

Title of Session: Conversation With Bruce - Teacher Hiring Process

Moderator: Michael Guffy

Guest Speaker: Bruce Severson

Title of File: 20041130teacherhiring

Date: November 30, 2004

Room: On Tap Café

OrquideaT: whoever decided this meeting thanks a billion

BruceCS joined the room.

AllisonHu: Give lots of thanks and credit to Michael Guffy

OrquideaT: ohh Miguelito

AllisonHu: Hi Bruce

BruceCS: I see Michael Guffy is not here yet

BJB2 waves hi to Bruce. any questions?

AllisonHu: Not yet

AllisonHu: He'll be here in a few minutes.

BJB2: we still have 10 minutes until we start

BruceCS: You all can start thinking about your questions now though

BJB2: ahhh...thanks for reminding me, Bruce

BJB2: if you are new to Tapped In and to participating in discussions....

BJB2: please read the 10 Steps to having a successful Chat

10 Steps for Having a Successful Chat in Tapped In

Please remember that Discussion Leaders have spent a great deal of time preparing for this discussion and only have one hour to present their material. Your attention and courtesy is appreciated.

1. DETACH your chat window

To DETACH your chat window and make it larger and easier to read, click on the ACTIONS drop down menu in the upper right of the chat window and scroll all the way down to DETACH.

2. Use the PRIVATE MESSAGE to greet and talk to friends

When a friend enters the room and you want to greet them or ask them a question, double click on their name under the HERE tab to the left of the chat window. This will open a new small window. Enter your comments in the bottom of the window and press return on your keyboard. This message is PRIVATE and will only be seen by the person you send it to. This avoids a lot of distracting off-topic chat in the main chat window.

3. Use the PRIVATE MESSAGE to ask for help

If you have any questions about Tapped In or how to do something, send a PRIVATE MESSAGE to the discussion moderator (usually the person who introduces the discussion leader and asks people to introduce themselves). To send a private message double click on their name under the HERE tab to the left of the chat window. This will open a new small window. Enter your comments in the bottom of the window and press return on your keyboard. This message is PRIVATE and will only be seen by the person you send it to. This avoids a lot of distracting off-topic chat in the main chat window.

4. Give a brief introduction.

If the moderator calls for introductions, give your discipline, grade, and location.

5. LISTEN to what the moderator has to say

The Moderator offers tips on participation, introduces the Discussion Leader and sets the ground rules for the discussion.

6. LISTEN to what the Discussion Leader has to say

Before you ask any questions or make any comments, give the Discussion Leader the courtesy of your

attention. You will then be prepared to contribute to the dialogue in an informed way.

7. Click on a hyperlinked URL to open a webpage

When the discussion Leader shows a URL it is hyperlinked. When you click on the hyperlink, a new webpage will open for you. You can open the page, look at it, and then close it if you wish. Do not minimize.

8. WAIT for the discussion Leader to ask for questions

Eager audiences are a joy for any Discussion Leader, but questions that are blurted out take the discussion off topic. Because of the limited time for each discussion, wait for the Discussion Leader to ask for questions.

9. Use the PASTEBOARD to view unmoving chat text

During many discussions the chat scrolls very quickly and it is easy to lose the thread of the discussion. To view a section of the dialogue without having it scroll, click on the ACTIONS drop down menu and scroll down to SEND TO PASTEBOARD. This will put the section of dialogue on a new non-scrolling window.

When you have caught up, close the pasteboard window.

10. Members receive an emailed TRANSCRIPT.

If you are a member of Tapped In, when you are finished with the discussion and log out, a transcript of the discussion that took place while you were logged in will be sent to you at your Tapped In registered email address. The transcript will include all chat text, all text from private messages, and any URLs that have been shown.

MichaelGu joined the room.

BJB2 cheers for Michael..just in time!

OrquideaT: hi Michael

MichaelGu: hello sorry I'm late I had computer trouble

TomCon: I don't see the 10 steps note, but hopefully I'll be okay. We're here to talk about the teacher hiring process, right?

