



UNIVERSITY OF SAN FRANCISCO

Priscilla A. Scotlan Career Services Center

# TEACHING & EDUCATION INFORMATION

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# INTERVIEW QUESTIONS FOR EDUCATORS

Interviewers are paid to ask questions! The following questions are representative of those that you are likely to encounter in your interviews. Use these to practice and you will be prepared to communicate your teaching skills.

1. Why do you want to teach?
2. What is your philosophy of education?
3. If students are having difficulty learning a skill or concept, what do you do?
4. Describe your style of teaching.
5. Would you like to be involved in school (community) activities?
6. What do you plan to be doing in five years? What are your career goals?
7. Describe your student teaching experiences.
8. What was your biggest problem in student teaching? How did you resolve it?
9. What three words would our students use to describe you as a teacher?
10. How do you individualize your teaching?
11. What techniques would you use to keep students actively involved and motivated during a lesson?
12. What are the rules of our classroom? How are they established?
13. What are the qualities of an excellent teacher? Which of these qualities do you have?
14. Some of your students always finished their assignments early. How would you deal with the free time that they have?
15. How would you work with students who perform below grade level, especially those from disadvantaged socio-economic backgrounds?
16. What coursework have you taken that you feel has made you an especially competent teacher?
17. How would you use teacher aides and parent volunteers?
18. Are parent/teacher conferences important? Why or why not?
19. Why do you want to work in our district?
20. What materials have you used that you find most effective for the slow learners? The quick learners?
21. Why should our school district hire you?
22. Describe an ideal classroom.
23. Describe the types of quizzes and tests that you give. In a quarter, what types of evaluations compose your quarterly report?
24. A student is consistently late to your class. How do you handle the situation?
25. What would you do, or how would you treat a student who refused to do the work you assigned?
26. How would you handle a student who continually "acted up" in your class?
27. How do you engage a parent in the education of his or her child?
28. How should a student's educational achievement and progress should be measured?
29. You know that a staff member has been talking behind your back about what he/she sees as your ineffective teaching methods. What would you do?
30. What do you expect from your supervisor?

## ***Candidates Must Ask Questions, Too***

If you are serious about teaching in the district where you are interviewing, there are many questions to which you need to know the answers before you accept an offer. Your interviewer will surely cover some of your questions, but by asking pertinent questions you will show your interviewer that you do understand fundamental issues relating to teaching.

You should have several questions in mind before you arrive for your interview. The following 17 questions should give you a good start.

1. What is the teacher/student ratio in your district?
2. Do you encourage teachers to earn graduate degrees?
3. How many classes a day will I be expected to teach?
4. What types of school activities promote parent-teacher-student interaction?
5. Tell me about the students who attend this school?
6. What do textbooks does the district use in this subject area?
7. Do teachers participate in curriculum review and change?
8. Does your district promote staff development activities and conferences? What types of programs have the teachers attended in the last year?
9. How does the teaching staff feel about new teachers?
10. What discipline procedures does the district use?
11. Do parents support the schools? Does the community?
12. Do your schools use teacher aides or parent volunteers?
13. To what extent do staff members work collaboratively to solve problems and respond to the needs of students?
14. Does the administration encourage field trips for students?
15. How are teachers assigned to extracurricular activities? Is compensation provided?
16. Does the district have a statement of educational philosophy or mission?
17. What are prospects for future growth in this community and its schools?

New Haven Unified School District - Sample Interview Questions for Certificated Positions

### ***Work Experience/Training***

1. Briefly describe your educational and professional background and other experiences with children.
2. What grade levels or subjects do you prefer to teach?
3. Do you have multicultural teaching experience?

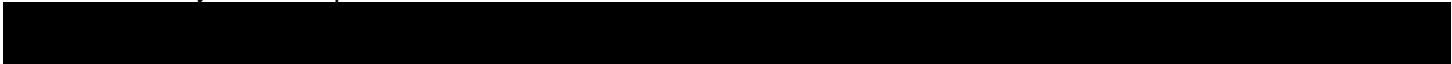
### ***Knowledge of Instructional Techniques***

4. How do you meet the range of skills and needs commonly present in a classroom?
5. What are your experiences with limited English students?
6. What is the value of the core program in English and Social Studies?
7. What are the basic elements of a good lesson?
8. How would you describe your teaching style?

### ***Knowledge of Classroom Management Techniques***

9. What techniques do you consider effective for classroom management?
10. What discipline methods work for you?
11. What are some examples of rules you would have in your classroom?
12. When should a teacher send a pupil to the principal's office for disciplinary reasons?

