

Applying for a Teaching Job




Taking an action approach

Job Hunting

- Be pro-active – don't sit around waiting.
- Network – sponsor teacher, principal, other student teachers.
- Newspaper, web sites
- District HR postings – on site & on web.
- If you 've got connections, use them – with permission.
- Keep working at it – finding a job is the first job – do it well.

Job Hunting

■ makeafuture.ca



Make a Future
CAREERS IN BC EDUCATION

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FIND A JOB


Careers in Education Overview

Whether you're looking for a fresh start, exploring career options, or planning for a career in education, here is where you start. BC's public education sector employs a wide range of professions.

In this section, you can find detailed job descriptions, information about the training, qualifications, and certifications required for these careers, and details about the generous benefits and compensation packages you can expect as an employee. Explore a career in BC Education today!



CAREERS



WHY WORK IN BC'S EDUCATION

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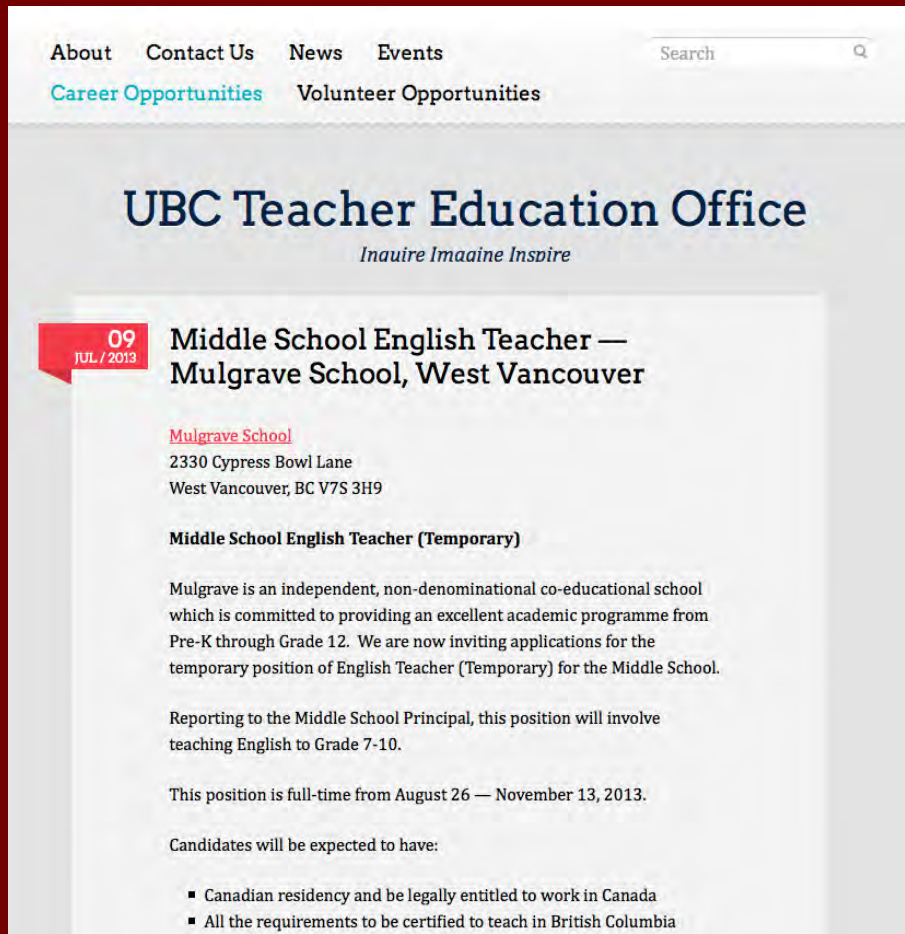
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Job Hunting

■ UBC Career postings – blog and bulletin board



The screenshot shows the UBC Teacher Education Office website. The header includes navigation links: About, Contact Us, News, Events, Career Opportunities, and Volunteer Opportunities. A search bar is also present. The main heading is "UBC Teacher Education Office" with the tagline "Inquire Imagine Inspire". A red banner indicates the date "09 JUL / 2013". The job posting is for a "Middle School English Teacher — Mulgrave School, West Vancouver". It includes the school's address: "2330 Cypress Bowl Lane, West Vancouver, BC V7S 3H9". The position is titled "Middle School English Teacher (Temporary)". The description states: "Mulgrave is an independent, non-denominational co-educational school which is committed to providing an excellent academic programme from Pre-K through Grade 12. We are now inviting applications for the temporary position of English Teacher (Temporary) for the Middle School." It further details: "Reporting to the Middle School Principal, this position will involve teaching English to Grade 7-10." and "This position is full-time from August 26 — November 13, 2013." Candidates are expected to have: Canadian residency and be legally entitled to work in Canada, and All the requirements to be certified to teach in British Columbia.