MichaelGu: that is correct

MichaelGu: let me take a minute to introduce Bruce

RavneetM: right

MichaelGu: he is from human resources at Houston ISD

MichaelGu: he is going to answer some general questions about the teacher hiring process

MichaelGu: with that I will turn it over to Bruce

AllisonHu claps

BruceCS: hello everyone

BruceCS: I will be happy to answer your questions.

MichaelGu: let me ask the first question

MichaelGu: when is the best time to apply and request an interview (for fall starting)

RavneetM: do we have [to] take any test before applying

BruceCS: To be proactive in getting a position for the beginning of the school year in the fall, it would be good to start the process no later than January/February

MamieA: Do you have to be already certified to be hired or can your certification be pending?

JosephCoy: if I am not done with certification, when and how do I apply for an internship as a high school math teacher?

BruceCS: Most school districts will begin accepting applications sometime in February/March and will begin interviewing then.

DanitaC: What is the proper process for a UH ACP student?

AllisonHu: One question at a time so that he may get to them all.

StephenieH: Danita, what is UH ACP student?

BruceCS: The testing requirement varies with each school district. HISD prefers that you have taken your content test. The PPR can wait until later.

DanitaC: University of Houston Alternative Certification (sorry)

MamieA: what if all tests are past you but you are waiting on diploma

StephenieH: Bruce, do we need to pass our content test before interviewing?

BruceCS: If you graduated in Education and did your Student Teaching, you do not need to be fully certified to be hired. You can begin teaching on a non-renewable permit

StephenieH: cool

JosephCoy: let me try again: if I am not finished with certification, how and when do I apply for a high school math internship?

BruceCS: I was just getting to your question, Joseph.

TammyEH: I start Student Teaching next semester...when should I begin to apply?

MamieA: I do not have to do students teaching because I was a teacher's aide for 4 years I fall under the teachers aide exemption act

BruceCS: Please just one at a time.

AllisonHu: Please be patient everyone. Let him finish before asking another question.

MamieA: sorry we are just excited

RavneetM: that's right

BruceCS: Joseph - If you are in an Alternative Certification Program, you must pass your content test before you are eligible to teach in Houston ISD. Other school districts may allow you to start teaching and take the test later.

JosephCoy: I am doing the pb certification at UH

BruceCS: The application for Houston ISD is on-line at www.houstonisd.org and click on HISD Jobs.

BruceCS: Same directions for pb Certification program as for ACP.

StephenieH: how about a basic question, what should we wear and how should we act. What kind of person are they looking for?

BruceCS: You do not need to pass a test before interviewing, but it is preferable at HISD since the principal will not be able to hire you until you pass your test.

BruceCS: Tammy's question next

BruceCS: You can start to apply in the Spring. Generally, around March/April.

BruceCS: Mamie next

TammyEH: thank you

BruceCS: If you are graduating in the Spring, you can begin to apply in February, since you don't have to do Student Teaching.

RavneetM: is test really hard

BruceCS: Stephenie next

MollieB: how would you go about teaching on an "emergency" basis as a science teacher while working on certification?

MamieA: When we are next do we need to re-ask our question?

MichaelGu: no he can still see your question

BruceCS: Dress professionally. Act warm but businesslike. Friendly, but not too casual or forward. Be yourself and relax. They are looking for qualified applicants that really care about children and are really motivated to teach.

BruceCS: Ravneet next

MamieA: I will graduate in December, after Friday I am done with classes so can I apply now?

BruceCS: the tests are difficult, but not impossible. They are designed to be challenging to eliminate those who have not really prepared properly. The level of difficulty also varies some from subject to subject.

BruceCS: Mollie next

StephenieH: how should we present a resume and what should we include

BruceCS: In most cases, unless you are in a State Approved Alternative Certification or Post Baccalaureate Program, you can't teach in Houston ISD on an Emergency Permit anymore, due to the new Federal No Child Left Behind requirements.

BruceCS: Mamie next

MollieB: I am in pb program

TomCon: Related question to Stephenie's: What sort of documentation should we have ready? I've heard other students mention assembling portfolios. What should be included?

