

**THE MASTER OF ARTS IN TEACHING PROGRAM  
“BIBLE”**

**Useful information covering everything from certification to  
applying for a job**

**CERTIFICATION TO DO**  
**AT A GLANCE (details follow)**

**\* please note that there are additional items that need to be done by those of you who will be teaching in NYC.**

- 1) **Registering on the TEACH System (ALL STUDENTS)**
- 2) **Fingerprinting (ALL STUDENTS)**
- 3) **Register on [www.teachnyc.net](http://www.teachnyc.net) (NYC ONLY)**
- 4) **Complete three required NYS exams (ALL STUDENTS)**
- 5) **Complete two required workshops (ALL STUDENTS)**
- 6) **Pay for your certification on the TEACH system (ALL STUDENTS)**

**MAT PROGRAM CERTIFICATION INFORMATION PACKET  
FOR BOTH UPSTATE NEW YORK AND NEW YORK CITY**

Hi Future Teachers-

I have put together this little packet of goodies for you. The intent of this packet is to give you important information on certification requirements (for both upstate NY and NYC), job search information and important forms and websites in one, compact location, and to open the door for you to talk with me, ask questions, and hopefully have any of your concerns put to rest early in the Program. I will be in touch with you often as the year progresses with friendly reminders on what you need to get done and invitations to come and meet with me for help as needed.

**In this packet you will find the following:**

**FOR ALL STUDENTS:**

- 1) The list of additional NYS certification requirements (including the fingerprinting, tests and workshops). You should be working on getting your fingerprints done soon. **YOU WILL NEED TO HAVE YOUR FINGERPRINTS TAKEN, PAID FOR AND APPROVED BEFORE YOUR WINTER FIELD EXPERIENCE.** You should also be registering for your tests and workshops at some point very soon. **DO NOT LEAVE THESE TO THE LAST MINTUE. IT WILL HOLD UP YOUR CERTIFICATION IN JUNE.**
- 2) Directions for registering on the TEACH system. (all students must do this- this is how you pay for your fingerprinting and certification. It is fairly easy, but the system is very picky, I invite you to make an appointment with me so that I can help you register.
- 3) A list of useful websites for teachers and teaching jobs. These sites pertain to NYC, upstate or both NYC and upstate, and some also pertain to other states across the country. These are sites you will become very familiar with when you begin your job search later in the year.
- 4) Information on Resumes and Cover Letters
- 5) Information on Letters of Recommendation
- 6) Information on your Placement File with the MAT Program

**FOR STUDENTS WHO WILL TEACH IN NYC:**

3) A packet of additional information for those of you who will be **student teaching in and or who plan to teach in NYC**. There are a few additional steps you must take that are required by the New York City DOE and I have outlined them here. None of these steps need to be done at this moment- but you need to keep them in mind, and **THEY MUST BE DONE PRIOR TO YOUR WINTER QUARTER STUDENT TEACHING EXPERIENCE!!! (I strongly recommend that you get all of this done during the month of September when you are in NYC)**. This sheet also includes information on the steps you need to take once you are hired by a school in NYC (obviously you can't do these steps until you have been hired by a NYC school).

4) The final page consists of information specific to finding and applying for jobs in NYC.

**MOST IMPORTANT OF ALL: DO NOT WORRY-**

YOU ARE NOT "FLYING SOLO" ON ANY OF THIS. YOU AND I WILL BE WORKING TOGETHER ON YOUR CERTIFICATION (BOTH UPSTATE AND IN NYC) AND I AND OTHERS IN THE MAT (DONNA AND RIC ESPECIALLY) WILL BE WORKING WITH YOU ON YOUR JOB SEARCH AND APPLICATION/INTERVIEW PREPARATION. FEEL FREE TO COME AND MEET WITH ME TO GO OVER ANY OF THIS- I AM HERE TO HELP!

## **ADDITIONAL CERTIFICATION REQUIREMENTS**

### **FOR ALL STUDENTS (UPSTATE AND NYC)**

The following are additional tests and workshops that you need to complete in order to be certified to teach upon completion of the MAT Program in June. You must complete these workshops and tests and submit proof of completion to Cecilia. Failure to complete these workshops and tests will prevent you from getting New York State Teaching Certification.

**1) Register on the TEACH system** (see attached instructions)- you must register on TEACH in order to pay for your fingerprinting and certification.

