

JOB SEARCH INFORMATION

Eligibility Letters

When applying for teaching positions before your teaching certificate has been issued, you will need an **eligibility letter**, which will include information regarding your pending certification status and the certificate for which MBU will be recommending you upon completion of your program. Please email your request for an **eligibility letter** to kathleen.wendt@mobap.edu with the words "**eligibility letter**" in the subject line. Our target is to have all eligibility letters to students the week prior to the School of Education Career Fair, which is Wednesday, February 12, 2025. If you need a letter sooner than that, *please include the **date** on the subject line as well.*

Career Development: <https://www.mobap.edu/student-life/wellness-success/career-development/students/>

The Career Development Office is located in the Jung-Kellogg Learning Center, room LC 107. They can be reached at career@mobap.edu. The following resources are available to assist your job search:

- <https://www.mobap.edu/resources/resume-interview-guide/> includes downloads for resume template, cover letter template, and reference template as well as helpful information for building your resume, asking people to serve as professional references, interview tips, and thank you notes.

College of Education Career Fair

Registration information will be available closer to the time of the event.

The career fair is open to students, alumni, and the public for those looking for teaching jobs.

Wednesday, February 12, 2025, 9:30am to 12:00pm

Mabee Great Hall, located in the Pillsbury Chapel and Dale Williams Fine Arts Center.

Career Fair Expo Presented by MOASPA – STL

Connect with local school districts: TBA

For job listings, go to <https://mo02000928.schoolwires.net/domain/48>.

Job Search Websites

• **handshake**

Handshake is MBU's online career platform where you can search for jobs and internships, learn about events, and schedule appointments with a Career Development staff member (International students are encouraged to schedule appointments with Marie Tudor).

- **Full-time undergraduate** students, go to <https://mobap.joinhandshake.com/login> to claim your account.
- **Graduate and part-time** students, go to <https://s38598.pcdn.co/wp-content/uploads/2022/10/Handshake-Grad-PT-Instructions-1.pdf>, for instructions on creating your account.
- For questions regarding Handshake, please email career@mobap.edu or to access Handshake's online help center for students go to <https://support.joinhandshake.com/hc/en-us/categories/202711128-Student-Alumni>.

• **MOREAP (Missouri Public School District Jobs)**

MOREAP provides services to public schools across Missouri. Visit <http://www.moreap.net/reapabout.php> to view teaching jobs. In addition to Missouri, REAP also serves Connecticut, Iowa, Kentucky, Michigan, New Mexico, Ohio, Pennsylvania, and Texas.

• **MO Teaching Jobs**

Missouri Teaching Jobs posts teaching positions available in the State of Missouri. Go to <http://www.moteachingjobs.com/> to view the listings.

• **K-12 Job Spot**

Go to <https://www.k12jobspot.com/>. This is a national database. You can narrow your search by entering your zip code or location.

UPGRADING FROM INITIAL PROFESSIONAL TO CAREER CONTINUOUS CERTIFICATE

MBU will be recommending you for an Initial Professional Certificate (IPC). This classification is valid for four (4) years from the date of issuance. Any additional areas(s) of certification issued (such as those added by passing additional Missouri Content Assessments) during the valid dates of this classification will fall under the same classification regardless of the certificate effective date. Therefore, all areas of certification under the IPC classification will have the same expiration date.

During the four (4) years that you hold this classification, you need to complete the following requirements before you can upgrade to a Career Continuous Professional Certificate (CCPC) which is valid for 99 years:

1. Complete four (4) years of Department of Elementary and Secondary Education (DESE) approved teaching experience.

Approved teaching experience includes at least half-time, contracted employment in Missouri's public schools or in accredited nonpublic schools. Experience will be accepted when earned in nonpublic schools accredited by North Central Association of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, Northwest Association of Schools and Colleges, Western Association of Schools and Colleges, Southern Association of Colleges and Schools, National Federation of Nonpublic School State Accrediting Association, Independent Schools Association of the Central States, National Lutheran School Accreditation, or Missouri Accreditation of Programs for Children and Youth.

Substitute teaching and serving as a teacher's aide or assistant cannot be counted toward teaching experience.

2. Participate in a district-provided **mentoring program** for two (2) years. Your school will assign an appropriate teacher to be your mentor;
3. Successfully complete thirty (30) contact hours of professional development. This may include college credits (1 semester hour equals 15 contact hours of professional development);
4. Participate in a **beginning teacher assistance program** (BTAP) offered by a Missouri college or university, Regional Professional Development Center (RPDC), or professional teacher organization such as MNEA, MSTA, MAESP, or MOASSP;
5. Successfully participate in your employing school's annual Performance-Based Teacher Evaluation process; and
6. Develop and implement a professional development plan that is on file with the district.

For more information, go to: <https://dese.mo.gov/educator-quality/certification/upgrading-initial-certificate-career-certificate>.

What classes can I teach with my certificate?

Appropriate certification for teaching assignments is determined and monitored by the Office of Quality Schools. You can also consult the department's [Core Data and Missouri Student Information System Reference Manual](#) (see Exhibit 10).