

Part Five: Translating Your Competencies

Here's where you put your wheels on the road and show prospective employers that you have skills that translate outside of the classroom. The first person you have to prove it to, though, is yourself!

As a teacher, you naturally developed a variety of skills and abilities. Whether you learned these skills as a student in college or earned your knowledge by jumping right into teaching, you developed competencies that apply across careers, such as basic customer service, multi-tasking under pressure, and tracking data.

As you create your new resume, you will call on those competencies that you developed as a teacher to show hiring managers just how well you will perform in a new career.

This process requires you to take three steps:

1. **Identify the tasks you will be expected to perform in the job you're applying for** (this is often listed under "responsibilities" in the job description).
2. Use the **competency translator** to match those tasks with teacher equivalents on your resume.
3. **Customize the resume bullet points with as many quantifiable statements and numbers as possible** to make them unique to your experience as a teacher (discussed in Part 6: Writing Your Resume).

Teacher Task	First Draft of Resume Bullet
Administrative tasks	
Arriving on time and/or taking very little sick leave	Exhibit strong work ethic
Monitoring absences for make-up work, missed lectures, discussions, group activities, and media presentations	Create and manage systems for tracking large amounts of data
Tracking student attendance, tardiness, and detentions	Create and manage systems for tracking large amounts of data
Entering grades into a grade book or computer program	Perform manual data entry
Lunch duty or other student observation	Accountable to program participants' group and individual behavior and adhere to workplace policies and procedures

Observing other teachers and administrators	Provide feedback amongst colleagues in a teamwork environment
Displaying student work	Arrange and organize visual displays
Decorating a classroom, tabletop, or bulletin board	Apply knowledge of décor and style to create positive environments
Attending Individualized Education Program (IEP) meetings and understanding modifications	Identify and deliver specific client requirements
Writing substitute plans	Develop standards and procedures for temporary employees
Being observed as you teach	Perform well under evaluative pressure
Taking online trainings and staff developmental meetings	Track and fulfill career development requirements
Tracking and taking classes to earn recertification points	Monitor personal professional development
Printing/copying the materials for lessons	Coordinate materials for presentations
Learning schedules for various time arrangements such as 2 hr delay, early dismissal, pep rallies, etc	Learn and apply procedures to atypical situations
Providing or distributing school supplies	Track and distribute equipment and materials
Assessment	
Making notes on student progress	Evaluate long-term results for understanding and accuracy
Writing notes on student papers or tests	Communicate constructive criticism in writing
Keeping track of IEP modifications and progress	Analyze data to assess progress towards meeting customer demands
Tracking assessment data with or without tracking software	Track data to evaluate long-term results for understanding and accuracy
Assessing student skill level to create appropriate exams	Assess and interpret skill level for accurate assessment development
Analyzing student scores to inform future remediation or remedial assessment	Assess learning outcomes and interpret assessment data
Grading items for correctness (multiple choice, true/false, etc)	Assess and interpret learning outcomes
Evaluating written or spoken language	Evaluate written and spoken language for accuracy and fluency
Writing test questions	Assess comprehension of core concepts

Writing different versions of the same test	Reorganize content for appropriateness for a variety of audiences
Managerial	
Facilitating student discussions	Facilitate large and small group discussions
Managing student behavior while you are speaking	Exceed performance expectations under pressure and in the face of distractions
Managing student behavior while others are speaking	Facilitate group engagement
Pacing presentation to fill estimated time blocks	Estimate and execute timed presentations
Maintaining student focus and interest	Develop and execute engaging educational materials
Classroom management including creating policies and rules	Define and articulate workplace policies and rules
Classroom management including creating a positive and inclusive classroom atmosphere	Articulate and enforce positive workplace environment behaviors
Classroom management including training individuals in acceptable behavior	Train and assess for acceptable workplace behaviors
Classroom management including mediating student disagreements	Mediate disagreements and facilitate compromise
Subject Matter Expertise	
Developing introductory activities that put the lesson in context for students	Evaluate content to inform development of learning context
Researching the content of each lesson	Research and gather data to present to a large or small group
Researching, reading, and watching film about your content area	Develop subject matter expertise on a variety of topics
Investigating new sources of information or engagement (Youtube, museums, etc)	Develop subject matter expertise on a variety of topics
Lesson planning	
Brainstorming parts of the lesson and the order of the activities	Create and execute educational activities in a logical sequence
Brainstorming activities to go along with the content	Create educational activities for maximum learning outcomes

