

Books by Mary C. Clement

From Rowman and Littlefield Education, www.rowmaneducation.com

Phone 1-800-462-6420

The Definitive Guide to Getting a Teaching Job (2007). This is an insider's guide to finding the right teaching job, writing the perfect resume, and nailing the interview. The book includes sample cover letters and resumes for the teacher job market, and lists of questions and answers for job interviews.

First Time in the High School Classroom (2005). While many books exist to help new elementary teachers, this is one of the very few that will help all new high school teachers get and keep their first job.

Building the Best Faculty: Strategies for Hiring and Supporting New Teachers (2000). This guide will help all who hire and support new teachers in their work. A must-read for school district personnel directors and administrators at all levels.

First Time in the College Classroom: A guide for teaching assistants, instructors, and new professors at all colleges and universities (2010). Professors are not the only ones who teach on campuses. Those who work in student affairs and career centers are often assigned a class to teach, and this book will help guide them to create and teach an effective college course. Includes methods of teaching and how to work with under-prepared students.

From the Educational Research Service, www.ers.org, phone 1-800-791-9308

Recruiting and Hiring Effective Teachers: A behavior-based approach (2008). Written for all who hire new teachers – personnel directors, administrators, and teachers who sit on hiring committees, this book walks an employer through all steps of the hiring process. Included are: how to create and assess interview questions, sample questions for all subject areas, templates for preliminary and on-site interviews, and sample evaluation instruments and rubrics.