIEW QUESTIONS- General

1. Tell me about yourself.
2. What are your greatest strengths/weaknesses?
3. Why did you decide to go to The University of Georgia?
4. What other colleges/universities did you apply to? Accepted?
5. You chose your major for what reasons? (Name 3)
6. Do your grades properly reflect your academic capabilities? If no, why not?
7. Now that you have graduated, is there anything you would have changed about your college years?
8. Tell me about a time you successfully led a group or team.
9. Tell me about a time when you went above and beyond the call of duty.
10. Name a stressful situation in your life and how you handled it.
11. Tell me about a tough decision you made. What steps, thought processes, and considerations did you take to make that decision?
12. Define success.
13. How have you worked to be the successful person you are today?
14. What motivates you?
15. How do you handle disappointment?
16. Do you plan to further your education?
17. If all goes as planned, what will you be doing in 3 years? 7 years?
18. What 3 adjectives best describe you?

School Districts Speak Out!

What is the biggest no-no in an interview?

- “apathy, lack of flexibility”
- “Not being professional in every way - dress, manner, presentation, knowledge.”
- “Not dressing appropriately, looking around for others in the room while an interviewer is talking to them, and having a sloppy copy of their resume. You are looking for the small things knowing that if they take care of the small things, they will take care of the larger issues they will face on the job.”
- “Poor dress or language skills”
- “To show up late and/or unprepared”



INTERVIEW QUESTIONS- For Teachers

- Why do you want to teach?
- What can you contribute to our school?
- Why do you think you will be a successful teacher?
- What are the qualities of an excellent teacher? Which of these qualities do you have?
- Describe your student teaching experience. What was your biggest problem? How did you resolve it?
- Describe your ideal classroom.
- What do you believe your role and obligations to be toward other faculty?
- What techniques do you use in developing rapport with students?
- What procedures work best for you in maintaining discipline?
- How would you describe a successful Principal?
- How do you handle curricular content in classes with many levels of ability?
- How would you individualize instruction in your classroom?
- Describe the role of the teacher in the learning process.
- What do you consider to be an ideal learning environment?
- How do you feel about team teaching?
- Why did you choose your particular area of preparation?
- What is the role of the school system in today's society?
- What grade level do you feel most competent teaching? Why?
- What out-of-school experiences have you had working with children?
- What would you do if....? (hypothetical situations in the classroom)

Questions YOU Should Ask

- Description of school district as per staff size, enrollment, etc.
- Professional growth requirements in the district, i.e., continuing education hours.
- Explain the Student Support Team process. How are student-referrals handled?
- How will I be evaluated?
- How are parental contacts handled?
- How active is the P.T.O.? What does P.T.O. spend money on? How do teachers handle needs from P.T.O.? Does P.T.O. have a major project each year?
- What extra duties are expected of teachers (i.e., bus duty, car duty, lunch duty, etc.)? What is the rotation for these duties?
- Are there any new “programs” (school-wide or grade-level) that are new or unique to the school? How long have they been in place? Are any being looked at as future possibilities?
- When will a decision be reached, and will I be notified?



Potential Portfolio Topics

❖ Why should I use a portfolio?

A portfolio offers a very tangible perspective into your skills and abilities. A great way to get attention during an interview is by using an online portfolio program or using a hardcopy of your work to demonstrate your UNIQUE qualities and experience!

❖ It can consist of:

- Table of Contents
- Resume
- Philosophy of Education
- Pictures
- Unit plans
- Lesson plans
- Student Work
- Worksheets
- Sample Tests
- Leadership
- Memberships/Conferences
- Presentations
- Awards
- Certifications
- References

❖ When do I use a portfolio?

Bring a hard copy to your interview

AND/OR

Provide online slides through **Linked in** <http://www.linkedin.com>



Certification and Alternative Certification

TRADITIONAL ROUTES TO CERTIFICATION

1. College/Educator Preparation Programs

A. Earn Degree and Certificate

Earn degree in a state-approved college program for the degree and certificate field you desire. Appropriate GACE content assessment must be completed prior to receiving a certificate.

B. Earn Certificate Only (No New Degree)

You must have a minimum of a bachelor's degree. Enroll and fulfill requirements in a state-approved college program for certificate only (commonly called a post-bac program). Appropriate GACE content assessment must be complete prior to receiving a certificate.

2. Interstate Mobility (Reciprocity)

Hold an out-of-state professional certificate or have completed a state-approved educator program (with recommendation form) from another state. Specific Georgia requirements to be completed will be determined based on individual experience and credentials. Recent out-of-state experience may exempt some requirements.

ALTERNATIVE ROUTES TO CERTIFICATION

1. Georgia Teacher Alternative Preparation Program (TAPP)

For individuals, usually "career switchers," who hold a PSC-accepted college degree but did not complete teacher education requirements. Eligible candidates are accepted into TAPP with employment at a participating school. Complete a two-year internship/induction period and Special GA Requirements. Application for certificate must come from employing school system.

2. Non-Renewable, Certificate-Based Options

Candidate with a current job offer may, at the discretion of the employing school system, obtain a Non-Renewable certificate. Additional requirements (coursework, assessments) will be identified on the certificate and must be completed within the validity date of the certificate.

3. Non-Renewable, Test-Based Options

Candidates holding a PSC-accepted college degree with appropriate GPA and a current job offer may, at the request of the employing school system, obtain a Non-Renewable certificate. Additional requirements (course work, pedagogy, assessments) will be identified on the certificate and must be completed within the validity date of the certificate.

4. Teach for America

Teach for America corps members without undergraduate teaching degrees are eligible to obtain state-issued teaching certificates, licenses, or permits through alternative teacher certification routes, which enable school districts to hire them. For more information, you can visit:

<http://www.teachforamerica.org/corps/certification.htm>.

❖ Any additional Certification Questions should be addressed through Georgia's Professional Standards Commission- <http://www.gapsc.com/>

OR

❖ Contact **Kate Character** at the College of Education's Student Services