

SELF-MANAGED CREDENTIALS FOR TEACHER CANDIDATES

SCSU teacher candidates should begin preparing their job search application materials the semester before their student teaching. During the student teaching semester, students should complete their resume and reference list and register with Career Services Center through www.scsucareers.com. This electronic resume posting system makes resumes available to school districts.

Candidates should also visit *EdPost*, the SCSU education job-posting web site, to view current education listings. This is also an important resource for candidates to use before they begin their job search process. You can view school district listings for job requirements as well as individual district application requirements. *EdPost* is at www.stcloudstate.edu/joblistings/edpost.

Self-managed credentials are the teacher candidate's job application materials. Teacher candidates will coordinate the materials they will use in applying for teacher positions. Teacher candidates will need to maintain original copies of their materials and send copies to the school districts for positions for which they are making formal application.

Credentials often include:

- Letter of application
- Resume
- List of references
- Three to five letters of recommendation (people who can comment on your ability to be an excellent employee, teacher, colleague)
 - College professor
 - Employer
 - Colleague/teacher
 - Organizational adviser
 - Principal
- Teaching license (or letter from SCSU records office stating you have completed your academic requirements and the license is in process)
- Transcripts
- Student teaching reports (you will receive from your university supervisor)

(over)

Teaching Portfolios

Teaching candidates should prepare a portfolio to have available to share with an interviewing team. The portfolio should be of professional quality and presentation. A portfolio might include:

1. Table of contents
2. Profiles of your work
 - a. teaching philosophy
 - b. teaching responsibilities and objectives
 - c. strategies used in teaching (exams, computers)
 - d. syllabi and course descriptions
 - e. examples of special programs presented or projects for students
3. Efforts of achieving quality teaching
 - a. peer and student evaluations
 - b. letter from parent of student taught (unsolicited is great)
 - c. teaching workshop participation
 - d. awards received
 - e. achievements acknowledged
4. Goals
 - a. strategies to try next
 - b. studies outlined
5. Other
 - a. student outcomes (exams, tests and survey scores)
 - b. additional materials (letters from alumni, colleague observations)
 - c. photos of bulletin boards, classroom projects or experiences or special programs
 - d. video tapes of classroom instruction or programs