About Contact Us News Events
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Search

UBC Teacher Education Office

Inquire Imagine Inspire

09 JUL / 2013

Middle School English Teacher — Mulgrave School, West Vancouver

Mulgrave School
2330 Cypress Bowl Lane
West Vancouver, BC V7S 3H9

Middle School English Teacher (Temporary)

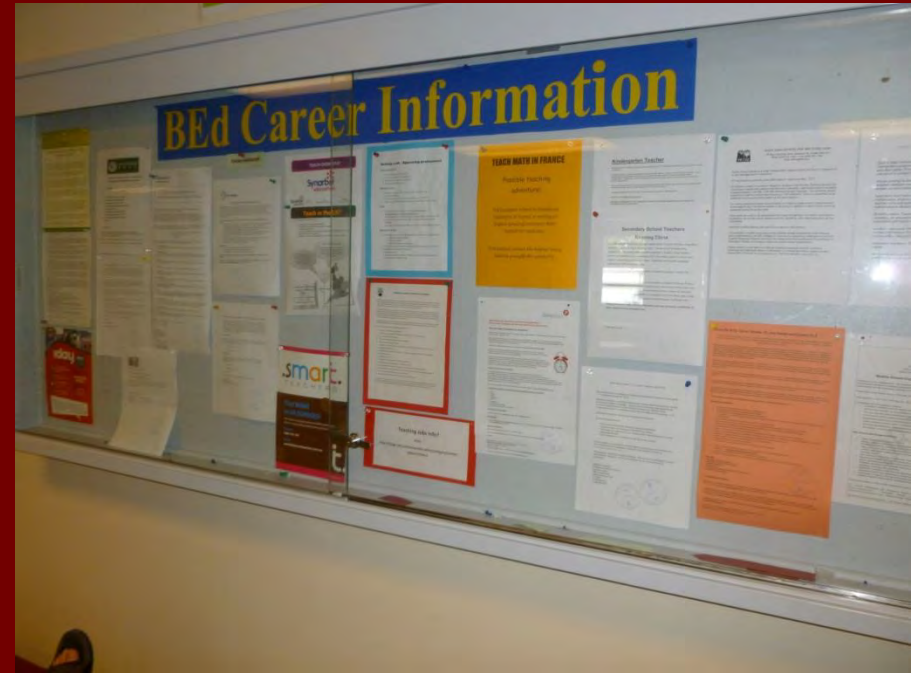
Mulgrave is an independent, non-denominational co-educational school which is committed to providing an excellent academic programme from Pre-K through Grade 12. We are now inviting applications for the temporary position of English Teacher (Temporary) for the Middle School.

Reporting to the Middle School Principal, this position will involve teaching English to Grade 7-10.

This position is full-time from August 26 — November 13, 2013.

Candidates will be expected to have:

- Canadian residency and be legally entitled to work in Canada
- All the requirements to be certified to teach in British Columbia



<http://blogs.ubc.ca/teachereducation/category/career-opportunities/>

Think “Outside the Box”

- Public school boards
- Catholic school boards
- Independent schools
- Other provinces & territories

Statistics

- 4,125,721 Site Visitors
- 1460 Employers
- 172 New Jobs this Week
- 4537 Jobs

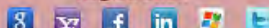
Job Seeker Login

Username:

Password:

Login

Apply to Jobs Now!
Forgot Password
Email Subscription
Internal Employee
Registration



What's this?

Employer Login

Username:

Password :

Login

More Info
Post your Jobs Now!
Membership Options
Forgot Password
Email Subscription

Inside ECN

- About Us
- Info for Job Seekers
- Info for Employers
- Info for Advertisers
- Partners & Associations
- Help/FAQ
- Contact Us
- Tech Support



Domestic

Keywords or Job Title

Vancouver,BC

Search Jobs »

(To search all locations delete the above)

Quick Search

» **New Jobs This Week**
Over the past seven days **172** jobs have been posted. [Click here](#) to view the newest jobs.

» **Search K12 Teaching Jobs**
Search for teaching jobs by category, city, employer type and province.

» **Browse Employers and Jobs by Province**
View employers and jobs by the region of your choice below or browse the **29** newest members to our site under "New Employers".

» **Browse Overseas Teaching Jobs**
Browse, view and apply for jobs that are overseas.

» **Browse Jobs with First Nations Schools**
Browse, view and apply for jobs from First Nations education employers from around the country.

» **Search Post-Secondary Jobs**
Search college and university jobs. [Click here](#) for a list of College and University employers who are registered with ECN.