### **FINGERPRINTING:**

In order to teach in the public schools all students must be fingerprinted. You must have this done BEFORE you start your winter field experience placements

#### **UPSTATE:**

**Go on the TEACH system and pay for these. A packet will be sent to you with cards, etc. Then you must have them taken at an appropriate place. A list of these can be found on the teach site. (I recommend that you DO NOT have your fingerprints done at the Red Hook Police Station. For some reason their images have a high rejection rate.)**

#### **NYC:**

NYC is slightly different than upstate. You go to [www.teachnyc.net](http://www.teachnyc.net) and register (you will just be registering your name, etc. here. Cecilia will put in your student teaching placements later.

**At some point in this application you will be asked for a letter or some sort of verification from your school that you are on track to receive your MAT degree and certification. Cecilia will provide you with this letter upon request. Just email her when you need it.**

**At this site you are asked if you have been fingerprinted. If you have not, then you check that you have not. A letter will pop up. Your print out this letter and take the letter and the appropriate forms and documentation that it lists, to 65 Court Street. That is where you will pay and have your fingerprints taken. The other forms you will need to have filled out for this are:**

The Fingerprint Referral form found at <http://schools.nyc.gov/NR/rdonlyres/5AC103A3-7D0A-48AE-B22B-A77386015E54/0/Form551FingerprintReferral.pdf>

The I-9 Form (Employment Eligibility Form) which can be found at:  
<http://www.uscis.gov/files/form/I-9.pdf>

**NYCDOE and NYSED do not communicate. So if you have your fingerprints take in NYC you must fill out the OSPRA 104 form in order to have you fingerprints transferred from NYC to NYS. You must do this in order to be certified in May. An Ospra 104 can be downloaded at:**  
<http://www.highered.nysed.gov/tcert/pdf/ospra104.pdf>

The above forms should be brought to 65 Court Street in Brooklyn when you go to get your fingerprints taken

GENERAL INFORMATION ON FINGERPRINTING (including where to get forms (UPSTATE) can be found at:  
<http://www.highered.nysed.gov/tcert/ospra/fpprocess.htm#1>

### **TESTS FOR CERTIFICATION**

**(ALL STUDENTS):**

**COMPLETE THESE TESTS EARLY IN THE PROGRAM- DO NOT LEAVE THESE TESTS UNTIL THE END OF THE PROGRAM!!!**

You are required by New York State to pass the following exams in order to be certified to teach:

- 1) Liberal Arts and Sciences Test (LAST)**
- 2) Content Specialty Test (CST)**
- 3) Secondary Assessment of Teaching Skills Written (ATSW)**

For information on these tests as well as location and registering instructions go to  
<http://www.nystce.nesinc.com>.

***YOU MUST ALSO SUBMIT YOUR COMPLETED TEST SCORES TO CECILIA.***

Preparation guides for the above tests can be found at:  
[http://www.nystce.nesinc.com/NY\\_viewSG\\_opener.asp](http://www.nystce.nesinc.com/NY_viewSG_opener.asp)  
And  
<http://www.newyorkteachercertification.com/>

### **REQUIRED WORKSHOPS:**

**(ALL STUDENTS)**

Another requirement for NYS Certification is the completion of two required workshops on 1) Violence Prevention in the Classroom and 2) Child Abuse Identification. These workshops can be done online for a small fee at the following addresses (go to these addresses and click on “distance learning providers” to be taken to a list of online

providers). These workshops must be completed **BEFORE** you finish the program and copies of the certificates need to be submitted to Cecilia as well as sent to the address below.

**PLEASE NOTE THAT THE CERTIFICATES OF COMPLETION FOR THESE WORKSHOPS ARE NOT AUTOMATICALLY SENT TO ALBANY. YOU MUST SEND THEM UP TO ALBANY YOURSELF. PRINT OUT THE CERTIFICATES OF COMPLETION AND SEND THEM TO:**

Certification Unit  
NYSED  
5N Education Building  
Albany, NY 12234

**1) Child Abuse Identification Workshop Information:**

<http://www.highered.nysed.gov/tcert/certificate/ca.htm>

**2) Violence Prevention Workshop Information:**

<http://www.highered.nysed.gov/tcert/certificate/save.htm> or  
[www.violenceworkshop.com](http://www.violenceworkshop.com)

**REGISTERING ON THE TEACH SYSTEM  
FOR ALL STUDENTS (UPSTATE AND NYC)**

**You should do this earlier rather than later- and I am happy to help you with it.  
UPSTATE PEOPLE- this is how your get your fingerprinting packets**

**PLEASE NOTE THAT BARD'S PROGRAM CODE (WHICH YOU WILL BE ASKED FOR AT SOME POINT IN THE PROCESS BELOW) IS 29070**

In addition to the three tests (LAST, CST and ATSW) and the two workshops (violence prevention and child abuse reporting) you need to register on the NYSED's TEACH system. This is the online system used by the NYSED to certify teachers

I recommend that you go online as soon as possible and register on the TEACH system. That way any bugs encountered can be worked out and you are not struggling with it at the last minute. It is not difficult and does not take a lot of time.