MaryFT: What are some specific things that HR and principals ask? Are they looking for specific skills or knowledge in things like technology, classroom management, etc?

DanitaC: University of Houston PB is such a program, so what's process then? Can be hired?

BruceCS: You can apply now. If you did your student teaching this semester, call our office regarding getting an interview right away.

BruceCS: Stephenie next

MamieA: I am exempt from student teaching through the state of Texas

MeganSo: Bruce when ready I have a question

JosephCoy: I have a full time job, how would you recommend I satisfy my student teaching requirement?

MichaelGu: we backed up about three questions now

BruceCS: Consider using a resume service or looking for sample resumes on the Internet. Generally, you should include your education near the beginning. Be sure to itemize every certification test you have taken. Always include your student teaching experience, if you completed that. Then put your work experience, including any related volunteer work that would accentuate your qualifications for the position you are trying to get. A list of references at the end should include your university supervisor, your cooperating teacher in your student teaching experience, and any former supervisor that can give you a good reference.

BruceCS: Mollie next

BruceCS: If you are in a State Approved Post Baccalaureate or ACP Program, you will work under a Probationary Certificate for a 1 Year Internship. You would start applying once you have taken the required Pre-Assignment Training and passed your content test. There is one exception to the test requirement. If you have 24 credit hours in the subject that you are getting certified in, and at least 12 hours are upper level, you can start your Internship before taking your content test.

BruceCS: Tom next

DaraL: I have a question when ready too

TomCon: It's hard to know when to jump in. I, too, have another question when ready.

MichaelGu: Tom's question is next

BruceCS: Your program advisor can give you specifics on what to include in the portfolio. Generally, anything related to your qualifications and experience in teaching. Specifically, be sure to include a resume, copies of your certificate and/or test score reports, transcripts, philosophy of education essay (short), examples of materials used in student teaching, letters of reference, etc.

BruceCS: Mary next

MichaelGu: while Bruce is typing do any of you know the trick of detaching the chat window so you can see more of the chat

GayleT: yes- go to action and click on detach

MichaelRa: (It's in the Actions Drop Down menu)

RavneetM: go to actions drop down menu and click detach

BruceCS: The specific questions vary some with each principal, depending on their style and the particular position. You should be ready to answer questions like: Why do you want to go into teaching? What is your Philosophy of Education? They will also ask specific questions about your knowledge in the subject area that you will be teaching. Additional questions about your familiarity with technology and your methods of classroom management are very common as well.

BruceCS: Danita next

BruceCS: I think I already answered this question. If you are in a State Approved Program (UH Post Bac program is State Approved), you should take your content test or have 24/12 in the content area in order to start working.

BruceCS: Mamie next

BruceCS: If you are exempt from Student Teaching, you don't need to wait. You can apply in February for a fall position.

BruceCS: Megan -

MamieA: cool thanks that helps a lot, Can I sub now?

MeganSo: Are there many high school technology positions available, and can one be obtained with out certification, but with just a bachelors or masters?

MollieB: you don't need certification to sub

BruceCS: There are a few positions available. You still need to be certified or in a program to obtain certification. You can check with Region IV Educational Service Center for information on that. Their web site is www.esc4.net

BruceCS: Joseph next

MichaelGu: Dara do you want to type up your question now?

BruceCS: You will have to work that out with your program. There is an option in many programs to do a 1 year internship in place of student teaching. I do not recommend that except in extreme circumstances, since it can actually close some doors later on if you want to teach outside your area of certification.

DaraL: yes, I will be licensed in Virginia to teach high school business by June, what are my chances for being interviewed in Houston in time to teach for the fall school year?

JosephCoy: thanks

BruceCS: You will have to [have] received your certificate and apply for a 1 year Texas certificate in order to teach in Houston. If your certificate is issued in June, you have a reasonable shot. If you have to apply in June and Virginia takes a long time to issue the certificate (like many states), you would not be able to start in Houston until your certificate in Virginia comes through.

