

# 2012 JOB APPLICATION COMPETITION



ELIGIBLE STUDENTS: High School Students and College Students

## Contest Purpose

The Job Application Competition is an opportunity for FEA members to develop and practice their cover letter and résumé writing skills, as well as their interview skills. In this competition, entrants apply for one of two positions in the education field. (Links to position descriptions can be found below.) This includes submitting a cover letter explaining why the entrant is a good candidate for the position, as well as résumé that details relevant work, volunteer, and educational experiences.

Judges will review the cover letters and résumés and—just like any job application process—will select the top candidates for each position to be interviewed. (Five interviewees will be chosen for each of the two positions.) Interviews will take place on-site at the FEA National Conference. The interview will be conducted like any standard job interview. The judges will act as the school's hiring committee and will ask questions of the job candidates one at a time. The top two candidates (one for each job) who submit the strongest cover letters and résumés and perform the best in the interview will be honored as the winners at the FEA National Conference. The other eight candidates (four finalists for each position) who make it to the interview phase will also be recognized at the conference.

This competition is cross-walked with the following Education and Training Career Cluster Knowledge and Skill Statements: ESS02, ESS04, ESS09, and EDC09.

## Eligibility for Entry

- A. This competition is open to good-standing FEA members in high school or college. (Students may or may not be affiliated with an FEA chapter.)
- B. If you are affiliated with an FEA chapter, entries are limited to one student per chapter. Each chapter may have a local run-off competition to select the winning entry. However, a local competition is not required.
- C. Entries are competing in two categories:
  - a. High school students who are eligible to apply for a position as a 7th-grade teaching assistant; and
  - b. College students who are eligible to apply for a position as a teacher in a 6th-grade self-contained classroom.
- D. The entry form, which includes a section for your cover letter and résumé, must be must be completed online by 11:59:59 PM (Eastern) on December 19, 2011.
- E. Advisors of the students selected to be part of the 2012 Job Application Competition will be notified by January 13, 2012. Students selected to be part of the 2012 Job Application Competition must be registered for the FEA National Conference by January 20, 2012, and be present at the conference in order to participate.
- F. Entrants grant PDK International, the sponsoring organization for FEA, the right to use and publish the submission in print, online, or in any media without compensation.

## Competition Guidelines

- A. Entrants must apply for one of the following teaching assistant positions:
  - a. Classroom Teacher Assistant — Grade 7  
(*Only high school students can apply. Job description is included in this PDF document.*)
  - b. Teacher — Grade 6 (self-contained class)  
(*Only college students can apply. Job description is included in this PDF document.*)
- B. The cover letter must follow a standard cover letter format, including the return address of the entrant; the date; the complete name, address, and title of the recipient; a salutation; the body of the letter; and the closing.
- C. The cover letter should be typed and written in English. It should not exceed one page. The minimum font size is 11 point.

- D. In the cover letter, the entrant must identify the position for which he or she is applying. The cover letter should complement, not duplicate, the entrant's résumé. The cover letter should explain the reasons for the entrant's interest in the position and school and identify his or her most relevant skills or experiences. The letter should express a high level of interest and knowledge about the position.
- E. The résumé must follow a standard résumé format. The résumé should highlight relevant job and volunteer experience, education, and leadership roles. The résumé should be clear and concise. Bullet points should be used to highlight strengths, accomplishments, and specific experiences.
- F. The résumé should be typed and written in English. It should not exceed two pages. The minimum font size is 11 point.
- G. The résumé should include at least two references.
- H. All information in the cover letter and résumé must be accurate and supported. Information should not be fabricated.
- I. If the entrant is selected as one of the top five applicants for the position that he or she applied to, he or she will advance to the interview phase. The interview will be conducted during the FEA National Conference (location and time to be announced).
- J. The interview will last for approximately 15 minutes. Interview contestants will be given their interview time at the conference registration desk upon check-in. Interview contestants must report on time. Failing to report on time will be grounds for disqualification.
- K. All contestants will be asked the same interview questions. Questions will be the typical questions one might expect in any job interview. Questions will be asked by a panel of judges acting as the school's hiring committee.
- L. Students must be professionally dressed, and competition clothing is required. Five points will be deducted from the entrant's score for failure to dress in required FEA clothing. (For more information, see [www.futureeducators.org/store/feaclothing.htm](http://www.futureeducators.org/store/feaclothing.htm).)