I am going to try my best to walk you through it below- but if it is totally confusing- don't freak out- just make an appointment to come and see me. I am here to help you with the certification process and we can work through your registration etc. together.

**LOGGING IN AND REGISTERING FOR TEACH SYSTEM:**

Go to: <http://www.highered.nysed.gov/tcert/teach/> and click on "self registration" to create a TEACH account.

Fill out the form to create your username and password.

This is all pretty self explanatory, you click submit or next etc. to move on to the next pages and it directs you what to fill in and what you have missed etc.

Once you have created your account with a username and password you are asked to log in to TEACH. Do so with your newly created username and password.

Here you are brought to TEACH Home.

At TEACH Home you can:

- 1) verify and update your profile (just make sure everything is correct, change addresses etc.)
- 2) Submit Application for Fingerprint Clearance
- 3) Check on your account information- to see that your test scores appear there (these are sent automatically from the testing sites), that you workshops have been recorded, fingerprinting etc. and you can also see when your certificate has been issued. (this will not happen until after I (Bard) does the institution recommendation and sends your official transcripts). **DON'T WORRY ABOUT THIS SECTION NOW- THERE IS A DELAY IN WHEN TEST SCORES ETC. APPEAR ON THE TEACH SYSTEM- THIS IS MORE OF A CHECK ONCE EVERYTHING HAS BEEN SUBMITTED IN JUNE. IGNORE IT FOR NOW!!!!**

4) Lastly, AND MOST IMPORTANTLY, you can apply for your certificate. Here you fill out all the certification information.

STEP 1: Verify/Update Profile

- a) Verify and update profile (this includes your educational information- which is obviously Bard College. Skip the employment information unless you have been previously employed in a school. Your student teaching experience DOES NOT COUNT.
- b) Select certificates: area of interest is "classroom teacher"; Subject Area is : English, social studies, biology, mathematics; Grade Level: "Adolescent 7-12"; Title is either: "English Language Arts 7-12, Social Studies 7-12, Mathematics 7-12 or Biology 7-12"; Certificate Type is "Initial Certificate". Then click "add"

STEP 2:

Select Certificate- you want to select "Pathway: Approved Teacher Preparation Program" Click "next"

Then you fill out the following sections:

- c) Sign Affidavit (filling out some personal info etc..)
- d) Confirm and Sign Application
- e) Make payment

Than you are all done.

After you complete the program I will submit the Institutional Recommendation online. This is how it is proven to NYSED that you actually did everything you said you have done. I will obtain your sealed and official Bard College transcript from the Registrar's office once all grades have been submitted to the registrar upon your completion of the program and keep that and your official undergraduate transcripts on file at the MAT in case the state ever wants to look at them.

I know this is a lot of info- it is really not as confusing as it sounds. I am happy to sit with you as you register online if you feel you need help- or I am also happy to answer any questions while you register. If you want to make an appointment to sit with me and register- just send me an email.

**So, from your end- here is what you need to do to make your certification go "smoothly":**

- 1) You must be fingerprinted- you should have this done before going in to the schools in late August, early September.
- 2) Before you complete the program you must have completed all three NYSED exams (LAST, CST and ATSW). These scores are automatically sent up to NYSED, however you must submit copies of the official scores to me as well.
- 3) Before you complete the program you must have taken the two required workshops, Violence and Child Abuse. Please note that these are not automatically sent up to NYSED. You must send the original form of completion up to NYSED at the address provided on the top of the certificate. I will also need a copy of this form for your files.
- 4) You must register and log in to TEACH and fill out as directed above. Come to me with questions.

After this, the rest is up to you to complete the coursework of the program, the required fingerprinting, workshops and tests, and up to me to submit the institutional recommendation.

If you have any problems or questions- come and see me- I am here to help you with this process!

## **FOR NYC STUDENTS ONLY**

### **NEW YORK CITY DEPARTMENT OF EDUCATION CERTIFICATION INFORMATION**

*Main porthole for NYC School information: <http://schools.nyc.gov>*

I HAVE INDICATED NEXT TO THE NUMBERS BELOW WHAT IS THE RESPONSIBILITY OF THE STUDENT AND WHAT IS THE RESPONSIBILITY OF BARD COLLEGE.

