

## A Resource for MAT Students Seeking out of State Employment

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*As you begin to search for a teaching position in a state other than Texas, there are lots of things you can do in order to conduct an organized, efficient, productive, and ultimately rewarding job search.*

### **Step One: Narrow Down Your Choices**

There are many reasons why a person may decide to teach outside of Texas (i.e., to return “home,” adventure, or to be closer to friends / loved ones). If possible, try to narrow down your list of possible cities / states to as realistic a number as possible for your particular situation (a ballpark of five or fewer locations can be most easily managed). If you are struggling to narrow down your choices, you may want to research state job pages, consider the average salary compared to the cost of living, make a pro/con list, or talk to people in a given area. No matter what, try to limit yourself to a number of cities that you (personally) do not find *overwhelming*.

### **Step Two: Finish all of your “stock” documents**

As you narrow down your list of possible cities / states, use any available downtime to perfect your “stock documents.” Polish your resume, revise a standard cover letter that you can easily customize later, and complete your placement form. Buy stamps and envelopes, and make several photocopies of a your official transcript to send along with your letter. Once these documents have been proofread and completed, you will encounter fewer delays and obstacles to applying for jobs when the time comes.

### **Step Three: Identify Key Districts, Hiring Personnel, and Upcoming Job Fairs**

Now that you know *where* you want to teach, it is important that you start to identify possible districts and key hiring / HR personnel. Using the state certification websites listed in the attached documents, start searching the web and create a mini-database of key contacts (make sure to record the contact’s name, title, address, email, address, and phone number so you only have to look up this information once). As you continue searching, expect for this list to change.

As you identify prospects, note the dates and locations of upcoming job fairs to use for future reference. If you still aren’t sure where you want to be (geographically), it will be useful to access this information down the road should you need to speak with many districts in a short time frame. The earlier you can start this research process the better, so you can avoid missing any important deadlines.

When you are ready to send out your “packet” feel free to email me the names of any / all personnel directors you are contacting. In your cover letter, it is fine to mention that a copy of your credential file, photocopied transcript, and a letter talking about Trinity’s MAT program will arrive under separate cover. *Please allow at least three business days for your request to be granted. All packets will be mailed (regular) first-class mail.*

### **Step Four: Plan Travel (as needed)**

If you are planning to teach out of state, it is unlikely that the recruiter will come to you. You may want to request a phone interview *before* you book plane tickets in order to rule out any unlikely prospects straight away.

If you must travel, aim to schedule any in-person interviews during Trinity’s spring break or close to a weekend to cause minimal disruption to your teaching schedule. If you are seriously considering moving to a new area, you may want to extend your trip another day to research the area or explore early housing options. *While it’s always better to start early, remember that your schedule will open up significantly in April when you finish your internship!*

### **Step Five: Complete Necessary Certification Paperwork for your New State**

Once you pass the required TExES exams and complete your coursework / internship, you will receive your Texas Standard Teaching Certificate (May). When this happens, you and I will begin the process of transferring your certification to another state. It is important to remember that Trinity’s MAT program is nationally recognized and has received the prestigious NCATE accreditation. This information will make it easier for you to transfer your credentials – although you may be required to submit additional paper work, pay a fee, or even take another exam. Ultimately, these little headaches will seem annoying now, in the grand scheme of things, it’s a small obstacle to land your dream job teaching out of state!