



Educational Success, LLC

Staff Development Training · Academic Coaching · Consulting Services

SOLUTIONS FOR NEW TEACHERS

Preparing for an Interview

- I. Conduct the Research- It is important to some effort into preparing for the interview. Visit the district and campus website for clues. Talk to anyone you know that teaches at or has students at the campus. Answer the following questions prior to the interview.
 - a. What is the name of the district you are interviewing in?
 - b. What is the name of the school that you are interviewing at?
 - c. What is the name of the principal and assistant principal?
 - d. What grade levels are taught at that school?
 - e. What grade level are you interviewing for?
 - f. What subject might you be teaching?
 - g. What teaching arrangement will you be teaching in (self-contained, team teaching, pull-out program, etc.)?
 - h. Make a list of descriptors of how you would describe the culture of the campus based on the research.
 - i. What strengths does the team/campus have? What experiences do you have in those areas?
 - j. What weaknesses does the team/campus have? What do you have to offer to strengthen those weaknesses?
 - k. What is your philosophy of teaching?
 - l. What experiences do you have that show that you are suitable and the top choice for the job?
 - m. What is your discipline plane for entering a new classroom?
 - n. What is your instructional entrance plan for starting the school year?

- II. Basic Interview Questions- Take the time to plan out logical and professional answers for the following questions. Think of the answer as an upside down triangle. Your answer should be broad then lead to specific examples. One or two word answers are unacceptable. It is up to you to elaborate and share your experiences.
 - a. Share your background and educational experience.
 - b. Why do you want to be a teacher at XYZ School?

- c. What makes you the top candidate for the job?
- d. Why did you go into education?
- e. Describe the discipline plan you will use in your classroom.
- f. Give an example of a successful lesson that you have taught.
- g. How will you use technology in the classroom?
- h. What are your strengths and weaknesses?
- i. What will you do to ensure that your students are successful on the state exams?
- j. Describe how you will communicate with parents.
- k. What effective instructional practices will you use in your classroom?
- l. What resources would you access if you were struggling as a new teacher?

III. Communication

- a. Body Language
 - i. Do not say “I am nervous”
 - ii. Be confident
 - iii. Be relaxed
 - iv. Sit up straight
 - v. Smile
 - vi. Introduce yourself
 - vii. Make eye contact
 - viii. Shake hands when you enter the interview
- b. Choice of Words
 - i. Vocabulary to incorporate into your interview:
 - 1. Classroom management
 - 2. Engagement
 - 3. Interventions
 - 4. C-Scope/Curriculum
 - 5. Standards
 - 6. Accountability
 - 7. State of Texas Assessment of Academic Readiness (STAAR)
 - 8. Formative and Summative Assessment
 - 9. Learning Styles
 - 10. Reading Skills/Reading in all Content Areas
 - ii. Use positive and professional language
 - iii. Be sure to share all of your experiences that are related to the job. Elaborate on those experiences. For example, if you taught Sunday school, be sure to share the fact that you managed a group of children and kept them engaged in lessons that you created.
 - iv. It is okay to ask the committee to repeat the question
 - v. If asked whether you have any questions for the committee, limit them to a few such as the following:

1. What is the timeline for hiring?
2. Will I hear from someone regardless?
3. Do you have my reference information, if you need to contact my references?

c. Attire

- i. Dress up as if going to a business meeting (or church). If you are in doubt whether to wear it, don't.
- ii. Iron your clothes
- iii. Shine your shoes
- iv. Wear jewelry that is appropriate
- v. Wear a clean tie
- vi. Skirts should be an appropriate length
- vii. Footwear should be appropriate

Feel free to contact Dr. Andrea Cruz for a consultation before, or even after, your first interview. Contact her for pricing information at dracruz@apluseducationalsuccess.com.