### ***Knowledge of Subject Matter***

13. What are your academic strengths?
  14. What plans do you have for continuing your growth in your specialty?
  15. What makes you confident that you can teach all the subjects (self-contained programs)?
- Special Skills/Interests
16. What special skills or interests do you have which would be particularly beneficial to a school?
  17. What experiences do you have with computers?
  18. What extra-curricular activities can you supervise?
- Personal Questions
19. What are your personal strengths?
  20. What area(s) do you feel you need to work on to become a better teacher?
  21. How would you rate your organizational skills?
  22. What has been your best experience working with students? Your worst?
  23. What are your present goals?
  24. What are some of the most difficult student-teacher problems you had or have?
  25. Do you have questions or additional comments for us?
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# SAMPLE TEACHER RESUME

## Chris Williams

1234 4th Avenue • San Francisco, CA 94118 • 415-555-1212

[cwilliams@usfca.edu](mailto:cwilliams@usfca.edu), [www.geocities.com/chriswilliams](http://www.geocities.com/chriswilliams)

### OBJECTIVE

**Elementary School Classroom Teacher:** prefer grades K-4, willing to teach other levels

### EDUCATION

**University of San Francisco**, San Francisco, CA

- **Multiple Subject 2042 Credential** 05/06
- **M.A., Teaching** 05/06

**Mills College**, Oakland, CA

- **B.A. History** 05/01

### TEACHING EXPERIENCE

**Student Teacher**, Fourth Grade

Balboa Elementary, San Francisco, CA

3/06 - 5/06

- Teach math, reading, English and social studies in class of 31 multicultural students, including seven students with special learning needs
- Design units in children's literature incorporating multi-ethnic themes to increase students' cultural awareness
- Develop lessons in critical thinking skills using math games
- Demonstrate classroom management skills through appropriate use of "time-out" system
- Restructured parent-teacher night to provide more interactive format

**Student Teacher**, Kindergarten

Garden Grove Elementary, San Francisco, CA

1/05 - 5/05

- Taught math and language arts to class of 35 multicultural students
- Developed and presented lesson unit on Chinese New Year which included construction of Chinese dragon and presentation to two other classes
- Prepared and presented African History unit in celebration of Black History Month

**Instructional Assistant**, First Grade

Vista Elementary, South San Francisco, CA

1/04 - 5/04

- Directed groups in various developmental and educational activities
- Designed learning exercises to promote cooperation and cultural understanding

### OTHER WORK EXPERIENCE

**Office Manager**, Office Services, Inc., San Francisco, CA

7/01 - 8/04

- Managed administrative functions for 25-person consulting firm

### VOLUNTEER EXPERIENCE

**Playspace Exhibit Volunteer**, Exploratorium, San Francisco, CA

10/02 - 5/03

- Played with and supervised 20 children under age five in child development activity area
- Explained purpose and goals of exhibit to parents and other visitors

### ASSOCIATIONS

**Member**, Association for Supervision and Curriculum Development

5/05 -Present

**Vice President**, Student Teacher Association

9/05 -Present

### ADDITIONAL SKILLS / INTERESTS

- Classroom technology: proficient in Word, Excel, Internet
- Conversational Spanish, photography, volleyball, piano and guitar

# INTERNATIONAL TEACHING RESOURCES

## **AEON**

(Teaching English in Japan)

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

Los Angeles AEON

Inter-Cultural USA

1960 E. Grand Avenue #550

El Segundo, CA 90245

310. 414.1515

AEON hires and trains English speakers to teach English as a second language in Japan. Applicants must have a strong understanding of the English language and a genuine interest in the culture and people of Japan. Resume and a one-page essay titled "Why I Want to Live and Work in Japan" is also required.

## **Council on International Educational Exchange**

[www.ciee.org](http://www.ciee.org)

633 Third Ave., 20<sup>th</sup> Floor

New York, NY 10017

800. 40. STUDY

CIEE offers internships and Jobs for students and graduates around the world. Applicants must be at least 18 years of age, a U.S. citizen or permanent resident, and be a full time student at the time of enrollment or have been a full time student the previous semester working towards a degree.

To teach in China applicant must have a Bachelor's degree, be fluent in English, and be comfortable speaking in large groups with strong organizational skills.

## **School for International Training**

[www.sit.edu](http://www.sit.edu)

Kipling Road

P.O. Box 676

Battleboro, VT

05302-0676

800. 336.1616

SIT offers full time teaching positions which include a stipend and living allowance. The program is funded by the U.S. Information Agency. All applicants must be a U.S. citizen and have a MA in TESL/TEFL.

