



## CAREER GUIDE FOR TEACHERS

### Research

Every school system & district are different, spend time researching each and every school and role you are applying to. You want to match your skills and interests with what they are looking for so you are both a great fit. Consider the following while you research:

- What is the structure of this school system/district?
- How involved is the community?
- How involved are parents?
- What are the policies? On tenure? Benefits? Budgetary means?
- Geographically where is it located? Do you want to work in the same community you live?
- How far do you have to commute?
- What academic departments or divisions interest you?
- Is this school diverse? Does it actively work on equity and inclusion?
- What are the educational philosophies? Objectives?
- Current technology and technology enhancements available
- What extra events/activities are you obligated to attend? (Graduation/conferences/ field trips)

### Job Boards

[Boston.com](#)  
[Carney Sandoe and Associates](#)  
[Education America](#)  
[MA Association of School Superintendents](#)

[MA Department of Elementary and Secondary Education](#)  
[Peace Corps School Spring](#)  
[Teachers-Teachers Education Crossing](#)

[CAPE](#)  
[NASET](#)  
[NEMNET](#)  
[You Schools](#)  
[K12 Job Spot](#)  
[Boston Public School Hiring Pool](#)

### Teaching Programs & Fellowships

- [AmeriCorps](#)
- [Boston Teacher Residency](#) – 1 year, full-time, teaching in BPS while completing master’s level coursework
- [Citizen Schools](#) – 2-year fellowship, for middle school students in low-income communities
- [City on a Hill](#) – 1-year fellowship, train & certify for teaching in urban public high schools
- [Dudley Promise Corp](#) – Serve in Dudley elementary schools with training and activities
- [Edward Brooke Charter School Associate Teacher Program](#) - Associate Teachers placed on grade-level teams for a year-long (paid) apprenticeship in great teaching.
- [Teach for America](#) – 2 years teaching in a low-income community
- [City Year](#) – Work directly with student to support during and after school
- [Match Corps](#) – 1-year urban ed fellowship, focused on tutoring and mentoring
- [Match Education](#) – Tutoring program for those who know they want to teach at high performing urban schools

### Additional Resources:

- [Dept of Labor & Training - O\\*Net](#)
- [How to Become a Teacher](#)
- [How to Become a Special Educator](#)

### Professional Associations:

- [Association for Supervision and Curriculum Development](#)
- [Association of American Educators](#)
- [National Educators Association](#)
- [Association for Middle School Level Education](#)
- [National Association for Gifted Children](#)
- [National Association for Special Ed Teachers](#)

## MTEL & Licensure Requirements:

- [Department of Elementary and Secondary Education \(DESE\)](#)
- [Massachusetts Tests for Educator Licensure \(MTEL\) Home Page](#)

## Sample Interview Questions

- What is your teaching style or educational philosophy?
- Why this school?
- What is your educational methodology? (techniques in the classroom dealing with situations)
- Talk to me about a time when you worked with a difficult student?
- Why would you like to become a teacher?
- How do you stay organized when working on multiple tasks?
- What do you believe is the importance of \*subject area\* in the classroom?
- How will you keep students engaged and motivated?
- How do you cultivate positive relationships with students & create a sense of community in your classroom?
- How would you incorporate social-emotional learning in your lessons?
- How would you handle a disruptive student?
- How do you measure success?
- How would you apply technology into your teaching?
- Do you have experience working with parents or families?
- How do you address the individual and different learning needs of each student?
- What do you think is the greatest challenge facing teachers today?
- How can you meet the needs of a student with an IEP?
- What is unique about you compared to another teacher?
- What is your experience working with students? Families? Maintaining confidentiality?
- What parts of teaching appeal to you? Which parts do not?
- What special skills or talents will you bring to the classroom?
- What does diversity mean to you?
- What has been your most inspiring moment in teaching?
- What do you think you will find challenging?
- In what curriculum areas do you feel strong?
- Describe a lesson you wish you could redo/Describe your best lesson
- What would students say about you?
- During student teaching, if it had been your classroom is there something you would have done differently?
- How have you supported students with learning disabilities?
- How will you support students on an IEP?
- What grade would you prefer to teach & why?
- Describe a typical day in your classroom
- How have you aligned your lessons or how will you to match the state frameworks?
- What instructional approaches do you use?
- What would you do if a homework assignment or project was clearly done by a parent?
- How do you manage a classroom?
- What was the most rewarding/frustrating experience during your practicum/student teaching experience?

