

2011-'12 Educator Job Search Suggested Timelines and Checklist

December/January

FOLDER	Create a "Job Search" folder including letters of recommendation, transcripts, applications, <i>et cetera</i> .
FOLDER	Create a "Licensing" folder including license applications packets (out-of-state), transcripts, test results, <i>et cetera</i> .
TESTS	Register for and take any basic skills, subject area, and/or civil rights tests that you might have remaining. Find the score reports from tests you have already taken (you will need these reports to apply for your Oregon license). Make sure that WebAdvisor shows all of your test results.
RÉSUMÉ	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. Marcia Silver in the Writing Studio (wstudio@lclark.edu) is available to assist you as you prepare your cover letter and resume.
TRANSCRIPTS	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.)
LETTERS	Begin collecting letters of recommendation from past employers, teachers, principals, school counselors, school psychologists, <i>et cetera</i> . Request that the letters be written on letterhead. If possible, request electronic copies of letters. Aim for three to five letters.
LICENSE	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 (http://www.lclark.edu/graduate/career_and_licensing/k-12/licenses_endorsements/)).
APPLY	If applying for jobs in Oregon, open an EdZapp account and begin completing the application http://www.edzapp.com/ and/or the Portland Public Schools app.
VACANCIES	Begin regularly checking the vacancy links on the ECLS website (http://www.lclark.edu/graduate/career_and_licensing/k-12/jobs/).

February/March

REGISTER	Register on-line for the Oregon Professional Educator Fair (http://www.teachoregon.com/ospa/opef/ePage.aspx?ePage=20). Request a full or half day away from your student teaching or internship site to attend the fair. Register on-line for the Metro Educator Fair (watch your lclark e-mail for detailed information).
LETTERS	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.
APPLY	If applying for jobs in Oregon, complete the EdZapp or district-specific applications (for non-EdZapp districts) http://www.edzapp.com/ . Begin completing out-of-state applications, if relocating.
FAIRS	Attend educator fairs. (Detailed information on job fairs available on the ECLS website at http://www.lclark.edu/graduate/career_and_licensing/k-12/job_fairs/ .)
TESTS	Aim to have all required tests passed by Spring Break. Save passing test results, both paper-copies and .pdfs, in your "Licensing" folder.

April/May

VACANCIES	Continue checking the vacancy links on the ECLS website. http://www.lclark.edu/graduate/career_and_licensing/k-12/jobs/
APPLY	Continue filling out district applications, writing cover letters and resumes, requesting letters, and interviewing. (Send thank you notes to interviewers!)
FAIRS	Continue attending educator fairs.

June/July/August

JOY	Celebrate...it's graduation time!
APPLY	Continue filling out district applications, writing cover letters and resumes, requesting letters, and interviewing. Remember that school district offices often close for a week or two in mid-July.
LICENSE	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 and by following the link to "Licenses and Endorsements." http://www.lclark.edu/graduate/career_and_licensing/k-12/licenses_endorsements/
INFORM	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.
TRANSCRIPT	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 2012

Nov. 12, 2011	PRAXIS Tests (registration deadline October 13)
December 3	NES/ORELA Tests (registration deadline October 28)
Jan. 14, 2012	PRAXIS Tests (registration deadline December 15)
January 28	Salem-Keizer School District Educator Fair, McKay High School
February 4	NES/ORELA Tests (registration deadline December 30)
March 9	Metro Educator Fair, 3-6 p.m., SCCC (L&C Students Only) (tentative)
March 10	PRAXIS Tests (registration deadline February 9)
March 14	Salem-Keizer SD Recruitment Information Session, SKSD District Office
April 10	Oregon Professional Educator Fair, Oregon Convention Center
April 14	NES/ORELA Tests (registration deadline March 9)
April 18	Salem-Keizer SD Recruitment Information Session, SKSD District Office
April 28	PRAXIS Tests (registration deadline March 29)
April TBD	Central Oregon Teacher Fair, Deschutes County Fairground (tentative)
April TBD	Evergreen School District Educator Fair, Vancouver, WA (tentative)
May 16	Salem-Keizer SD Recruitment Information Session, SKSD District Office
June/July 2011	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 th
Initial School Psychology License
Initial Administrator License
Eligible June, July, or August 2012 or Expires [date]

Check your e-mail and the K-12 Career and Licensing Services' website for detailed information (including dates, times, and locations) for the events listed above and more! http://www.lclark.edu/graduate/career_and_licensing/k-12/