## **Japan Exchange & Teaching Program (JET)**

[www.jetprogramme.org](http://www.jetprogramme.org)

2520 Massachusetts Avenue, NW

Washington, DC 20008

202. 238.6773

One year English teaching contracts available. All applicants must have a BA, and have a functional command of the Japanese and English languages, not resided in Japan for three or more years after 1990 and must be under thirty-five years of age.

**YMCA of the USA  
Overseas Service Corps**

[www.ymca.net](http://www.ymca.net)

Patty Schnabel  
OSCY Program Coordinator  
6300 Westpark, Suite 600  
Houston, TX 77057

The Overseas Service Corps program gives opportunity to those who wish to teach English in Taiwan. Applicants must have a BA/BS degree and have TESOL/TEFL experience or certification. There is a one-year minimum commitment.

**Friends of World Teaching**

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

P.O. Box 84480  
San Diego, CA  
90138-4480  
800. 503.7436

Friends of World Teaching have overseas teaching and administration positions with three month to two-year contracts available in over one hundred countries. Placement will be in English speaking schools and colleges.

**Peace Corps**

[www.peacecorps.gov](http://www.peacecorps.gov)

333 Market Street  
Suite 600  
San Francisco, CA 94105  
415. 977.8800

The Peace Corps offer secondary, primary, special education and university teaching positions in Asia, Europe, the Pacific or Africa. Applicants must be U.S. citizens over eighteen years of age and do not require a college degree.

**Department of Defense Dependents Schools**

[www.odedodea.edu](http://www.odedodea.edu)

Attn: Recruitment Unit  
4040 North Fairfax Drive  
Arlington, VA 22203-1634  
703. 696. 3067

The Department of Defense offers quality education from K-12 for eligible minor dependents of Department of Defense military and civilian personnel on official overseas assignments. Applicants must be U.S. citizens, have a BA/BS, experience as a student teacher or intern and have spent at least one year as a full time educator. A written test is required.

**Department of Education**

[www.ed.gov](http://www.ed.gov)

400 Maryland Avenue, SW  
Washington, DC 20202  
800. USA.LEARN

American sponsored overseas schools are independent, non-government, private institutions. Most recruit through placement agencies such as those listed on this handout.

**Department of State**

[www.exchanges.state.gov](http://www.exchanges.state.gov)

see employment listings for contact information

Variety of teaching position listed on website. Applicants must be U.S. citizens, have a MA in TEFL/TESL and sign a one-year contract.

**European Council of International Schools (ECIS)**

[www.ECIS.org](http://www.ECIS.org)

Office of the Americas  
105 Tuxford Terrace  
Basking Ridge, NJ 07920  
908. 903.0552

Teaching positions for children ages three to eighteen. Applicants must be currently teaching, provide three references, TEFL/ESL certified, have a degree in education and be fluent in English and have experience teaching in a foreign language. Contracts are for two-year periods.

**International School Services (ISS)**

[www.iss.edu](http://www.iss.edu)

Educational Staffing  
15 Roszel Road  
P.O. Box 5910  
Princeton, NJ 08543  
609. 452.0990

Students are of expatriate families who work in international business, diplomatic and government service. Teaching and administrative positions for grades K-12 are available. Applicants must provide references, taught in more than one grade level, have a BA/BS and sign a two-year contract.

**Chronicle of Higher Education**

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

1255 23<sup>rd</sup> Street, NW. Suite 700  
Washington, DC 20037  
202. 466. 1000

The Chronicle of Higher Education publishes a newspaper weekly that posts national and international college and university job openings.



**Council for International Exchange of Scholars (CIES)**

[www.iese.org/cies](http://www.iese.org/cies)

3007 Tilden Street, NW  
Suite 5L  
Washington, DC 20008-3009  
202. 686.4000

CIES grants BA/BS grads, masters and doctoral candidates the opportunity for university coursework and library/field research.

**Institute of International Education (IIE)**

[www.iese.org](http://www.iese.org)

809 United Nations Plaza  
New York, NY 10017-3580  
212. 984.5375

Teaching assistantships, Fullbright Grant Programs and fellowships for study and research.

**University of Maryland University College**

[www.umuc.edu](http://www.umuc.edu)

Assistant to the President  
Overseas Programs  
UMUC  
3501 University Boulevard, East  
Adelphi, MD 20783

University faculty teaching positions on U.S. military bases in Europe and Asia. Renewable annual appointments, Ph.D. or grad work beyond masters and U.S. citizenship required.