#### **PART 1 (STUDENT TEACHING):**

**STUDENT:** All students must register on the TEACH System regardless of whether they are teaching in NYC or upstate (see TEACH System registration sheet).

**STUDENT:** NYC Students must ALSO register with New York City. The New York City Department of Education requires all student teachers completing his/her student teaching experience in a New York City public school to register online prior to the start of your student teaching experience.

You may access this registration page by going to [www.Teachnyc.net](http://www.Teachnyc.net) and clicking on the "NYC student teachers" quick link located at the very top left of the home page. Please note this requirement is for individuals currently enrolled in a New York State approved education program.

**BARD:** The College must register each student teacher's placement on the NYCDOE's Student Teacher Database [www.Teachnyc.net](http://www.Teachnyc.net). Cecilia will do this for you once placements are set.

**STUDENT:** Must also fill out and submit the application at [www.teachnyc.net](http://www.teachnyc.net) (more information below) this is a requirement. You can do this later in the year. You must do this in order to be hired and put on payroll in NYC.

#### **FINGERPRINTING:**

**NYC:** NYC is slightly different than upstate. You go to [www.teachnyc.net](http://www.teachnyc.net) and register (you will just be registering your name, etc. here. Cecilia will put in your student teaching placements later.

**At this site you are asked if you have been fingerprinted. If you have not, than you check that you have not. A letter will pop up. Your print out this letter and take the letter and the appropriate forms and documentation that it lists, to 65 Court Street. That is where you will pay and have you fingerprints taken. The other forms you will need to have filled out for this are:**

The Fingerprint Referral form found at <http://schools.nyc.gov/NR/rdonlyres/5AC103A3-7D0A-48AE-B22B-A77386015E54/0/Form551FingerprintReferral.pdf>

The I-9 Form (Employment Eligibility Form) which can be found at:  
<http://www.uscis.gov/files/form/I-9.pdf>

**NYCDOE and NYSED do not communicate. So if you have your fingerprints take in NYC you must fill out the OSPRA 104 form in order to have you fingerprints transferred from NYC to NYS. You must do this in order to be certified in May. An Ospra 104 can be downloaded at:  
<http://www.highered.nysed.gov/tcert/pdf/ospra104.pdf>**

The above forms should be brought to 65 Court Street in Brooklyn when you go to get your fingerprints taken

## **Student Teachers**

### **1. Requirements**

- Online registration.  
All education students planning to student teach in a NYC public school must register with the NYC Department of Education via our online registration system. Registration is *not* required for charter school or private school student teaching placements.

Visit <http://nyc.teacherssupportnetwork.com/studentteacher> to create a user account and complete your online registration. **Please note, even if you have already created a user account to begin our full-time teacher application you must still create a *new* user account to complete your student teacher registration.**

You must submit both personal information as well as your student teacher placement information as part of the registration process. (BARD WILL SUBMIT THE STUDENT TEACHING PLACEMENT FOR YOU) If you do not know your placement information when you first create your user account, you can and must log back in at a later date to add your placement information. Once you have fully completed the all registration information, you should print your registration confirmation letter from the site.

As we frequently communicate with registered student teachers about the full-time application and hiring process as well as other important information, be sure to enter an *active* email address when registering.

- Fingerprinting.  
You must have your fingerprints on file with the Department of Education prior to the start of your student teaching. Please visit <http://schools.nyc.gov/Offices/DHR/Fingerprinting+Employee+IDs+and+Smart+Cards.htm> for more information about the fingerprinting process.
- Chancellor's Regulation [C-105](#).  
Please familiarize yourself with Chancellor's regulation C-105 prior to student teaching in a New York City public school. This regulation covers the responsibilities of different offices within the Department of Education responsible for conducting background investigations. C-105 outlines specific steps for you to follow if a problem of this nature should arise.

### **[WWW.TEACHNYC.NET](http://www.teachnyc.net) JOB APPLICATION (for NYC STUDENTS ONLY)**

All students who want to teach in NYC must do the online application found at [www.teachnyc.net](http://www.teachnyc.net). This is REQUIRED. You must do this in order to be hired and put on payroll in NYC. This website is also a good resource for learning more about NYC public schools. The NYC DOE also holds Webinars each month- you can go to [www.teachnyc.net](http://www.teachnyc.net) to register for one. These are not required but you may find them helpful. The NYCDOE will send you reminders about all of this- as will Cecilia.

#### **[www.teachnyc.net](http://www.teachnyc.net) application- FAQ's and Answers:**

##### **General Summary:**

- 1) You must register on [www.teachnyc.net](http://www.teachnyc.net) and complete an application- this is required for all NYC students- you cannot get hired without doing this.
- 2) Job fairs are by invite only- and you can only be invited to attend if you do the teachnyc.net application.
- 3) The application can be rejected- so take it seriously and do a good job on it.