### **Judging and Scoring**

- A. The judges' decisions are final.
- B. Judges' comments will be provided to the student after the conclusion of the conference.
- C. Scoring is based on the Job Application Competition rubric.
- D. The top 10 entrants (5 for each job) will be recognized at the FEA National Conference.

### **How to Enter**

- A. The entry form, including your cover letter and résumé, must be submitted online by 11:59:59 PM (Eastern) on December 19, 2011.
- B. Print the confirmation page for your records after completing the online submission form.
- C. The advisors of the students who qualify for the interview phase will be notified by January 13, 2012.
- D. If the entrant is participating in the interview phase, he or she will receive the assigned time for the interview when he or she checks in during conference registration.
- E. Arrive at the interview area at your assigned time.



*The National Association of Secondary School Principals has placed this program on the NASSP National Advisory List of Student Contests and Activities for 2011-2012.*

Contestant's Name \_\_\_\_\_

Contestant's School \_\_\_\_\_

*(Points awarded may range between zero and the maximum number indicated.)*

**A. COVER LETTER (50 pts.)**

- The cover letter follows a standard cover letter format and includes the return address of the entrant; the date; the complete name, address, and title of the recipient; a salutation; the body of the letter; and the closing. 5 pts.
- The cover letter does not exceed one page and the font size is no smaller than 11 point.  
*(Score 5 if criteria are met; score 0 if they are not.)* 5 pts.
- The entrant identified which position he or she is applying for in the letter.  
*(Score 5 if the position is clearly identified; score 0 if it is not.)* 5 pts.
- The cover letter complements the résumé without duplicating it. 5 pts.
- The entrant clearly explains the reason for his or her interest in the position. 10 pts.
- The entrant clearly highlights relevant skills and experiences, creating a compelling argument for why he or she is a good choice for the position. 10 pts.
- The cover letter is free of grammar, punctuation, and spelling errors. 10 pts.

**B. RÉSUMÉ (50 pts.)**

- The résumé follows a standard résumé format. 5 pts.
- The résumé does not exceed two pages and the font size is no smaller than 11 point.  
*(Score 5 if criteria are met; score 0 if they are not.)* 5 pts.
- The entrant clearly highlights relevant job/volunteer/educational experiences and leadership roles. 10 pts.
- The bullet points in the résumé create a compelling argument for the entrant's qualifications, yet are clear and concise. 10 pts.
- The entrant appropriately highlights strengths, accomplishments, and specific experience. 10 pts.
- The résumé includes at least two references.  
*(Score 5 if at least 2 references are provided; score 0 if they are not.)* 5 pts.
- The résumé is free of grammar, punctuation, and spelling errors. 5 pts.

**TOTAL POSSIBLE POINTS: 100**

**C. INTERVIEW (100 pts.)**

*(This rubric is used only if the entrant qualifies for the interview phase.)*

- The interviewee stays on topic and fully answers each interview question. 20 pts.
- The interviewee demonstrates knowledge of the position and creates a compelling case for why he or she is a good fit for the position. 20 pts.
- The interviewee provides specific, logical examples to support his or her case. 20 pts.
- The interviewee's voice is easy to hear and demonstrates a variety of tones as appropriate. 10 pts.
- The speaker uses appropriate gestures and body language, including eye contact. 10 pts.
- The interviewee is confident, sincere, and enthusiastic. 10 pts.
- The interviewee uses correct grammar and pronunciation. 10 pts.

