

How to
Prepare to

**ROCK
THAT
INTERVIEW.**

Teacher Off Duty

RESEARCH GUIDE

SCHOOL:

POSITION:

INTERVIEW DATE:

INTERVIEW TIME:

Where to Look:

- School website
- School social media
- Local news
- Board meeting minutes
- Anyone you know in the district

Use the space below to take notes.

What to Find:

- Discipline policies and behavior management philosophies
- Adopted curriculum
- District + school initiatives

Who to Observe:

What do you gather about the department chair and principal? What are the initiatives they seem to care about or curriculum and teaching strategies they get behind?

What to Mention:

What are some things in your experience, vision, and skillset that jive well with this district, and that you want to make sure you bring up in the interview? Also, what questions do you have about what you found that you could ask during your questions?

MENU OF EXAMPLES

Use the space below to brainstorm. Star the ones you want to make sure you mention. Bring these with you to your interview and study up to when you go in.

Stories that highlight your teaching

- Proud moments
- Favorite projects - interesting units, activities, programs
- Turning points or big learning moments
- Classroom management examples and stories
- Difficult moments or challenges you overcame

Unique Experiences

- Experiences with people with a variety of needs and backgrounds
- Relevant outside-teaching experiences that would make you stand out

Experiences Relevant to this Position

- Technology initiatives
- Experience with their curriculum
- Experience and knowledge of grade level and content area
- Connection to the community
- Past experience with similar populations that you'd be teaching

Evidence of Going Above & Beyond

- Extracurriculars you've sponsored or be interested in sponsoring
- Leadership experiences
- Awards and recognition
- Stories of being an awesome team player

EXAMPLE QUESTIONS + ANSWERS

Great answers are organized and include concrete examples – even stories – from your experience.

Use the example below and the following page to practice putting your answers into a similar format, so when you're interviewing for real, it comes naturally.

Example Answer

Question: What style of behavior management would you implement?

I believe strongly in proactive classroom management. The foundation of classroom management is in the relationships with students and quality of lesson plans, but also in having clear and consistent expectations and consequences.

For example, at the beginning of the year, I walk through all of our classroom expectations, even having students model what each expectation looks like. I also explain the discipline plan and model what it would look like if a student crosses the line. So students know what the expectations are.

Last year, I had a student that knew the expectations, but struggled to meet them. I noticed this in the beginning of the year, and so made a goal to spend 3 minutes talking to him every single day--about anything--to develop our relationship. This paid off. While he still struggled to meet expectations in our class, just like in every class, very seldom was there ever a blow-up in my classroom because when he was not following expectations, I knew him well enough to help him de-escalate, and he trusted me enough to open up after he had de-escalated so we could find new tools for him to solve the struggles he was experiencing.

So, I would say that I would have a similar proactive approach: relationships, quality lessons, and clear expectations. I know from experience how much this helps in providing an environment for students to not just learn the academic material, but healthier, more productive ways of getting what they need.

Basic answer,
List points

General
example

Story
example

Sum it
up & connect
to initial
points

Common Interview Questions

1. Please explain your general background and qualifications.
2. Describe your approach to planning a unit. OR Describe your approach to planning a [content area] unit.
3. How would you approach behavior management in your class?
3. What is your understanding of and experience with [insert curriculum or content-specific teaching approach - this one is good to be prepared with from your research]?
4. Why do you want to teach at this school?
5. What does great teaching look like?
6. We believe in working together as a team at this school. What qualities do you bring as a team member?
7. Describe a frustrating situation you've experienced while teaching and how you dealt with it. (this one could be general, could specifically be with adults, behavior management...you name it)
8. How would you work to foster a climate receptive to diversity in the department, the curriculum, staff meetings, printed materials, initiatives, etc?
9. How would you approach meeting the needs of a group of students with a wide variety of levels?

PRACTICE ANSWERS

Use this template to practice answers to as many to questions as you'd like. Take your time - and use your "menu!"

Question:

Answer:

Basic answer,
List points

General
example

Story
example

Sum it
up & connect
to initial
points

PLANNING YOUR PORTFOLIO

Brainstorm a list below of what to include. Some ideas:

- Best lesson plan(s)
- Best unit plan
- Awesome student materials
- Classroom management plans/examples
- Glowing feedback
- Anything else that shows you at your best

Your ideas:

Done? Fabulous.

- Find a 3-ring binder
- Print everything out and place in binder
- Print a cover with your name, "____
Teacher Candidate"

**SCHOOL
LOGO**

Jeanne Wolz
ELA Teacher Candidate
Edison Middle School

LET'S CONNECT!



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