##### **FAQ's**

**Q: Is it required that NYC students fill out an application on [www.teachnyc.net](http://www.teachnyc.net)?**

**A: YES - ALL** teachers entering the system and wishing to get a paycheck must have an online application as this is merged with payroll. However, all applicants must do direct outreach with Principals and interview on their own - as only Principals hire – no placements occur. Applicants whose applications are deemed eligible and who have written great essays will be allowed to be part of the New Teacher Finder - a database that allows Principals to view teachers and teachers to see postings and indicate their interest directly to Principals.

Principals can also view if applicants were deemed ineligible to be part of this database based on weak essays or other factors. However, the most important point is teachers and Principals make the hiring decisions - no placement occurs. The New Teacher Finder is an online hiring tool.

**Q: How do NYC students get invited to career fairs?**

**A:** Job fairs are by invitation ONLY from my Office - upon review of the quality of your application, the needs of the schools and the certification you hold. Interviews are offered on our part based on these same criteria and all applicants who are interviewed at any point will eventually have their applications online as it is mandatory and these applications can be a reason for a Principal or hiring manager to overrule their initial decision on hiring the applicant if the application is not in good standing.

**Q: Can a student's application be rejected?**

**A:** YES and this will look bad - so they must write really thoughtful essays and complete the application seriously.

**Q: Who sees these applications?**

**A:** All Administrators - Principals, their designees, Human resource representatives, Principal Support Team and our office. It is an important document reflective of the teacher and their interest in working in our schools and it is why I really want your students to make the time to attend the webinar so they can understand this fully.

**Q: Will NYC DOE randomly select schools for students based on their applications?**

**A:** There is no placement at all in our system. They will seek positions and interview and Principals may offer positions and they may accept or decline. What we offer is support and I am their point person from this office and just want them to know this which is why I have been excited about communicating with them and wishing to share this information. It is also why I want them to register and attend one of the many webinars that can put all of this into clear perspective. It is also why I am making sure the Next Steps attachment has gone out in my emails so they can clearly see the steps they must take.



## New York City Department of Education

*We are looking for the best teachers to work in the NYC public schools...*

**Teachers** who are great communicators and have potential for leadership.

**Teachers** who are reflective in their lives and demonstrate they are both resilient and life-long learners.

**Teachers** who demonstrate expertise in their content area and know how to facilitate and differentiate instruction to diverse learners.

**Teachers** who are able to use data to inform their classroom practice.

**Teachers** who are committed to helping **ALL** of our students achieve at high academic levels and realize their full potential.

### Quick Links:

Application and Resources: [www.teachnyc.net](http://www.teachnyc.net)

Facebook: [www.facebook.com/iteachnyc](http://www.facebook.com/iteachnyc)

NYC Department of Education: <http://schools.nyc.gov>

Employee Benefits:

<http://schools.nyc.gov/TeachNYC/SalaryBenefits/EmployeeBenefits>

Employee Discounts:

<http://schools.nyc.gov/Offices/DHR/EmployeeIncentiveandDiscounts/>

Certification, Fingerprinting, Salary Steps, and Incentive Programs:

<http://schools.nyc.gov/TeachNYC/ApplicationHiringProcess/AfterYouareHired>

United Federation of Teachers: [www.uft.org](http://www.uft.org)

HR Connect: (718) 935 - 4000

**PART 2 - NYC SCHOOL EMPLOYMENT**  
**(ONCE HIRED TO TEACH IN NYC):**

**STUDENT**: Once hired, students teaching in NYC must go to Court Street with appointment letter from school that hired them and letter from MAT stating completion date.

**STUDENT**: Students accepting jobs to teach in NYC schools must register with NYCDOE for a file number (to get paid, etc. This is different from their SS# used by NYSED). Go to :

<http://schools.nyc.gov/Offices/DHR/RequestingEmploymentVerification.htm>

*\*(cannot do this until hired)*

**DIRECTIONS TO COURT STREET (NYCDOE)**

NYC Department of Education's Division of Human Resources  
65 Court Street  
Brooklyn, NY 11201

Subway: Take the M, N, R, 2, 3, 4, or 5 trains to Court Street/ Borough Hall. Take the A, C, F t rains to Jay St./ Borough Hall.

They are located on Court Street between Joralemon Street and Livingston Street. They are in the middle of the block on the east side of the street.

Be prepared to show a picture ID upon entering the building.