## Questions to ask

- Will you have professional development opportunities or professional growth?
- What new initiatives are in the works? Construction? Projected growth?
- What special programs do they have in place?
- How large is the school? Classroom sizes and total number of students, student: teacher ratios
- What are the strengths with this district? What are some challenges?
- How do you anticipate the community/district changing over the next five years?
- How active are parents?
- What kind of support is available for first year teachers?
- I read about the new program on your website, how has it been perceived by students?
- What models of special ed are utilized in this district?

### **Sample Job Titles:**

[Elementary School Teacher](#); [Middle School Teacher](#); [High School Teacher](#); [Special Education Teacher \(High School\)](#); [Special Education Teacher \(Elementary School\)](#); [Self-Enrichment Teacher](#); [Administrator](#); Health Education Specialist; Principal; Physical Education Specialist; Teaching Assistant; Professor

### **Schools & Organizations to Consider:**

- Local schools or programs near you
- BC High
- Boston Public Schools
- Brookline Public Schools
- Boston Latin School
- Holy Name Parish
- Fenway High
- 826 Boston
- Sister Mary Heart
- Mission Grammar School
- Saint Joseph's Preparatory High School
- St. John Paul II Catholic Academy
- Raphael Hernández School
- North Quincy High School
- The Eliot School
- Cathedral High School
- Murphy K-8 School
- Revere High School
- The Lawrence School
- Tobin High School
- 3-Point Foundation

## RESUME SAMPLE

### EMMA SAINT

Boston, MA 02115 \* (617) 555-1234 \* sainte@emmanuel.edu

#### EDUCATION:

**Emmanuel College**, Boston, MA

*Bachelor of Arts degree in Education + Liberal Studies, Minor in Math*

**Expected Graduation:** May 2022

**G.P.A.** 3.5/ 4.0

**LICENSES & ENDORSEMENTS:** MA Teaching License (May 2023); MTEL Math Grades 5-8 (May 2023); SEI

#### DISTINCTION:

#### TEACHING EXPERIENCE:

**Shawsheen Elementary School**, Wilmington, MA

Fall 2023

*Practicum I/Resource Room & Inclusion First and Second grade*

- Assist teachers with maintaining a safe, organized and efficient classroom
- Instructed small group specialized instruction curriculum as well as whole group lessons
- Implemented the Oral Reading Assessments (Fountas and Pinnell)
- Collaborated with general education teachers, reading specialists, occupational therapist, speech therapist, and behavior specialists to address individual students' social-emotional and academic needs

**William. H. Ohrenberger**, West Roxbury, MA

Spring 2022

*Pre-Practicum/Language Based Classroom, Fifth grade*

- Facilitated daily classroom routines and activities such as assigning partners, setting up supplies and helping students remain focused.
- Implemented creative whole group lessons while adhering to the city-wide curriculum maps and programs such as: Harcourt Trophies, and TERC II Mathematics
- Conducted morning meetings which focused on math skills

**Cunningham Elementary School**, Milton, MA

Fall 2022

*Pre-Practicum, Second grade*

- Administered Everyday Math interactive mathematics activities
- Utilized the Harcourt Trophies Reading Program and assessed students' literacy skills
- Managed and assessed students' reading levels through guided group reading

**Lieutenant Peter M Hansen School**, Canton MA

*Pre-Practicum, 1<sup>st</sup> Grade*

Spring 2020

- Observed and assisted lead teacher with daily lesson plans consistent with the theme of the week
- Assisted small group of 8 students with their reading, writing, development and organization of ideas
- Guided reading with chapter books one on one on T/Th and with the group of 20+ during snack time

**CERTIFICATIONS:** CPR Certified (2022);

#### PROFESSIONAL DEVELOPMENT:

**Restorative Justice Symposium**

February 2022

- Weekly course on equity and inclusion in classrooms and curriculum

#### VOLUNTEER SERVICES:

**Camp Casey**, Waterford, CT

Summers 2020 – 2021

- Oversaw group of 20+ 5-7 year old's, safely leading them from morning to evening M-F to and from hands on, creative, indoors and outdoors activities and communicated with parents/families when needed

\*\*Additional sections to think about adding: Curriculum Tools, a portfolio, projects, relevant coursework, campus involvement & leadership, distinction, research, additional work experience, certifications, licenses/licensures\*\*