Latest Jobs

- » **Grade 7-10 Teacher** in Cormorant, Manitoba
- » **Enseignement au secondaire** in Port Coquitlam, British Columbia
- » **Education Ambassador, Community Relations** in Grande Prairie, Alberta
- » **MULTI GRADE TEACHER/PRINCIPAL** in Bear Creek, Saskatchewan
- » **Senior French Teacher** in Toronto, Ontario
- » **Computer Training Coordinator and Marketing Representative, Cont. Ed.** in Grande Prairie, Alberta
- » **SURVEILLANTES/SURVEILLANTS DU MIDI** in Ontario

Browse Employers

- » **Alberta**
- » British Columbia
- » Manitoba
- » Nova Scotia
- » New Brunswick
- » Newfoundland & Labrador
- » Northwest Territories
- » Nunavut
- » Ontario
- » Prince Edward Island
- » Quebec
- » Saskatchewan

ECN Feature

Government Opportunities

www.StateandFeder...

Thousands of New Bids Added Daily
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AdChoices

Think “Outside the Box”

- Public school boards
- Catholic school boards
- Independent schools
- Other provinces & territories
- International teaching positions
- Teaching type positions – NGO’ s, Non-profits, Industry, Museums, Gov. Agencies

Research the Position

- Research the school and district.
- What is special – what can you add to it?
- Any special circumstances?
- What are they known for?
- Find out about the community.
- Do you have any connections to the school or community?

Application/Cover Letter

- One page only
- Professional appearance

Rodney Wilson

1957 – 156th Avenue • Edmonton, Alberta • V8R 2V9

Residence: (780) 555 – 1222 • bill@internetservice.com • Cellular: (780) 555 – 5455

October 25, 2001

Jon Bruce, Principal
Bill's Regional High School
School Board No. 56
9853 – 87th Street
Somewhere, AB V8B 4T5

Dear Mr. Bruce:

Your advertisement in *The Gallery Tribune* for the position of **Senior Physical Education Teacher** sparked my interest. Please accept this letter and the enclosed résumé as my application for the position. Let me briefly explain briefly how I can contribute to Bill's Regional High School.

With over 10 years of experience in teaching various subjects – including physical education – I believe my qualifications will match your requirements. I have had the opportunity to function in a variety of educational settings making it easy to adapt to new situations and faculty concepts. My superiors and student's parents have recognized that I have created constructive changes in students' academic, play, and home lives. Students have discovered that physical happiness boosts their performance at school, work, and play; and learned to appreciate and like the benefits of socialization, sportsmanship, personal achievement, and team spirit that are achieved through physical education.

Mr. Bruce, please accept this letter as an expression of my genuine interest in pursuing my teaching career at Bill's Regional High School. I will produce an energizing and creative learning environment that will bring out the best in students.

If you are interested in a dedicated teaching professional with the required credentials, patience, and positive attitude, please give me a call. Thank you for taking the time to review my résumé, and I look forward to a favourable reply.

Sincerely,

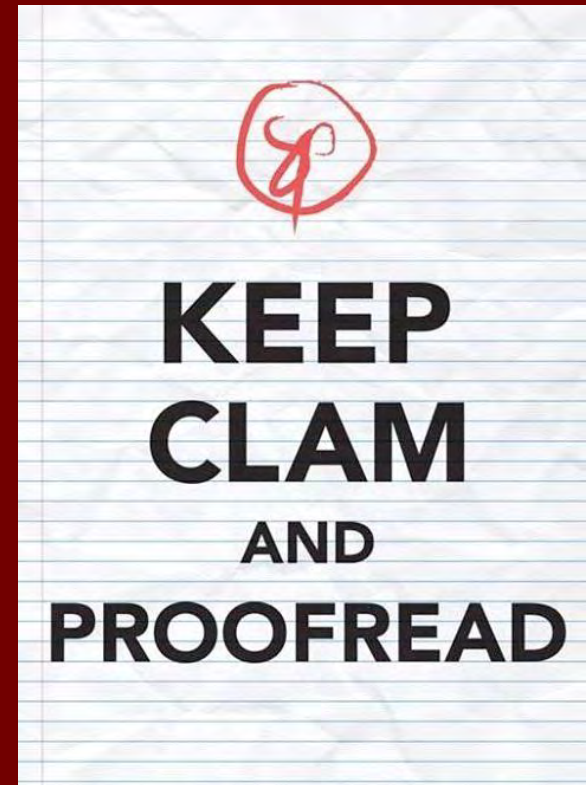
Rodney Wilson

Enclosed: Résumé

Four
Paragraphs
Max!

