

# Tips for Prospective Teachers

*Thank you for your interest in teaching in Jersey City! We hope the following suggestions will be helpful to you as you work on your online application.*

## About Our Postings

Unlike many smaller districts that might use a specific posting for each anticipated vacancy (e.g. *Kindergarten Teacher at Sullivan School*), we instead use more generic postings (e.g. *Elementary School Teacher*) designed to create a pool of candidates for current and anticipated openings at all elementary schools and grade levels.

If your certification makes you eligible for multiple positions, please be sure to apply for each position you would consider accepting. For example:

- Applicants with a P-3 certificate are encouraged to apply for both pre-kindergarten and elementary openings.
- Applicants with a Teacher of English certificate are encouraged to apply for both high school English and middle school language arts openings.

**Our current postings are intended primarily to build a pool of talented prospective teachers for the 2017-18 school year.** To maximize your chances, we encourage you to complete your application no later than March 15, 2017, though applications submitted after that date will certainly be considered. We welcome applications from May/June graduates that anticipate certification over the summer.

**You will notice postings for *Leave Replacement Teachers*.** Our district offers short-term contracts to certified teachers willing to take over when a teacher is on leave for a period of one month or more. Leave replacement teachers are paid at the same annual rate as a first-year teacher; there are no benefits other than 1 sick day per 30 days worked. Should you wish to be considered for such an assignment, please be sure to apply for these positions; you will see one posting for elementary (including pre-k) leave replacement teachers and one for secondary leave replacement teachers (all content areas).

## Put Your Best Foot Forward on Your Online Application

The application itself should be complete, accurate, and updated whenever there are any noteworthy changes, especially new contact information or changes in the status of your NJDOE certificate(s).

Applications are not complete unless you have uploaded essential documents: evidence of your NJ teaching certificate(s), your resume, and a concise cover letter.

**Certification.** Holding the appropriate NJ teaching certificate is the single most important factor in the selection process.

- We request that you upload evidence of your NJ certificate(s). We strongly prefer the PDF that you may download here [https://www20.state.nj.us/DOE\\_TCIS\\_ASC/pages/appStatusSearch.jsp](https://www20.state.nj.us/DOE_TCIS_ASC/pages/appStatusSearch.jsp) because it allows us to see all your certificates at a glance.
- Please carefully address the portion of the online application that pertains to your certificate to make sure it is accurate, complete, and in alignment with the documentation you upload.
- We welcome applications from candidates that anticipate receiving their certificates in the near future. Be sure to list the certificates you anticipate, as well as the anticipated date, on your application. Please also update your file once the NJDOE issues your certificate(s).

**Resume.** A resume that clearly describes your employment history, educational preparation for teaching, and lists any and all NJ teaching certificates is essential. **Applications without resumes are generally not given careful consideration.** Be sure to update your resume periodically as needed. When doing so, please delete out-of-date resumes.

**Cover letter.** A cover letter is an ideal vehicle for communicating information about the specific type of teaching position you feel would be the best fit for you, and also when you would be available for employment.

## **Acknowledgement and Follow Up**

Upon submitting your application, you will receive an automatically generated confirmation. It is not possible for us to personally acknowledge receipt of each application, nor to provide updates on the status. If you have not been invited for an interview or otherwise contacted by our staff, we recommend that you revisit and update your application every three months. In a district our size, there can be unanticipated openings at any point in the school year.

## **Interviews and the Selection Process**

Frequently, applicants are invited to participate in preliminary interviews; these are typically conducted in our Central Office by a team of school administrators and supervisors. The goal of this first round of interviews is to identify a pool of strong candidates that can be

recommended to principals of schools with vacancies. Candidates are usually invited via an email message generated by *Frontline Applicant Tracking* (formerly known as *Applitrack*), which includes an invitation to schedule yourself, selecting from a range of available appointment times. It is generally not feasible to arrange interview appointments other than those offered via this message.

Follow up interviews are typically conducted on-site at the school in need of a teacher with your credentials. Often, but not always, you will be asked to conduct a demonstration lesson as part of this interview, or perhaps as a follow up to it. Some candidates are invited to multiple on-site interviews; this is a great opportunity for you to get a feel for the school and assess whether it would be a good fit for you.

Recommendations for hire are made by principals upon completion of on-site interviews. Formal job offers are made only by the Human Resources Department once the school's recommendation has been submitted and reviewed. These offers are made by telephone and will include a discussion of the starting salary and the timeline for the hiring process.