

## Job Search Timeline for Teacher Candidates

### September:

- ✓ Orient yourself to your student teaching positions. Fully invest in the work; there is no second chance to give a good first impression. You are creating your professional reputation in addition to developing and refining your teaching and management skills. Keep in mind that your cooperating teacher will be an important reference as you begin to look for full-time jobs, so do not hesitate to demonstrate extra effort in serving your students, your staff team, and the school.
- ✓ Set teaching goals for yourself and develop strategies on how to meet them. Reflect on a regular basis on progress made and how your experience has shaped your thoughts on teaching. Begin to develop and document your philosophy of teaching. Your philosophy will likely evolve over the course of your student teaching but it's best to start thinking about this early.
- ✓ Start familiarizing yourself with the web resources for teachers
- ✓ **Pick up a copy of the 2012 AAEE Job Search Handbook for Educators from GSAS Career Services**

### October:

- ✓ **Prepare a resume if you are interested in independent school positions. Contact Career Services for help drafting your resume or to have it critiqued.**
- ✓ Independent School placement agencies will begin searching for candidates at this time.
- ✓ Start documenting and setting aside concrete examples of your accomplishments from your student teaching. These will be key to developing a hiring portfolio for your job search.

### November:

- ✓ **Think through and plan your job search process and meet with Sue Levine ([smlevine@brandeis.edu](mailto:smlevine@brandeis.edu)) to strengthen your resume writing and job search techniques.**
- ✓ Learn about the Interfolio credential filing system and approach your cooperating teacher about providing a letter of reference for you.

### December:

- ✓ Class-work, student teaching, exams and MTEL preparation will keep you busy next semester.
- ✓ Begin making decisions and brainstorming as to where you want to work and what is needed to make it happen.
- ✓ Research your options and prioritize your preferences based on educational philosophy/mission, school type (public, private, charter), environment (urban, rural, suburban) and region.
- ✓ Make the most of your winter break. Assess your accomplishments during your fall student teaching and revisit your goals, making any necessary adjustments for your spring student teaching.
- ✓ **Update your resume and draft a cover letter for teaching positions that can be critiqued by a Career Services advisor when you return to campus.**

### January:

- ✓ **If you have not done so, contact a Career Services.** Continue to research school systems and application procedures.
- ✓ If you participated in fall recruiting for independent schools, you may be contacted for interviews.

### February:

- ✓ **Complete resume preparation for public school applications. School systems will begin accepting applications for fall teaching positions.**

### March:

- ✓ Spring break may be a good time to travel to your target destinations. You may wish to arrange meetings with administrators and teachers after mailing your resume if you are doing a long-distance job search. Writing to, speaking or meeting with recruiters, administrators and teachers in a district that interests you, won't hurt.
- ✓ Some districts will have job fairs in the spring; gather information about areas of interest to you.

### April and May:

- ✓ **Attend MERC, The Massachusetts Educational Recruiting Consortium, job fair.**
- ✓ Watch for school district open houses. Follow up regarding the status of your applications to school districts of your choice.

### June – August:

- Remember that many schools are still seeking teachers throughout the summer!