**WEBSITES AND OTHER PLACES TO LOOK FOR JOBS (IN NYC AND  
UPSTATE)  
FOR ALL STUDENTS (UPSTATE AND NYC)**

<http://www.teacherssupportnetwork.com> (excellent site for teaching jobs across the country)

<http://newyork.craigslist.org/> (a good site for jobs in NYC)

<http://schools.nyc.gov/> (NYC teaching jobs)

<http://www.insideschools.org/> (schools and teaching jobs in New York State)

[www.NYTimes.com/jobsearch](http://www.NYTimes.com/jobsearch)

[www.replications.org](http://www.replications.org) (NYC teaching jobs)

[www.olasjobs.org](http://www.olasjobs.org) (teaching jobs across NYS)

[www.poughkeepsiejournal.com](http://www.poughkeepsiejournal.com) (jobs in the Hudson Valley area of NYS)

<http://www.local.com/> (a good way to do a general search for HS and MS across the country).

[www.teachers.net](http://www.teachers.net) (online job board and resources for teachers)

[www.nais.org](http://www.nais.org) (National Association of Independent Schools)

[www.carneysandoe.com](http://www.carneysandoe.com) (Recruiters for Independent Schools)

[www.times.com](http://www.times.com) (NYT Classifieds)

[www.timesunion.com](http://www.timesunion.com)

[www.academic360.com](http://www.academic360.com) (opportunities in higher education)

[www.chronicle.com](http://www.chronicle.com) (opportunities in higher education)

[www.bayareaherc.org](http://www.bayareaherc.org) (Northern California Bay Area Recruitment Consortium for Higher Education)

[www.ibo.org](http://www.ibo.org) (IB schools)

- One of the best and easiest ways to check out a school and look for a job is to find a school or group of schools you are interested in working at, and go directly to their website for the most up to date listings and information.

## **RESUMES AND COVER LETTERS**

### **FOR ALL STUDENTS**

Donna Elberg and Cecilia Maple will be running cover letter and resume workshops during the March Intersession week (both upstate and in NYC). However, you should feel free to email Cecilia with your resumes and cover letters at any time. Many of you will find yourselves facing a job fair or even an interview before the March workshops.

## **MAT Career Development Packet**

(Contains information on writing resumes and cover letters, job search information and websites, information on letters of recommendation and your MAT Placement file).

**A Few Websites and other Places to Look for Jobs (in NYS , NYC and other States):**

- 1) <http://www.teacherssupportnetwork.com> (excellent site for teaching jobs across the country)
- 2) <http://newyork.craigslist.org/> (a good site for jobs in NYC)
- 3) <http://schools.nyc.gov/> (NYC teaching jobs)
- 4) <http://www.insideschools.org/> (schools and teaching jobs in New York State)
- 5) [www.NYTimes.com/jobsearch](http://www.NYTimes.com/jobsearch)
- 6) [www.replications.org](http://www.replications.org) (NYC teaching jobs)
- 7) [www.olasjobs.org](http://www.olasjobs.org) (teaching jobs across NYS)
- 8) [www.poughkeepsiejournal.com](http://www.poughkeepsiejournal.com) (jobs in the Hudson Valley area of NYS)
- 9) <http://www.local.com/> (a good way to do a general search for HS and MS across the country).
- 10) [www.teachers.net](http://www.teachers.net) (online job board and resources for teachers)
- 11) [www.nais.org](http://www.nais.org) (National Association of Independent Schools)
- 12) [www.carneysandoe.com](http://www.carneysandoe.com) (Recruiters for Independent Schools)
- 13) [www.times.com](http://www.times.com) (NYT Classifieds)
- 14) [www.timesunion.com](http://www.timesunion.com)
- 15) [www.academic360.com](http://www.academic360.com) (opportunities in higher education)
- 16) [www.chronicle.com](http://www.chronicle.com) (opportunities in higher education)
- 17) [www.bayareaherc.org](http://www.bayareaherc.org) (Northern California Bay Area Recruitment Consortium for Higher Education)
- 18) [www.ibo.org](http://www.ibo.org) (IB schools)

- One of the best and easiest ways to check out a school and look for a job is to find a school or group of schools you are interested in working at, and go directly to their website for the most up to date listings and information.

