

Billings SD #2 Teacher Application Guidelines

UPDATED June 2014

Professionals at Billings School District #2 offer these strategies for a successful job search. All applications are now online ONLY, and paper applications are not accepted.

Applicants create an online pre-employment file and upload all documents: at least 3 letters of recommendation, résumé, letter of interest, transcript, and license (when it's available).

1. Visit the HR website for vacancy announcements: www.billingsschools.org

The district posts vacancies only on its own website (not on OPI site). Click on "Jobs" in bottom right corner of home page, and follow instructions carefully!

Complete one application and select all jobs of interest. Be sure to "submit" each time.

Type of Posting	Includes
Licensed	Teachers, counselors, school psychologists
Professional	Social workers, nurses, occupational therapists, physical therapists, speech pathologists
Support	Instructional Paraprofessional, LPN, special needs assistant, secretaries, custodians, bus assistant, etc.
Administrative	Principals, directors
Substitute Teachers	Substitute teachers
Substitute Support	Substitute support

2. Follow application instructions and plan ahead to meet the deadlines.

Remember, the application gets you an interview, and an interview gets you the job. Everything must be perfect, with no errors.

3. Be sure your application for MT Educator license is in progress; call Office of Public Instruction (406-444-3150) or check www.opi.mt.gov

4. Administrators review the applicant files and select those to be interviewed.

An interview team of administrators, teachers and other staff ask standard questions of all candidates and rank their responses. Since past behavior is the best predictor of future behavior, most questions ask you to discuss a lesson plan, talk about a conflict, or "describe a time when..."

5. Rehearse your answers to questions.

Focus on classroom management. Demonstrate your enthusiasm and positive attitude!

6. Expand your capabilities and your visibility.

- Try subbing in every subject area at every school in town.
- Get experience in a wide variety of schools and settings because different schools have different clientele. Wide experience makes you more employable.
- Note that unsolicited contact with Billings SD #2 employees other than those in the Department of Human Resources may disqualify you from consideration for employment.
- Dress and act professionally at all times because in every school you're being evaluated by lots of people, many of whom may remember you.
- Secure positive letters of recommendation, especially those from the building principal and mentor teacher who observed your student teaching experience.

Also consider applying at other districts in Yellowstone County.