**TOTAL POSSIBLE POINTS: 100**

# 2012 JOB APPLICATION COMPETITION



**POSITION: TEACHER ASSISTANT (GRADE 7) – ELIGIBLE STUDENTS: High School Students**

**Application Deadline: December 19, 2011**

**Starting Date: August 1, 2012**

## **JOB DESCRIPTION**

Title: Teacher Assistant

Qualifications:

1. Some teacher preparation coursework at the high school level
2. A proven ability to work in a polite and friendly manner with many different publics
3. Must have strong communication and organization skills and be able to work with others

## **JOB GOAL**

Axler Middle School is seeking a classroom teacher assistant. Candidates should be able to assist in creating a flexible program appropriate for 7th-grade students and a class environment favorable to learning and personal growth. Candidates will be responsible for establishing effective relationships with students and motivating students to develop skills, attitudes, and knowledge needed to provide a good foundation for high school education. Candidates will also be responsible for establishing good relationships with parents and other staff members.

## **PERFORMANCE RESPONSIBILITIES (include but are not limited to):**

1. Assist classroom teacher with instruction of reading, language arts, social studies, mathematics, science, health, or other assigned subjects, using the curriculum adopted by the school committee as well as other appropriate learning activities
2. Help develop lesson plans and instructional materials
3. Assist with individualized and small group instruction to adapt the coursework to the needs of each student
4. Help translate lesson plans into learning experiences
5. Help establish and maintain standards of student behavior, creating a positive class atmosphere that promotes learning
6. Assist in evaluating students' academic and social growth by keeping appropriate records and preparing progress reports
7. Help communicate with parents/keep parents aware of student's progress by participating in parent-teacher conferences, as well as other means of communication
8. Help identify student needs and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems
9. Help create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers
10. Help supervise students in out-of-classroom activities during the assigned working day as appropriate
11. Help administer group standardized tests in accordance with district testing program
12. Perform such other tasks and assumes such other responsibilities as may from time to time be assigned by the classroom teacher and/or principal

**Position Type:** Part-time

**Positions Available:** 1

### **Please send application materials to:**

Axler Middle School

Attn: Principal Rosie Doppler

1221 Bay Road

Axler, MN 78897

# 2012 JOB APPLICATION COMPETITION



**POSITION: TEACHER (SELF-CONTAINED CLASS; GRADE 6) — ELIGIBLE STUDENTS: College Students**

**Application Deadline: December 19, 2011**

**Starting Date: August 1, 2012**

## **JOB DESCRIPTION**

Title: Teacher

Qualifications:

1. Some teacher preparation coursework at the college level
2. A proven ability to work in a polite and friendly manner with many different publics
3. Must have strong communication and organization skills and be able to work with others

## **JOB GOAL**

Pine Middle School is seeking a teacher for a 6th-grade self-contained class. Candidates should be able to demonstrate a strong knowledge of all core subjects, including English/reading/language arts, mathematics, science, geography, and history. Candidates should have a practical understanding of preteens and be prepared to work collaboratively in a professional learning community. Candidates will be responsible for developing effective lesson plans, sharing best practices, ensuring student mastery of standards, communicating expectations consistently, and providing the necessary supports to help students succeed. The goal of the teacher is to help students learn subject matter and skills that will contribute to their development as mature, knowledgeable, and responsible men and women.

## **PERFORMANCE RESPONSIBILITIES (include but are not limited to):**

1. Planning a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students
2. Develop lesson plans and instructional materials that use a variety of instructional techniques and instructional technology
3. Engage in individualized and small group instruction in order to adapt the coursework to the needs of each student
4. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students
5. Help establish and maintain standards of student behavior, maintaining order in the classroom in a fair and just manner
6. Assess and document the accomplishments of students on a regular basis and preparing progress reports
7. Establish and maintain open lines of communication with students, colleagues, and parents concerning both the broad academic and behavioral progress of students
8. Identify student needs and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems
9. Administer group standardized tests in accordance with district testing program
10. Perform other tasks and assume other responsibilities from time to time as assigned by the principal

**Position Type:** Full-time

**Positions Available:** 1

**Please send application materials to:**

Pine Middle School

Attn: Principal Dan Hessler

408 North St.

Westover, TN 42345