## Taking Pointers on Applying for a Teaching Job

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### Areas of Consideration

- I. Resumé
  - White or ecru bond paper
  - Clearly delineated categories (especially certification date and area)
  - Scrupulous editing
  - 12 font and Times Roman
  
- II. Cover letter
  - Formal English
  - Title and address of stated personnel (i.e., superintendent or his/her designee)
  - Source of advertisement (e.g., placement office, newspaper)
  - Strengths (attributes)
  
- III. Portfolio
  - Organizational structure (Tucker, Stronge, and Gervais. *Handbook on Teacher Portfolios*. Larchmont, N.Y.: 2002.)
    - ✓ Philosophy – personal statement and beliefs
    - ✓ Instructional Skills – exemplary lesson plans
    - ✓ Assessment Skills – teacher-made tests; grading rubrics, student samples
    - ✓ Learning Environment Skills – photos of exemplary student activities, classroom design, posted expectations
    - ✓ Professionalism – list of professional development activities
  - Portability
  - Typical artifacts of teaching
  
- IV. Application and concomitant materials
  - Typed rather than handwritten
  - Technical accuracy (i.e., dates, names of colleges, number of graduate hours, names and titles of references)
  - Original undergraduate and graduate transcripts
  - Fingerprinting clearance
  - Career reference file
  - Certification
  
- V. Interview(s)
  - District Web site (mission, initiatives, data)
  - Timed writing sample

- Committee (stakeholders)
- Concrete and specific responses to categories such as
  - ✓ review of educational and professional background and reason for applying
  - ✓ lesson planning (i.e., successful and unsuccessful one followed by reflection)
  - ✓ instructional strategies (e.g., differentiated instruction, questioning techniques)
  - ✓ standards and assessments
  - ✓ interdisciplinary projects
  - ✓ integration of technology
  - ✓ collaboration (i.e., peer and student)
  - ✓ behavior management techniques (encouraging the reluctant learner and providing enrichment for the gifted)
  - ✓ expectations for students who have completed a year of study with you
  - ✓ school culture
  - ✓ vision
  - ✓ communication with parents
  - ✓ extracurricular activities (i.e., skills, talents, interests)
  - ✓ reading preferences
  - ✓ professional development possibilities
  
- Thoughtful questions for committee

## RESUMES AND COVER LETTERS

Donna Elberg and Cecilia Maple will be running cover letter and resume workshops during the March Intersession week (both upstate and in NYC). However, you should feel free to email Cecilia with your resumes and cover letters at any time. Many of you will find yourselves facing a job fair or even an interview before the March workshops.

### **First Do No Harm: A Workshop on Cover Letters**

#### **1. How can you do harm in a cover letter?**

- Mistakes in spelling, etc. (proofread off the computer and then give to a friend)
- I have taught for 25 years (you cost too much)- I speak four languages. I have an interest in yearbook, coaching, extracurricular (you may be worth the cost).
- Too generic (you must research the district or the school)
- Too egotistical (the format with the quotes from others)
- Too long (one page only)
- I was a camp counselor vs. I have six years of experience working with young people etc.

2. Take a minute to write down something about teaching that you have a passion for. You will need to use that in the middle section.

#### **3. The opening paragraph: Why you want them**

#### **4. The middle section: Why they would want you**

- Bard MAT: as many credits in my discipline as in pedagogy. A thirty (?) week apprenticeship with summer school tutoring, a month of observation and twenty (?) weeks split between middle and high with two mentors. Use the keyword **rigorous**
- Why you want to teach- the passion part goes here. Sell yourself without being egotistical. You are the teacher you'd want your own kids to have. You are the teacher you wish you had.
- **You must have something in this part that emphasizes students. You need to leave the impression that they are at the heart of why you want to be hired.**

5. **The closing paragraph:** Interview availability with deference to your student teaching responsibilities, offer to teach a sample lesson etc.

6. If you can afford it, buy a box of nicely weighted, plain, **ivory** colored paper with matching envelopes. It's a nice look and will stand out against the sea of white.

**\*Your ultimate aim is to write one letter that can serve for every job you apply to simply by manipulating the specifics to fit the job posting.\***

### **RESUMES (tips and some samples):**

(please note that the samples below are just that- samples- and I will work with you to tailor your resume to you.)