Application/Cover Letter

- One page only
- Professional appearance or Email.
- Proof-read – many times
 - get a 2nd reader.



Application/Cover Letter

- One page only
- Professional appearance or Email.†
- Proof-read – many times
 - get a 2nd reader.
- No grammar or spelling errors.
- Be specific – what job is it for?
- What can you offer – 1 line – relate to job
- Make sure it gets there – phone or Email.

Research

- Be aware of trends, such as:
 - French Immersion
 - Increased number of students with challenges
 - Need for Kindergarten teachers

Resume



Resume

- Must be professional in appearance.
- Only relevant information – not a bio.
- Well organized – important stuff first i.e. what are you qualified to teach.
- No spelling or grammar errors.
- Modify to suit each position – be specific.
- Small photo a good idea.
- Plan a good electronic version (Special format.)

Resume

- Modify it for each job/district/organization
- Figure out what makes you unique
- Don't include info they don't need
(Played 1st base in T-ball)
- Modify it to highlight what is wanted for the position.
- Most recent achievements first
- Use action verbs (verb+task=result)

Action Verbs to use (just to start):

- | | | |
|----------------|----------------|----------------|
| ■ Achieved | ■ Facilitated | ■ Scheduled |
| ■ Acted | ■ Initiated | ■ Started |
| ■ Adapted | ■ Instructed | ■ Strengthened |
| ■ Arranged | ■ Measured | ■ Supervised |
| ■ Assessed | ■ Mentored | ■ Supported |
| ■ Coached | ■ Motivated | ■ Tracked |
| ■ Communicated | ■ Monitored | ■ Troubleshoot |
| ■ Delivered | ■ Orchestrated | ■ Won |
| ■ Devised | ■ Organized | |
| ■ Ensured | ■ Planned | |
| ■ Evaluated | ■ Reported | |

Transferable Skills

- What are your skills that enhance your credentials: **Creative** (designing, developing, inventing, performing);
- **Communication** (editing, mediating, speaking, promoting, writing);
- **Human Relations** (advising, guiding, motivating, serving)
- **Management** (coordinating, directing, evaluating)

Contact

- Establish contact info that works:
 - Someone will check regularly
 - Ensure a quick response if contacted
 - Provide: mailing address, phone number, “adult” email address
- Practice responding in a professional manner

Interview 1

- Write down the date, time & address.
- Research the address – getting lost isn't acceptable.
- Allow for traffic – Don't be late!
- Dress in a professional manner.
- Be well-groomed.
- Avoid heavy scents, or extreme make-up.
- Have 2 copies of your letter & resume along.

Interview 2

- Introduce yourself to the office staff & explain why you are there.
- Smile and be polite to everyone. You never know who will be asked about you.
- Use waiting time to observe and get a sense of the style of the office/school.
- Be alert and appear interested while waiting.

Interview 3

- When being introduced smile, look people in the eye and give a short, firm handshake.
- If offered something to drink, feel free to accept, but use only if necessary.
- Remember people's names and use them. Record names on a note-pad or use a memory trick.

Interview 4

- Speak clearly and in a manner loud enough to be heard.
- Use a moderate pace; don't rush.
- Answer questions in a direct, succinct manner. Don't go on and on!
- Ask for clarification if you do not understand.
- After you answer, ask if the answer satisfies the question.

Interview 5

- Prepare a short, thoughtful philosophy of education statement to use. (Not an essay!)
- If asked a question you cannot answer, say so and suggest to a topic you can speak to.
- If asked to describe your weakness, your response should describe something you are improving & evidence of success.

Interview 6

- Have questions about the school and job prepared.
- Use your research knowledge to volunteer ways you can contribute to the school.
- Briefly describe any prior successes or models you believe you can use in the new school.
- Be cautious about over-stating your role in a project or in praising another school.

Interview 7

- Do not rush to answer. Take the time to think the answer through and provide a professionally appropriate response.
- Do not participate in humour or leading remarks – these may be “traps.”
- Have examples of outstanding work with you [E-folio, unit, reports] but don't force them on the interviewer.
- Express your willingness to be flexible and try to fill a need in the school, but do NOT volunteer to teach things you don't know.

Interview 8

- Ask about the timeline for notification.
- Ask if more data is needed or if you can submit additional information.
- Ask who you can call for follow-up.
- Thank the interviewer(s) for their time and consideration.
- Shake their hands as you leave.
- Look them in the eye & smile.

General notes

- Be yourself – don't "put on an act."
- Ideal candidates are well prepared, thoughtful and open to new ideas.
- Enthusiasm is good – gushing is not!
- Both a sense of humour and a sense of professionalism are important.