Inside Track: Getting Hired to Teach in a Canadian School (2000) 4.4R

Opportunities in Sports Fitness Careers (2003) 4.4
Contents: The Sports and Fitness Boom; Making It as a Professional Athlete; Coaching; Sports Administration; Sports Officiating; Sports Journalism; Teaching; Sports Medicine and related Careers; Fitness and Sports Businesses; Starting Your Own Fitness Operation; Other Sports and Fitness-related Careers.

Requirements For Teaching Certificates in Canada / Conditions d'obtention des brevets d'enseignement au Canada (1998) 4.4
Created by the CEA, this guide gives an overview of the requirements for teaching certificates across Canada.


2003 Private Secondary Schools 5.3
Profiles more than 1,500 schools in the U.S., Canada and overseas.

Guide to English Language Programs: Worldwide Training for International Students (2002) 5.3
Lists “all types of programs - from TOEFL and TOEIC courses to business English and travel programs - located in Australia, Canada, New Zealand, the U.K., the U.S.,” Asia and the Middle East. A resource that can be used to research potential employers.

Our Kids Go To School: The essential guide to private education (2003) 5.31R
Profiles of more than 190 leading private schools - boarding, day, religious, military, special needs, alternative.

Scott’s Directory of Canadian Schools 2003 5.31R
Includes listings of School Boards, Elementary and Secondary Schools, Private Schools including both religious and non-denominational schools, Special Needs Schools, Native Schools, Universities and Degree-granting Colleges, Community Colleges, and Junior Colleges and CEGEPS, Bible Colleges, Adult Education, Government Departments and Ministries concerned with education and training, and Associations concerned with educational issues.


ISS Directory of Overseas Schools 2002-2003 5.6R
Schools included are primarily American and/or international with an English-language curriculum. Profiles include Contact information - phone, fax, email, website, address; Staff information; Information - grade levels, school year, accreditation, tuition; Educational program - curriculum, language(s) of instruction, staff specialists; and Campus facilities.

International Opportunities in Teaching English as a Second Language (Binder) 4.6

Teaching Abroad: How and Where to Find World-Wide Opportunities and Contacts (1998)

Teaching English Abroad: Teach Your Way Around the World (2003) 5.6I
“Includes a directory of more than 380 TEFL courses lasting from a weekend to three years; Preparation for teaching abroad; Problems and how to cope. Finding a Job - Recruitment organizations; Interviews; Useful Websites; Gap year opportunities; Freelance teaching; Finding jobs on the spot. Country by Country Guide - Covers 87 countries.

“Includes advice and information on: Teaching without training; Choosing a TEFL training program; The current TEFL job market; Internet TEFL job sites; Conducting a successful job search; Preparing for life overseas; Dealing with culture shock. Contains contact details for 450 schools and other EFL organizations which hire more than 10,000 teachers each year.”

Videos
Your International Career Presentation by Jean-Marc Hachey November 5, 2002, McGill University
Beyond Expectations: The JET Program Promotional Video 2002
JET Programme: Welcome to Japan
Bogota: 2600 meters closer to having it all
EDICAN: Gimnasio Feminino
EDICAN: Gimnasio Los Caobos Chia Colombia

How To Reach Us
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McGill Engineering Career Centre (MECC)
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Montreal, Quebec H3A 2A7
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Macdonald Campus Career & Placement Service
www.caps.mcgill.ca
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Ste-Anne-de-Bellevue, Quebec H9X 3Y9
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Please Note: Offices are closed on Fridays between mid-June and mid-August inclusive, in accordance with University policy.

Find out what resources CAPS offers for education students.
www.caps.mcgill.ca
last updated 2006.05.17
What can CAPS do for Education Students?

CAPS is available to all full-time students, graduate and undergraduate, up to one year after the end of your full-time classes. We offer the following services:

IMMEDIATE JOB POSTINGS
We post permanent, temporary, part-time, part-time and summer jobs. There is a Education board in the CAPS office, on the second floor of the Education building by the elevators and also on our website: www.caps.mcgill.ca

ON-CAMPUS RECRUITMENT
Some school boards come to McGill to interview for teaching positions for the following academic year. Keep an eye on the Education boards and on our website (www.caps.mcgill.ca) to see when school boards will be coming and how to apply. Remember to submit applications by the deadline noted.

WORKSHOPS
Workshops are held through the academic year on resume writing and self-assessment, interview techniques, “networking your way to the job you want” among others. Check schedules on the Education boards.

RESOURCE CENTRE
We have a large number of books and documents that can help you in your general career planning, resume writing and interview techniques. Also, the Job Search Guide for Education Students is available for $10.00

INDIVIDUAL COUNSELLING
If, after attending workshops, you would like to gain more information about your individual job search, please call CAPS and make an appointment to discuss your particular concerns with Janice Tester (Education Career Advisor).

Approaches to the Job Search
1. The traditional route - C.V.s and applications everywhere
   Teachers used to send their C.V. and cover letter en masse to school boards in the areas where they would like to work. You should think twice about doing an expensive mass mailing of your resume to school boards. It may be more useful to send resumes to principals of schools, although sometimes principals redirect them to school boards.
   The other traditional route is to send applications to boards by the deadline dates they set. Some boards accept applications all year round while others keep to strict deadlines.
2. Networking route - get to know those who do the really don’t want to be a teacher.

Resources in CAPS

Periodicals
International Educator – TIE
Newslinks (International Schools Service)
Transitions Abroad: The Guide to Learning, Living, and Working Overseas

Books

Divided into five parts - Starting Your Search; Getting Ready to Apply; Knowing the Process; Preparing Yourself; Reflecting on Your Journey. Includes information on the job search process and sample interview questions and recommended answers.

Expert Resumes for Teachers and Educators (2002) 3.23
Covers resume writing, strategy and formats. Includes sample resumes and a listing of Internet career resources.

How to Develop a Professional Portfolio: A Manual for Teachers (2004) 3.34
“Includes specific interview questions and suggested responses, using the portfolio as a guide (Chapter 5). In Appendix C, a sample brochure called 'Portfolio At A Glance' illustrates how to summarize the contents of a portfolio to make it more understandable to a reviewer.”

Careers for Kids at Heart & Others Who Adore Children (2000) 4.11
Discussed caring for children in child care centres and in your home, looking after children as a nanny and baby sitter, teaching, working with children in sports and recreation, keeping children healthy and safeguarding their welfare, introducing children to the arts and entertainment.

101 Career Alternatives for Teachers: Exciting Job Opportunities for Teachers Outside the Teaching Profession (2002) 4.4

ARCO New York State Teacher Certification Exams (1999) 4.4
Includes model exams for the LAST and ATS-W tests.

ARCO Teacher Certification Tests (1999) 4.4
For teaching in the US. Comprises of 6 sample exams; review sections covering teaching skills and knowledge, test-taking techniques, and strategies; and tools for scoring high on the exams.

Career Opportunities in Education (2001) 4.4
This guide offers the reader a spectrum of possible careers in the Education sector. Each profile summarizes “notable features of the job” (Duties, alternate titles, salary range, employment prospects...)

Careers in Education (1998) 4.4
This edition describes hundreds of career options - from the kindergarten classroom to the federal government.