

# “HOW NOT TO GET THE JOB”

Presented to the Midwest Clinic

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## 1. Preparation for a music education position

**DON'T: Assume you've learned all you need to know**

**Instead:**

- It's all about you! Invest time in developing your résumé
- Journey begins now – record your experiences
- Volunteer – network – collaborate
- Be a sponge – Be observant – Pay attention
- What is your \*CHARACTER? (see below)
- Know your strengths - Fill the void
- Be open to new learning – teaching is a lifelong pursuit

## 2. Where do I find openings?

**DON'T: Just think local only**

**Instead:**

- Go beyond the obvious (placement offices, job fairs, etc.) – use the web
- Network – with those in the profession, those you meet at events (conferences, workshops, clinics), your contemporaries
- Let people know you are in the market
- Check school district websites – human resources area
- Attend MEA conferences

## 3. Application process

**DON'T: Procrastinate**

**Instead:**

- Carefully complete of all elements of the application – Typically, a letter of application, application form, résumé
- Proof application material yourself and have someone else do so
- Think about a Portfolio – start assembling now
- Make it relevant – if you have a lot, only include the most connected material and consider an addendum of other experiences
- Honesty is the best policy

#### 4. Getting an interview

**DON'T: Harass them**

**Instead:**

- If you've done your homework and been thorough, you've increased your chances of an interview
- Have a cover letter that makes you stand out – include your philosophy and priorities as a music educator (students first)
- Know the position, know the school, know the district, know the community
- Know the priorities of this district – literacy, character education, differentiated instruction
- Follow-up to ensure your application was received BUT don't hound them (\*some positions indicate only “qualified” candidates will be contacted for an interview)

#### 5. Preparing for the interview

**DON'T: Wing it**

**Instead:**

- Find out everything you can about the position – the school, the students, the community, traditions, why the last person left
- Find out if the school has a focus or emphasis (e.g., arts, technology, athletics, special needs, other). What can you bring to this environment? Do you align with their ideology?
- Know the 'traditions' of the school or district
- Determine your parameters – flexibility, mobility, limitations
- Practice – rehearse for the interview

#### 6. The interview

**DON'T: Talk a lot**

**Instead:**

- BREATHE! – the key to relaxing
- It's all about them (students)! Put the emphasis on students – your philosophy may include supporting student achievement - explain how you will do it
- Know about \*21<sup>st</sup> century learning styles, skills, attitudes and behaviors (see below)
- Be professional, not casual. Be genuine.
- Be prepared - the interview will simply be a replay of the work you have already done with some enhancement
- Be clear and concise in your responses
- Speak clearly and make eye contact with the person asking the question.
- Confidence and competence – two characteristics they will look for
- Emphasize your willingness to collaborate
- Have a question for them (and not how many vacation days do you get)

## 6. Now what?

**DON'T: Give up**

**Instead:**

- Follow-up with a thank you note
- Pay attention to your inbox
- Keep looking and make sure people know you are in the market

## **CHARACTER MATTERS**

Respect

Responsibility

Honesty

Empathy

Fairness

Courage

Initiative

Integrity

Optimism

Perseverance

## **21<sup>st</sup> Century Teaching and Learning**

**Skills:**

- Critical Thinking and Problem Solving
- Collaboration across Networks and Leading by Influence
- Agility and Adaptability
- Initiative and Entrepreneurialism
- Effective Oral and Written Communication
- Accessing and Analyzing Information
- Curiosity and Imagination

**Teaching:**

1. Maintain student interest - make content relevant.
2. Prompt curiosity, which is fundamental to lifelong learning.
3. Be flexible in your teaching.
4. Inspire learners to become even more resourceful so that they will continue to learn independently.

**Suggested Reading:** To inspire and inform...

1. *Pathways* – *Joseph Alsobrook* (GIA, 2002)
2. *Teaching Music with Passion* – *Peter Loel Boonshaft* (GIA, 2002)
3. *On Becoming a Conductor* – *Frank Battisti* (Meredith, 2007)
4. *Teaching Music Through Performance series* – *Richard Miles* ed. (any of the front matter in each volume)
5. *The War of Art* – *Stephen Pressfield* (Warner Books, 2002)
6. *Anything* by *Dr. Tim Lautzenheiser*







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### **Dr. Bradley N. Kent**

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## Preparing for the Job Market

### **Display a sense of arrogance and entitlement!**

*Instead, to GET the job:*

- ✓ Be Professional! It's not what you know or who you know, but what you DO with who you know.
- ✓ Do good work.
- ✓ Do what you say you will do - follow through. Do not commit until you are sure.
- ✓ Be a good student - lifelong learner. “I want to get better”
- ✓ Network with successful people. We are known by the company we keep. It's all about relationships.
- ✓ Be genuine and giving.
- ✓ Attend events – clinics, conventions, and any other learning opportunities
- ✓ Speak professionally – work to make it habit to say only positive words. THINK before you speak.
- ✓ Look the part.
- ✓ Be a good communicator.
- ✓ Be Punctual. You do not want people waiting for you.
- ✓ Strive for Balance – personal/professional.
- ✓ Have mentors/trusted advisors.

## The Search – Finding Openings

### **Send annoying emails!**

*Instead, to GET the job:*

- ✓ Use your contacts from the relationships you have established.
- ✓ Peruse online job postings.
- ✓ Understand the market.

# “How NOT to Get the Job”

*continued*

## The Application Process

**Be high maintenance!**

*Instead, to GET the job:*

- ✓ Follow DIRECTIONS!
- ✓ Résumé
- ✓ References
- ✓ Transcripts
- ✓ Emails
- ✓ Phone Calls
- ✓ Diversify

## Getting an Interview

**Be overly aggressive in promoting yourself!**

*Instead, to GET the job:*

- ✓ Application Process
- ✓ Use your connections
- ✓ Persistence, not Pestilence

## The Interview

**Overcompensate!**

*Instead, to GET the job:*

- ✓ Be Yourself – see preparation above
- ✓ Let your work speak for itself
- ✓ Prepare – learn about the position, the school, etc
- ✓ Be concise, humble, and confident

## Now What?

**Send aggressive emails or phone calls!**

*Instead, to GET the job:*

- ✓ Thank You(s)
- ✓ Patience
- ✓ Persistence, not Pestilence

**Don't let your mistakes become who you are and what your reputation is.**