

## **Educator Job Search Suggested Timelines and Checklist**

### **December/January**

<b>RESUME</b>	Prepare your resume and a draft of a cover letter (there are some great samples in the book <u>101 Grade A Resumes for Teachers</u> by Rebecca Anthony & Gerald Roe; copies are available on reserve in the library and at the Lewis & Clark College Bookstore. Marcia Silver in the Writing Studio ( <a href="mailto:wstudio@lclark.edu">wstudio@lclark.edu</a> ) is available to assist you as you prepare your cover letter and resume.
<b>TESTS</b>	Register for and take any basic skills and PRAXIS tests that you might have left. Also, now is a good time to hunt down the score reports from tests you have already taken (you will need these reports to apply for your Oregon license). Make sure that your program file contains a copy of your test results.
<b>FOLDER</b>	Create a "Job Search" folder. Add letters of recommendation, transcripts, applications, <i>etc.</i> to the folder so that everything will be in one place when you begin applying for positions.
<b>FOLDER</b>	Create a "Licensing" folder. Add license applications packets (out-of-state), transcripts, fingerprint card, test results, et cetera.
<b>TRANSCRIPTS</b>	Order 3-5 copies of official transcripts, sent to you at your home address, from all colleges and universities that you've attended (with the exception of Lewis & Clark College graduate transcripts). At this point, you might want to order one Lewis & Clark College graduate transcript as you are still in the process of completing license and degree requirements. You will use these official transcripts as you apply for jobs, when you are hired, and when you apply for your license. (If you are using EdZapp's <i>Document Management</i> service, follow their directions to have one set of official transcripts sent to their offices.)
<b>VACANCIES</b>	Regularly check the vacancy links on the ECLS website ( <a href="http://www.lclark.edu/dept/ecls">www.lclark.edu/dept/ecls</a> ).

### **February/March**

<b>LETTERS</b>	Begin collecting letters of recommendation from past employers, teachers, principals, school counselors, school psychologists, et cetera. Request that the letters be written on letterhead. If possible, request electronic copies of letters. Aim for three to five letters.
<b>REGISTER</b>	Register on-line for the Oregon Professional Educator Fair ( <a href="https://www.teachoregon.com/ospa/opef/register.aspx?type=applicant">https://www.teachoregon.com/ospa/opef/register.aspx?type=applicant</a> ). Don't forget to request a full or half day away from your student teaching or internship site to attend the fair.
<b>LICENSE</b>	Begin collecting license application packets if you are planning to relocate outside of Oregon (links to all out-of-state certification offices are available through the ECLS website ( <a href="http://www.lclark.edu/dept/ecls/cert.html">www.lclark.edu/dept/ecls/cert.html</a> )).
<b>APPLY</b>	If applying for jobs in Oregon, complete the EdZapp or district-specific applications (for non-EdZapp districts) prior to the educator fair <a href="http://www.edzapp.com/">http://www.edzapp.com/</a> . Begin completing out-of-state applications, if relocating.
<b>FIRST AID</b>	Obtain a valid first aid card and provide your program office with a copy for your program file.
<b>FAIRS</b>	Attend educator job fairs. (Detailed information on job fairs available on the ECLS website at <a href="http://www.lclark.edu/dept/ecls/fairs.html">http://www.lclark.edu/dept/ecls/fairs.html</a> .)

### **April/May**

<b>JOY</b>	Take a moment here and there for yourself!
<b>LETTERS</b>	Continue collecting letters of recommendation from mentors and supervisors. Request that the letters be written on letterhead. If possible, request electronic copies of letters. Aim for a total of three to five letters of recommendation.
<b>VACANCIES</b>	Continue checking the vacancy links on the ECLS website ( <a href="http://www.lclark.edu/dept/ecls">www.lclark.edu/dept/ecls</a> ).
<b>FAIRS</b>	Continue attending educator fairs.

## June/July/August

<b>JOY</b>	Celebrate...it's graduation time!
<b>APPLY</b>	Continue filling out district applications, writing cover letters and resumes, requesting letters, and interviewing. (Don't forget to send thank you notes to interviewers!) Remember that school district offices often close for a week or two in mid-July.
<b>LICENSE</b>	Once you have completed all of your INITIAL LICENSE requirements (including course work, work samples, tests, etc...), you will automatically receive a "congratulations on completion" e-mail from the ECLS indicating that you are eligible to apply for your Oregon license. Once you receive your "congratulations" e-mail, you can begin the licensing process. Complete license instructions are available on the ECLS website ( <a href="http://www.lclark.edu/dept/ecls">www.lclark.edu/dept/ecls</a> ) and by following the link to "Licenses and Endorsements."
<b>INFORM</b>	If you will be going out of town for the summer, be sure to contact school districts to which you have applied in order to provide them with a phone number where you can be reached.
<b>TRANSCRIPT</b>	Once you receive your master's or specialist degree, order two official transcripts—one for your permanent records at home and the other for your school district's Human Resource office so that they can place you at the appropriate point on their salary schedule. (You will also receive two free copies with your diploma.)

## Key Dates for Seeking Positions that Begin in Fall 2008

<b>January 12</b>	PRAXIS Tests (registration deadline December 13 <sup>th</sup> )
<b>February 9</b>	ORELA Tests (registration deadline January 4 <sup>th</sup> )
<b>February 9</b>	Salem-Keizer School District Educator Fair, Salem Conference Center
<b>March 1</b>	Beaverton School District Educator Fair, Sunset High School
<b>March 15</b>	PRAXIS Tests (registration deadline February 14 <sup>th</sup> )
<b>April 1</b>	Oregon Professional Educator Fair, Oregon Convention Center
<b>April 12</b>	ORELA Tests (registration deadline March 7 <sup>th</sup> )
<b>April 19</b>	Evergreen School District Educator Fair, Heritage High School (Vancouver, WA)
<b>April 25</b>	Metro Educator Fair, An L&C-Only Event, South Campus Conference Center
<b>April 26</b>	PRAXIS Tests (registration deadline March 27 <sup>th</sup> )
<b>April 2008</b>	Hawai'i Department of Education On-Campus Interviews (By DOE Invitation)
<b>May 2008</b>	Beaverton School District On-Campus Interviews (By School District Invitation)
<b>May 2008</b>	Mid-Willamette Regional Educator Fair
<b>May 2008</b>	Educators of Color Job Fair
<b>June/July 2008</b>	Apply for Educator License(s) Upon Receipt of "Congratulations" E-mail from L&C

### License Language for Résumés

Initial I Teaching License, "Multiple Subjects" Endorsement,  
Early Childhood/Elementary Authorization Levels

Initial I Teaching License, [subject area] Endorsement,  
Middle Level/High School Authorization Levels

Initial I School Counseling License, Pre-Kindergarten-12<sup>th</sup>

Initial School Psychology License

Initial Administrator License

Eligible June 2008 or Expires [date]

### Expressing Gratitude

Throughout your job search and licensing experience, don't forget to express thanks to those who assist you in the process. A simple, handwritten "thank you" on a small notecard can have a positive impact on the hiring process.

Check your e-mail and the Educational Career and Licensing Services' website for detailed information (including dates, times, and locations) for the events listed above and more! [Education.lclark.edu/dept/ecls](http://Education.lclark.edu/dept/ecls)