

A hand holding a pen, writing on a document. The background is a blurred grid pattern, possibly a calendar or a spreadsheet. The text is overlaid on the right side of the image.

Introduction to the Job Search for School Counselors

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Overview

- Sample job search timeline for the field of education
- Resume writing
- Your job search paperwork (AKA your credentials)
- **mavjobs.com**
- Other online job search resources & advice
- CDC services
- A few words about interviewing for jobs
- Special events/important dates to remember
- Q & A

Sample Job Search Timeline

- **September-January**

- Begin to review websites that contain educator vacancy listings
- Begin to identify who you will ask to write your references
- Begin to develop a list of schools you are interested in
- Finalize your cover letter & resume...have others review these!
- Begin to put together an interview portfolio
- Gather info on education job fairs. Note the dates on your calendar. http://k12jobs.com/template_index.php

Sample Job Search Timeline Continued

- **February**

- Begin targeted mailing to selected districts
- Register with college/university & state resume referral databases & other educator recruitment sites

- **March**

- Continue to mail applications to districts and respond to on-line postings
- Follow-up on your initial mailings
- Add info to your interview portfolio

Sample Job Search Timeline Continued

- **April**

- Attend job fairs to network with school hiring officials (Minnesota Education Job Fair: April 18th)
- Send thank-you letters to job fair recruiters within 2 days of attending a fair
- Make interview arrangements
- Conduct other job fair follow-up within 2 weeks of the fair

- **May-August**

- Attend interviews
- Evaluate offers & accept position! 😊

Self-Managed Credentials-Contents

- **Cover Sheet** <http://www.mnsu.edu/cdc/credentials.shtml>
- **Resume Standard cover letter** tailored to specific district as appropriate
- **Letters of recommendation** (3-5)
- Copy of school counselor **license** (if available)
- Copy of official undergraduate & graduate **transcripts** (MSU transcripts available from MSU Registrar for nominal fee)
- Copies of final **internship/student teaching evaluations** (as applicable)

<http://www.mnsu.edu/cdc/newcredentials.shtml>

How to send your credentials

- Neatly assemble, pack and mail your credentials in a large (9x12) envelope
- Type school district address and return address on envelope or computer labels
- Be sure to follow up with a phone call (within 1-2 weeks) to confirm receipt of your materials and inquire regarding timeline for hiring process
- Online storage resources: <http://efoliomn.com/> (free site to MN residents/students, MnSCU affiliated) <http://www.referencenow.com> (for-profit site, small fee)

Resume Basics

- Resume length for graduate students is generally **2 pages** — be concise
- **Summarize** what you have done, with an emphasis on that which is most related to your career objective
- Outline your **educational background, extracurricular/community/civic activities, paid or volunteer work experience, and skills**
- Use **action words**

Resume Categories

- Contact Information
- Objective
- Skills or Highlights of Qualifications
- Education
- Experience (may be more than one section. Ex. “Related”, “Other”, “Volunteer”)
- Other: Professional Affiliations, Conferences Attended, Activities, Interests, Awards, Presentations, Publications, etc.
- References (separate page)

More Resume Tips

- A clearly written resume is one where the reader does not have to guess or dig for who you are or what you've done.
- Be sure to include your certification information.
- Work/internship experience should clearly indicate place & dates, as well as highlighting the important areas of counseling in which you have developed competence.

mavjobs.com



- Job posting system accessible only to MSU students and alumni
- Gives you access to entry level/professional job listings in a WIDE variety of fields
- Upload your resume and apply for selected jobs online
- Job Search Agent e-mails when jobs matching your criteria are posted!
- Upload your resume for districts to access through an online search
- Keep up-to-date on CDC happenings (workshops, special events, etc.)
- Receive periodic e-mails with job search advice & resources targeted to your particular major
- EASY, quick, FREE registration!

Getting Started on **mavjobs.com**

- Go to www.mavjobs.com and click on **Students** under **Are you new to the system?**
- Within two business days you will receive an e-mail from us confirming your registration.
- Upload your resume. You must upload your resume for employers to be able to access your candidate information!!!
- Be sure to log on & search for jobs regularly, check your e-mail for updates and important info from the CDC!
- For help, see
 - Quick Start Guide
 - e-mail mavjobs@mnsu.edu (answered daily)
 - call mavjobs helpdesk @ 389.5112 or come to CDC

Other places to find job postings

- Minnesota
 - Minnesota Association of School Administrators http://mnasa.org/school_jobs
 - EdPost http://tigger.stcloudstate.edu/~edpost_web/view.html
 - U of M Job Posting Site <http://www.education.umn.edu/jobs/Search.asp>

Other places to find job postings

- Regional Listings
 - State of Wisconsin Education Listings
www.wisconsin.gov (choose Employment in Wisconsin on the right side of the screen)
 - American Association of School Administrators
http://www.aasa.org/state_associations/
 - AAEE State listing of job websites page

National Job Listings and Resources

- Project Connect (username: teacher, password: aswan): <http://careers.soemadison.wisc.edu/projectconnect/MainMenu.cfm>
- NationJob: www.nationjob.com/education
- America's Job Bank: www.ajb.dni.us
- Education America Network: www.educationamerica.net
- K-12jobs.com: www.k12jobs.com
- American School Counselor Association: <http://www.schoolcounselor.org/>
- Links to State Counselor Associations: http://www.counselorandteachertips.com/state_school_counselor_associati.htm
- Education World Counseling Resources: <http://www.education-world.com/counseling/>

Identifying and Researching Schools

- **Yahoo Directory of K-12 Schools:** http://dir.yahoo.com/Education/K_12/Schools/
- **American School Directory:** www.asd.com
- **Minnesota Public Schools:** <http://education.state.mn.us/ReportCard2004/>

Interview Tips for School Counselors

- **Prepare** for the interview by reviewing your cover letter and resume and anticipating questions.
- Be prepared for a first question such as: **“Tell us something about yourself and your work as a counselor.”**
- **Bring sufficient extra copies of your resume, cover letter, etc.** If possible, find out in advance how many people will be interviewing you.
- Use your computer technology skills to present your work, making it look very **professional and appealing.**

Sample Interview Questions

- Tell us about some recent individual counseling situations that you've had with students.
- What is the most/least appealing aspect of counseling to you?
- What have you done in the area of career counseling?
- Tell us in general how you work with a student who is a junior or senior and needs to make a tentative career choice.
- How would you deal with a student who is cutting classes excessively?

More Sample Interview Questions

- What are your views on confidentiality? What sort of information do you consider to be confidential? To the student? To the faculty? To the parents?
- How would you deal with student/teacher personality conflicts?
- How would you handle serious personal problems revealed to you through counseling? (Ex. Drugs, alcohol, etc.)
- What kinds of records do you keep of your counseling sessions?
- What theory of counseling so you think is most appropriate to the school setting? Why?

Minnesota Education Job Fair

- **Monday, April 18th, 2005**
- Minneapolis Convention Center
- Sponsored by 26 MN Colleges/Universities
- 110 (approx.) districts from across nation (approx 40-50 from MN)
- \$15 registration fee and advance registration required through the MSU CDC
- Registration begins early March
- Interviews happening concurrently to district display area (***send resume in advance!***)

More ways the CDC can help

- Resume, cover letter, and interview assistance and review at CDC Quick Stop Monday through Thursday 12-3
- Individual career planning and job search strategy assistance.
- Up-to-date Career Resource Library & extensive website at www.mnsu.edu/cdc
- A comprehensive **MSU Job Search Handbook**.
- Access to career days, on-campus recruiting, job fairs, and other special events.

Thanks for your attention and
participation

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