- 1) Keep your resume concise. Try not to go over 2 pages (total including references). There is no need to list every job you have ever had- focus on the ones that are relevant to what would make you attractive as a teacher.
- 2) Keep your bulleted points brief and to the point
- 3) Education information goes at the top- with your MAT degree first
- 4) List jobs, etc. in date order- most recent to oldest
- 5) Include your current student teaching as the first in your job list
- 6) Be consistent with the font style you use and the font size. Do not use fancy fonts- when in doubt- go with Times New Roman. It is easy to read and clear. It is OK to use slightly larger headings to break up the resume- but only make them 1 or 2 points higher than the text in the resume itself (for example, if you are using 12 point throughout the document- use 13 or 14 at most for the headings). Often this is not even necessary as your headings will be in capital letters and possibly bolded to make them stand out.
- 7) Do not use a font size smaller than 10

**SAMPLE**

**John Doe**

21 Lizard Lane, Red Hook, NY 12571

555-555-5555

jdoe@gmail.com

**EDUCATION**

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**Master of Arts in Teaching Degree in Literature and New York State Secondary English Certification, expected 2008**

*Bard College, Annandale-on-Hudson, NY*

- Academic Research Project
- Classroom Research Project
- Teaching apprenticeships in suburban schools

**B.A., English Literary Studies with American History Minor, 2007**

*Utah State University, Logan, Utah*

**EXPERIENCE**

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2007- Present

**Apprentice Teacher**

Boiceville, NY

*Onteora Middle School*

- Teach 7<sup>th</sup> and 8<sup>th</sup> grade English in conjunction with history in a Humanities classroom
- Work in team teaching environment that fosters cross disciplinary collaboration

2007-2008

**Apprentice Teacher**

Red Hook, NY

*Red Hook High School*

- Taught sections of 10<sup>th</sup>-grade English Regents, AP English, 9<sup>th</sup>-grade English Regents, English Honours, and 12<sup>th</sup>-grade Fiction/Non-fiction writing

2007

**Tutor**

Kingston, NY

*Ulster County BOCES Summer School*

- Worked with diverse student population from both urban and rural school districts
- Led both small group and one-on-one tutoring sessions

2003-2006

**Coach**

Randolph, UT

*Rich County Youth Athletic Program*

- Coached youth basketball and football teams

2001-2003

**English Teacher**

St. Petersburg, Russia

*LDS Church*

- Taught English lessons to over 30 students at all levels of proficiency
- Developed reading and writing curriculum that was implemented in all English classes in St. Petersburg District

- Supervised six other teachers and coordinated three different placement levels of English instruction

## **FOREIGN LANGUAGES**

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- Fluent in spoken and written Russian

## **PROFESSIONAL DEVELOPMENT**

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- Second Language Learners
- Classroom Management
- Working with Parents
- Learning Disabilities/IEPs
- Violence Prevention
- Child Abuse
- Adolescent Development

## **INTERESTS AND ACTIVITES**

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- Extensive travel through Europe and the United States
- People, culture, and languages
- Ranching, Rodeo, hunting, and other outdoor activities
- Playing/Coaching Basketball, Football, Baseball, and sports in general
- Avid reader

## **References**

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- Available upon request

## **PLACEMENT FILE WITH MAT**

Along with the regular file that the MAT keeps on each of you (with you MAT application, etc.) we also keep a "Placement file". This file contains all letters of recommendation, your official Bard transcript (once you complete the program), copies of your certification exam scores and workshops, and other items.

As you apply for jobs, prospective employers will be asking you to submit items (aside from your cover letter and resume). These items include some of the ones I have mentioned above, but differ from place to place (some employers want only letters, some want transcripts, some may not ask for anything).

Because we keep this placement file, all you have to do is email me (whether it be now- or years from now) with a list of exactly what you want sent, along with the address, and I send these items out in an official, sealed, MAT envelope, directly to your prospective employer. It is quick, easy and professional.

So this is sort of the preamble to why you must have any and all professional letters of recommendation (from mentor teachers, MAT faculty, etc.) sent directly to me. I need to keep the original, signed document in your placement file so that official copies can be sent out upon your request.

## **TEACHING PORTFOLIO**

- Cover Letter Resume
- Sample lesson or unit plan
- Copy of either your Classroom or Academic RP



Return the sealed envelope to:  
Cecilia Maple  
Master of Arts in Teaching Program at Bard College,  
PO Box 5000  
Annandale-on-Hudson, NY 12504-5000.

**THE MASTER OF ARTS IN TEACHING  
PROGRAM AT BARD COLLEGE**

PO Box 5000, Annandale-on-Hudson, NY 12504-5000  
Phone 845-758-7145 Fax 845-758-7149 E-mail [mat@bard.edu](mailto:mat@bard.edu) Website [www.bard.edu/mat](http://www.bard.edu/mat)

**LETTER OF RECOMMENDATION FROM FACULTY**

**This part to be filled out by the applicant:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

I hereby  waive  do not waive my right to see this letter of recommendation

\_\_\_\_\_  
Student signature Date

Name of person making this recommendation \_\_\_\_\_

Title/organization \_\_\_\_\_

\_\_\_\_\_ address

\_\_\_\_\_ Phone  
email