BruceCS: Tom?

MamieA: Is there anyway we can put in an application now for a spring semester job? Could there be any openings midyear?

DaraL: ok, thanks

TomCon: Are there other ways to get around the full-time student teaching requirement: career switcher programs, private school, long-term sub positions? Any recommendations about what will prepare us best for teaching in public school? For us older folks who really want to teach but also have families to support, the student teaching requirement is a killer.

MamieA: no kidding, even for the younger students who are paying their way through school is a killer on them as well

BruceCS: If you are in a bachelors program, sometimes there is the option to do a 1 year internship, as I mentioned above. If you are in an ACP Program, most are structured to do the 1 year Internship. These are paid teaching positions, so you are making the same as a first year teacher.

BruceCS: Mamie next regarding subbing

MamieA: You have no idea how much you have helped us out. We actually have been able to talk to a real person out in the teaching field this is awesome

BruceCS: You can sub anytime. However, Houston ISD is currently not accepting applications for substitute teachers. We will probably open it back up next semester (January?).

MamieA: thanks

BruceCS: I think I answered all the questions posted. I have time for a couple more. You are all very welcome.

MeredithK: I have a question whenever you're ready for new ones.

MamieA: How hard is to get a job mid year

BruceCS: Mamie -

DanitaC: Thanks bunches. VERY informative discussion!

BruceCS: There are fewer positions available mid-year. We always have some. We are accepting applications now.

BruceCS: Meredith?

RavneetM: I don't have any teaching experience. Is it a better idea to start as assistant first?

MeredithK: Are there advantages to getting your teaching certificate in a university program, like a UH, versus going through an alternative program like Region IV??

MamieA: Do I just go to the website?

JosephCoy: on average, can you guess how many teaching positions typically open up in the fall?

MaryBethC: Thanks for your time! Your insight was more than valuable!

OrquideaT: thank for the great information

BruceCS: There are differences in every program, even between different ACP Programs. I would encourage you to do some checking before you decide. Each has its strengths and weaknesses. Usually the University Programs take a little longer (~2 years) compared to ACP Programs (usually 1 year). Look at the costs as well.

BruceCS: Ravneet next

DaraL: thank you very much, this was helpful

MeredithK: Does it make a difference to schools that are hiring?

BruceCS: If you are certified and have done your student teaching, you should be good to go.

BruceCS: Mamie-

MeredithK: Thank You

KarenHC: Bruce, if I am in student teaching in the spring, and applying for fall, will I need to include a letter stating that my certification is pending?

BruceCS: Yes. The application for HISD is on www.houstonisd.org

RavneetM: thanks and nice taking to u

BruceCS: Joseph next

StephenieH: thank you so very much for helping us to understand a few things. I hope to speak with you soon

BruceCS: Fall - we hire about 1200 - 1500. January we hire about 150-200. Scattered hirings at other times.

MichaelGu: Joseph question will have to be the last question

BruceCS: Meredith next

MollieB: what content areas are most hired of that 1200-1500?

DanitaC: Those numbers refer to ... interns? student teachers? student teachers?

BruceCS: Different schools have different preferences. It all depends on the principal. However, some programs have better reputations than others. In general, the higher the requirements are to get in, the better the program.

BruceCS: Karen next

MeredithK: Very helpful.

BruceCS: You don't need a separate letter. You can just put it as a line item on your resume.

MichaelGu: we are coming up on 7:00

BruceCS: Numbers are total numbers

DanitaC: Thanks.... sorry about the last ? I had already hit enter... Thanks for all the info.

TammyEH: thank you for everything....bye everyone

KarenHC: Thank you, Bruce.

AllisonHu: Thanks for coming everyone!

BruceCS: You are welcome. Good luck to all of you.

AllisonHu: We appreciate you very much!

MaryFT: Thank you so much for this opportunity. We really appreciate it!

MichaelGu: I want to thank Bruce for chatting with us TUT will try to get another one of these scheduled soon

MaryFT: Yay Michael. We are looking forward to it