

NYC Department of Education's Online Teacher Applicant Guide



because every day it teaches me.

Welcome!

Thank you for your interest in teaching in New York City's public schools.

All individuals interested in applying for a teaching position for the NYC Department of Education **must complete the online teacher application**. We strongly suggest that all applicants review this guide prior to beginning the application.

All applicants for teaching positions must have current New York State certification, or be able to demonstrate they:

- (a) possess current, acceptable certification in a state or country that is part of the New York State reciprocity agreement (for details, visit <http://schools.nyc.gov/TeachNYC/certification/reciprocity.htm>), or
- (b) will otherwise meet the qualifications for New York State certification by September 1, 2010.

Applicants must also be eligible to work in the New York City public schools based on a background check. For more information on qualifications, please visit <http://www.teachnyc.net>.

Preparing to Apply


As part of the application, you will need to provide the following information:

- Details about your professional background (including dates and phone numbers)
- Academic history, including your GPA
- Professional references (names, addresses, and phone numbers)
- An up-to-date resume
- Responses to two essay questions (you'll have a chance to review the actual questions later in this document)
- Supporting documents that demonstrate your certification

Creating an Account

The first step in completing the online teacher application is to create an account by providing your email address and a password.

- Your email address will be your username. Please note that all communications and status updates are conducted via email. If you are currently a student, **we do not recommend that you use your school address** unless you will have access to it for at least a year from your date of application.
- Be sure that your email account is set up to accept emails from the NYC Department of Education (allow domains @schools.nyc.gov and @nyc.teacherssupportnetwork.com), so important messages do not end up in your spam or junk mail folder.

 *If you completed an online teacher application for the 2010-11 school year, were given access to the New Teacher Finder tool, and received an email from our office with special instructions about applying this year, please be sure to follow the instructions within that email.*

Completing the Application


The online application is a multi-step process. Applicants can enter information and complete the entire application, or save it and return to complete it at a later time. The steps are:

1. Account Information and Work Eligibility
 - Account Information: your name and contact information
 - Work Eligibility: information that allows the NYC DOE to determine if you are eligible to work in our schools, including citizenship/residence status
2. Certification, Licensure, and Education
 - Certification information
 - Academic history
3. Professional Experience
 - Paid school experience
 - Paid non-teaching experience
 - Student teaching experience
 - Volunteer experience
4. References and Employment Preferences
 - Professional references
 - Employment preferences and related skills

Completing the Application (cont'd)

5. Resume and Writing Responses (essay questions)
6. Background Questions
 - Please note once you submit your complete application, you will not be able to edit the answers to the essay or background questions.
7. Research Related Questions
 - We request information from all teacher applicants for ongoing research by the NYCDOE. Your answers to these questions, including demographic information and test scores, will not be viewable to principals or other hiring officials.
8. Authorization/Release Statement
9. Preview
 - This is the step where can review all information entered before submitting your application for review.

Help with the Application

Throughout the application, you will see this icon  next to certain application fields. Click on it to read helpful information about that specific field.

Don't forget to save your application as you go along by clicking either "Save and Continue" or "Save and Exit."

The Essay Questions

The quality of your writing will be evaluated. Applicants who submit essays that do not exhibit proper language, tone, and grammar or fully answer the questions presented may not advance through the hiring process. **Please note that your essays are not editable after you submit a complete application.**

We strongly recommend that you write your responses in advance using a word processing program such as Microsoft Word. You will be able to save and edit your work in advance, and then copy and paste your responses within the online teacher application.

Essay Question #1

Please respond in 600 words or less.

You are new to NYC Public School 123 and are one of three teachers in your subject and grade level. It is the first month of the school year and your principal asks you to identify one end of year academic goal that would apply to all your students. Your principal wants you to use student data to help determine your goal.

Last year's assessment results indicate the following about your students:

- 20% above grade level
- 50% on grade level
- 30% below grade level
- 33% of your classroom is comprised of students with special needs whose assessment results range across all three levels

Essay Question #1 (continued)

Identify the **most** important end of year academic goal for your students. (Be sure to assume a specific subject area and grade level; if you have multiple certifications or teach multiple subjects, select one.) Please write a plan that addresses your principal's directives in essay format. Your response should also include the following:

- What is your goal? Why did you select this goal?
- Identify and explain the strategies you would employ to meet this goal. Provide concrete examples.
- What would you do if you realized in February that a quarter of your students were not on track to reach the end of year goal you set?

Essay Question #2

Please respond in 500 words or less.

Describe a challenging experience that you have had with students. Your response should address the following:

- What strategies did you use to address the issue? Why did you select these strategies?
- What was the outcome?
- In what ways did you impact the outcome?
- How did you determine whether or not the outcome was successful?
- Would you do anything differently? Why or why not?

Things to Look For

This section shows your progress completing the application.



Please provide the following information to create a new account. Creating an account will allow you to come back to your application and make updates or finish sections at a later date. If you have already created an account, please log on.