# HOW TO WRITE A CURRICULUM VITAE

A curriculum vitae - often called a "CV" or "vita" - is a comprehensive biographical summary of your professional qualifications and activities. For recent Ed.D. graduates, 2-4 pages is typical; for individuals with extensive experience the vita may be longer; the content determines the length. Like the resume, there is no one "right" way to prepare a vita, but some guidelines exist. Most importantly, remember that your vita should be easy to read and to understand. It is wise to consult with a mentor or professor in your field to check for any special requirements. Search committees must be able to locate quickly information relevant to the position. Your contact information (name, address, phone, email) should always be at the top. The vita will also typically include the following:

## Academic Background

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List your educational background in reverse chronological order. For example:

<b>Ed.D.</b>	<b>University of San Francisco, San Francisco, CA</b> Learning & Instruction Dissertation: <i>The Effects of Jelly Beans on Student Achievement</i>	2002
<b>M.Ed.</b>	<b>San Francisco State University, San Francisco, CA</b> Educational Administration Thesis: <i>Student Achievement and Motivation</i>	1994
<b>B.A.</b>	<b>Mills College, Oakland, CA</b> Major: History, Minor: English	1987

You may also include a listing of your relevant coursework, in order to establish the breadth of your knowledge, if your experience is limited. You can choose to include your dissertation in this section or under a heading of its own. If you have minimal experience, it may be advantageous to include a separate category and briefly describe your work.

## Experience

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In reverse chronological order, list your relevant work experience. This will include any full, part-time, or temporary teaching positions, paid research, editorial work, administrative positions, etc. For example:

- Lecturer**, School of Education, HOLY NAMES COLLEGE, Oakland, CA      2001-present
- Developed and taught semester-long course on curriculum design for multicultural student populations.

Describe briefly your duties, activities, and achievements in each position, using action verbs to begin each idea. If you have designed or taught a course, you might describe its content, the format (lecture, discussion), etc.

## Publications

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Cite works that you have authored or co-authored. Include articles (only published or "in-press," not articles under submission), pamphlets, monographs, books, chapters in books, research reports, non-print materials (video, software), etc. Group multiple publications by type and date, listing most recent publication first. Use whatever bibliographic style your discipline requires. For example:

Last name, First initial. Name(s) of coauthors (if any). "The Use of Jelly Beans in Student Motivation," *Journal of Student Motivation*, June 2002, Vol. 63, No. 2.

## Conference/Workshop Presentations

Depending on the amount of your experience, these categories may be combined or divided into separate headings. For papers presented at a conference, state the title of the paper, name of conference, location and dates. Include the same information for workshops; you may also want to elaborate on the event and your role in it.

"New Strategies in Student Motivation," at the Southwest Teachers Conference, Phoenix, Arizona, March 2001.

## Programs/Committees

Again, depending on your experience, you may want separate categories. List the committees to which you have belonged, and list any programs you have helped develop. You might also include a description of the purpose and results of your work.

**Student Representative**, Curriculum Review Committee, San Francisco State University 1993-1994

## Professional Affiliations/Memberships

List all associations to which you belong, beginning with those in which you hold or have held any elected or appointed offices.

**Phi Delta Kappa**, University of San Francisco Chapter, San Francisco, CA  
Member 1999 - present  
Chapter President 2000 - 2001

## Licenses/Credentials/Certifications

List all licenses, credentials and certificates in reverse chronological order. Include the name of the issuing institution.

California Administrative Services Credential, California Commission on Teacher Credentialing 1994  
California Clear Credential: Multiple Subject, California Commission on Teacher Credentialing 1992

## Other Categories

Remember, vitas are unique to each individual, so not every category will necessarily apply to you. If you have no experience in a certain area, then omit it from your vita. Conversely, you may have experience which does not fit neatly under any of these headings but which you would like to include. You may arrange your information in whatever way it will represent you best. Listed below are additional subject headings which may be appropriate for your vita.

Professional Competencies	Departmental Leadership	Academic Awards/Honors
Experience Summary	Professional Activities	Distinctions
Academic Experience	Research/Scholarly Activities	Graduate Fieldwork
Teaching Experience	Editorial Activities	Graduate Practica
Research Experience	Professional Development	Grants
Administrative Experience	Scholarly Presentations	Reviews
Related/Other Experience	Conference Leadership	Articles Under Submission
Consulting Experience	Special Training	Foreign Study
Faculty Leadership	Technical/Specialized Skills	Travel Abroad
Committee Leadership	Scholarships/Fellowships	Language Competencies
Volunteer Work	References	Professional Highlights