

Job Search Guide

For

Public School Positions

Make the Most of Your Student Teaching

Network. Get to know your **building principal**, especially. Principals know each other and know about open positions in both their own schools and, often, surrounding districts. If you make a positive impression, your building principal may be helpful in securing you an interview in her own school or refer you to the principal of another district with an opening.

Reach out to friends, family, family friends, alumni, and any others you meet in the education field. Ask them for information and advice about their professional experiences and how they landed their positions. Making yourself familiar with “insiders” in a school could potentially lead to a referral for an interview. Just don’t ask or expect insiders to find you a job or circulate your resume.

Position Posting Resources for Public Schools

The web sites listed below allow candidates to search for positions as well as electronically post their resumes and other application materials. These sites typically work two ways:

1. Candidates may browse open positions and apply directly to those positions of interest, by electronically submitting their application materials through the site.
2. Employers may actively search, select, and contact candidates for their open positions by viewing resumes and other application materials posted by candidates.

Teacher job fairs are another excellent venue for candidates to market themselves to prospective employers. Teacher job fairs in the surrounding area are listed below.

Pennsylvania-Focused Web Resources

[Pa-Educator.net](#)

[PA REAP](#)

[Pennsylvania Department of Education](#)

[Teaching Jobs in PA](#)

[PA School Board Association \(PSBA\)](#)

[School Districts/Intermediate Units \(EDNA\)](#)

Search for School Districts, IU’s, Vocational Schools, Charter Schools, etc. and higher education institutions. Visit their individual web sites.

[Lehigh University Career Information Exchange - LUCIE](#)

Lehigh’s internal job and internship posting web site. Our site contains job postings for public schools as well as other types of educational institutions. Login with your Lehigh username and password.

National Postings – Web Resources

[Early Childcare and Education Career Guide](#)

Gateway site to expanded career paths in education and childcare.

[National Center for Education Statistics \(NCES\)](#)

This site allows you to search school districts by geographic location. Click the “School Search” tab on the home page and then select “Public Schools.” Enter city and state, and click “Search.” You may then visit each district’s web site for information about openings.

[American Association of School Administrators \(AASA\)](#)

Contains postings for administrative positions, only.

[All Teaching Jobs](#)

Contains links to additional job boards including job boards by state and job boards for international positions.

[Schoolspring.com](#)

Contains information about US and international teaching, counseling, and administrative positions.

[Lehigh University Career Information Exchange - LUCIE](#)

Lehigh’s internal job and internship posting web site. Our site contains job postings for public schools as well as other types of educational institutions. Log in with your Lehigh username and password.

[Carney, Sandoe & Associates](#)

K-12 teaching and administrative positions at private schools. Individual contact information can be found on the [LUCIE](#) system.

[K12jobs.com](#)

Also lists position openings in private institutions

[American Federation of Teachers](#)

[Education World](#)

[The National Educator’s Employment Review](#)

[Teachers-Teachers.com](#)

[NJHire.com](#)

[School-Jobs.net/jobs](#)

[Nationjob.com/education](#)

[Teacherjobs.com](#)

[Education Week](#)

Teaching Overseas

[United States Department of State](#)
[United States Department of Defense](#)
[ESL Worldwide](#)
[International Schools Services](#)
[TESOL International Association](#)
[The International Educator](#)
[All Teaching Jobs](#)
[Schoolspring.com](#)

Local Education Job Fairs

Tip – Early morning or early afternoon (immediately after lunch) are the best times of day to attend job fairs.

Greater Philadelphia Teacher Job Fair

Event is sponsored by the Delaware Valley Education Consortium (DVEC), 25 colleges/universities in the greater Philadelphia area. For more information, visit www.dvec.net.

Note: This job fair is especially good for school counselors.

Kutztown University Teacher Job Fair

Holiday Inn, Breiningsville, PA (Rt. 100). Usually takes place in the month of March. Open to all candidates; no pre-registration. (\$5 entrance fee). For more information, visit:

[Kutztown University Career Development Center](#)

North Central PA Education Consortium

Held at Bloomsburg University. Open to all candidates; no pre-registration or fee for candidates.

Sponsoring colleges include: Bloomsburg, Bucknell, East Stroudsburg, Lock Haven, Lycoming, Mansfield, and Susquehanna. For more information, go to: <http://www.bloomu.edu/careers>,

In the **spring semester**, check the [LUCIE](#) system for additional information about education career fairs.

Job Search Tips

- **Follow** application instructions, exactly. Employers look for teacher candidates who can follow directions.
- **Don't limit** yourself – use multiple online sources, job fairs, and networking to learn about open positions.
- **Don't wait** to apply until your teaching certification is in-hand. While your certification is being processed, apply with an “expected” certification date.
- Hiring is a **year-long** process. Search and apply for positions throughout the year.
- Be sure to **begin** your search not later than February, if you will be graduating in May. Schools like to have board approval of positions in April/May.
- **Job fairs** often take place in the month of March – plan and prepare early.
- **Certification** is the driver in the hiring process, not degree.
- Be sure your voice mail greeting and email username are **professional**.
- It is O.K. to apply for **positions in general** even if there are no job postings for a given district. Applications are usually kept for one year.
- **Make decisions** with your future in mind! Be careful when posting content on social media.
- There are limits with **reciprocity**.
- Make sure **letters of recommendation** are printed on letterhead and signed by the person recommending you.
- Gather **letters of recommendation** no later than 3 months prior to graduation.
- Beautiful **covers** are not necessary for paper applications. **Content** is what counts.
- Beautiful **portfolios** are important.
- When applying at a **distance**, indicate your willingness to relocate in your application materials.
- **Cover letters** are very important. Examine the web sites of districts to which you apply, incorporate what you learn from the web sites, into your cover letters.

- Build good **relationships** with schools with **good manners**. If you are having second thoughts about attending a job interview, contact the school and decline the interview. Thank the staff for the opportunity and mention you are no longer interested in the position. Offer best wishes and best of luck with the search. Remember, it's a small world. You may wish to apply to that school in the future. Also, people in that district may talk to their colleagues in other districts, about you. Establish a **good reputation**.
- **Salary information** varies by district – check district web sites. PSEA contains salary information but accessing it requires a paid membership.
- **Special education teachers** are paid by the IU's in Pennsylvania, and not the districts in which they teach. Salary information for IU's changes from year to year. Salaries are based on the average of the average salary increases of the first 11 districts.
- **Background checks** in Pennsylvania are processed through a web site called "Cogent Systems." <http://www.pa.cogentid.com/index.htm>. Be sure to select **Department of Education**. Once you apply, you will be issued a number to provide to schools. Certain administrators have access to the back end of Cogent and can access your information.
- You should **always know** what is contained in your background checks. Under federal law, schools cannot provide you with copies of them. When applying through Cogent, be sure to request a copy for yourself. Also, clearances are not transferrable. One district cannot ask another for your clearances.
- If you **can't land** a teaching position, apply for positions to get your foot in the door, such as instructional assistant, volunteer, daily sub, long-term sub. The knowledge you gain from these types of positions can help you during future interviews for teaching positions.

What Recruiters Look for in Applications

- Completed applications
- Impressive applications
- Appropriate certification now or pending
- Someone who is reasonably local or indicates readiness to relocate
- Experience inside the classroom and out (shows you have been interested in kids for a long time)
- Anything that makes you stand apart from other candidates
- Someone who knows academic standards