Researching different learning styles and adjusting your lessons to those styles	Research and create differentiated educational activities
Designing worksheets	Design educational materials for maximum learning outcome
Reading and viewing materials to continue learning about lesson planning	Develop subject matter expertise in lesson planning
Following various lesson plan formats to develop a lesson	Align data within a particular procedure or format
Manipulating educational technology such as PowerPoint, Microsoft Word, etc, to create lessons	Manipulate educational technology such as PowerPoint, Microsoft Word, etc, to create interactive presentations
Writing role descriptions for elaborate activities and exercises	Develop position descriptions for internal use
Leadership	
Getting and maintaining student attention	Engage an audience for prolonged learning
Distributing and collecting paperwork	Distribute and track data
Running an activity in which the students are moving around	Facilitate large and small group activities (include numbers)
Modeling ideal behavior in and out of the classroom	Model ideal behavior for moral and emotional development
Share suggestions in staff meetings for best practices	Participate in development of best practice models
Take charge in meetings and interactions to reach a consensus	Facilitate meetings among staff members
Coordination	
Scheduling long-term classroom needs such as library time, computer time/computer carts in advance of lesson	Coordinate and execute long-term planning for materials and schedules
Arranging for presenters or guest speakers	Coordinate and execute a long-term guest speaker series
Planning school field trip logistics	Coordinate and execute offsite events
Planning the semester, six weeks, nine weeks, etc, of topics	Analyze expectations and develop long term topic schedules to meet goals
Planning long- and short-term cross-curricular activities and lessons	Formulate and execute long- and short-term events with a variety of participants
Sponsoring or observing clubs or sports teams	Managing small/special teams

Attending extracurricular events (concerts, games, meets, etc)	Develop community in and out of the workplace
Monitoring and updating fundraiser trends	Develop subject matter expertise in the area of large and small scale fundraising (include numbers)
Managing long-term communication efforts of a particular team or club	Develop and implement strategic communication plans in the form of [list communication efforts such as newsletter, phone call line, or television commercial]
Running meetings with large groups of students (40+), or small groups of students (10 or fewer)	Facilitate meetings in large and small groups (include numbers)
Putting students to work for a good purpose (volunteering, fundraising, etc)	Coordinate efforts of large and small groups to accomplish various projects (include numbers)
Arranging supervision schedules for a group of adults	Coordinate schedules for coverage (include hours and numbers of employees)
Planning or running staff events, surveys, or scheduling announcements	Manage staff events, surveys, and announcements (include numbers)
Developing and maintaining a budget	Budget funds and execute spending plans in excess of \$[Insert amount]
Communication	
Working through a particular problem or concept one on one, as a small group, or as a large group	Facilitate understanding of complex and basic concepts one on one, as a small group, or as a large group
Remediating students after they miss test questions one on one, as a small group, or as a large group	Assess for understanding and remediate for mastery of content
Participating with students in an after-school setting (being social with students)	Coordinate on and off hours engagement activities
Being in a mentor position to a student or coworker in a one on one situation	Consult and train new hires and clients
Calling or emailing parents	Coordinate communication between a variety of participants
Attending or running meetings with parents, students, administration, or social workers	Coordinate meetings with a variety of staff members
Articulating class rules or behavioral concepts	Articulate and enforce procedures and policies
Mediating school fights	Mediate physical altercations
Managing classroom social media	Develop and manage scholastic social media

Communicating with other teachers, administration, etc	Communicate proactively with coworkers and teammates towards a common purpose
Offering vocal feedback on student work	Review work for understanding of basic and advanced concepts and provide verbal feedback
Giving long lectures	Develop long and short presentations
Education Related	
Monitoring education topics in the news	Subject matter expertise in [content area or educational topic]
Attending city hall and school board meetings	Participate and track goings-on of various regulating bodies
Writing letters to the editor or engaging in the media	Develop and manipulate media relations
Keeping up to date with latest state standards and question formats	Subject matter expertise in state standards and question formats