*Fields marked with an * are required*

*First Name	<input type="text" value="This Is"/>	*Password (6-18 characters)	<input type="password" value="*****"/>
Middle Initial	<input type="text" value="A"/>	*Verify Password	<input type="password" value="*****"/>
*Last Name	<input type="text" value="Test"/>	*Password Hint	<input type="text" value="City of Birth"/>
*Permanent Email Address (please note this will be your User Name)	<input type="text" value="test@test.net"/>	*Password Hint Answer	<input type="text" value="NYC"/>
*Confirm Email Address	<input type="text" value="test@test.net"/>	*Social Security Number	<input type="text"/>

[Why do we need this?](#)

Fields marked with an * are required.

Look for the “?” icons and click on them to get helpful information.

Portal/Homepage

If you begin an application, save and exit, and return to it later, you will see a screen like the one below. This is the portal to your online teacher application and the place where you can find relevant information regarding the status of your application. On this page, you can also access any email messages our office has sent you regarding your application, and other useful information.

HOME

MY APPLICATION

YOUR APPLICATION NEEDS TO BE COMPLETED

To complete you application, please click on "My Application" button on the right side of the screen, and complete all required fields and submit your application.

For more information, please see your email history below.

NEW INVITATIONS *Invitations which must be accepted or declined within 30 days*

SCHEDULED EVENTS

There are no Scheduled Events at this time.

EMAIL HISTORY		
From	Subject	Sent
NYC DOE Office of Recruitment	Resume Writing Workshop	Thu, 23 Apr 2009 6:23 PM

because every day it teaches

Application Status

When completing the application please be sure to answer *all of* thoroughly and carefully - especially two essay questions. These responses are a critical part of your application, your essays are reviewed carefully and evaluated in terms of content and writing quality.

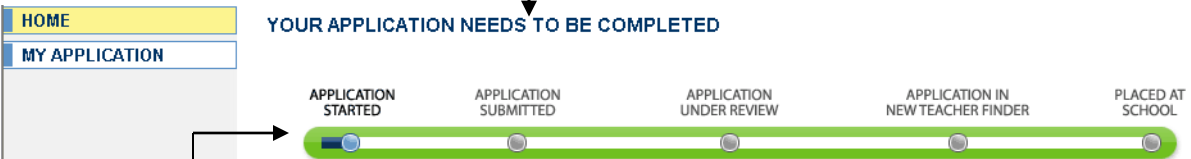
Did You Know?

- In 2008, 60% of all new teachers hired in the Bronx and Brooklyn
- In 2008, new teachers attended universities and were certified states
- In 2008, 88% of schools hired 1 brand new teacher
- In 2007 NYC won the Broad Urban Education, honoring the school district that demonstrated the greatest overall performance and improvement in student achievement

Portal/Homepage (cont'd)

This section tells you the current status of your application, and any relevant next steps.

You can find additional details regarding the status of your application in this section.



This graph illustrates where your application is in the recruitment process.

To complete you application, please click on "My Application" button on the right side of the screen, and complete all required fields and submit your application.

For more information, please see your email history below.

NEW INVITATIONS *Invitations which must be accepted or declined within 30 days*

Event Type	Description	Date	Action
NTF Workshop	Workshop: The Teaching Process & Craft	Mon, 20 Apr 2009 1:30 PM ET	DECLINE

For candidates accepted into the *New Teacher Finder*. This section will display any events the Office of Teacher Recruitment and Quality invited you to, including webinars. You can register for or decline any invitation. If you register for any event it will be displayed in the "Scheduled Events" section below.

SCHEDULED EVENTS

There are no Scheduled Events at this time.

EMAIL HISTORY

From	Subject	Sent
NYC DOE Office of Recruitment	Resume Writing Workshop	Thu, 23 Apr 2009 6:33 PM

In this section, you can access the emails sent to you related to your application.

Application Status

When completing the application, please be sure to answer all questions thoroughly and carefully - especially the two essay questions. These responses are a critical part of your application, your essays are read carefully and evaluated in terms of content and writing quality.

You Know?

- In 2008, 60% of all new teachers hired in the Bronx and Brooklyn
- In 2008, new teachers attended universities and were certified in states
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After Completing your Application

When your application is ready to be submitted for review, click the “Complete” button.

- Once submitted, applications will be reviewed by the Office of Teacher Recruitment and Quality (TRQ) for eligibility and quality. Applicants will be contacted via email regarding the status of their application and any relevant next steps to follow.
- Applicants can log in to their applications to make updates throughout the hiring season. Please note that there are exceptions, such as the written responses to essay questions and background questions.

After Completing your Application (cont'd)

- Candidates who are eligible to teach in NY State and show strong qualifications in other areas of their application may be eligible to receive special support in their job search process, and will be included in the New Teacher Finder if they indicate interest within their application. *If you indicate that you do not want assistance, you will not appear in the New Teacher Finder or be invited to any TRQ-sponsored events.*
- To update your answer to reflect that you want to receive assistance from our office, select #3 as your response to the job search question, as shown below:

How would you categorize your job search process right now?

1. I have a commitment from a school and I DO NOT WANT ASSISTANCE from the Office of Teacher Recruitment and Quality in finding a position.
2. I do not have a commitment from a school but I DO NOT WANT ASSISTANCE from the Office of Teacher Recruitment and Quality in finding a position.
3. ***I do not have commitment from a school and I WANT ASSISTANCE from the Office of Teacher Recruitment and Quality in finding a position.***

Frequently Asked Questions

Q: Can I choose to submit a paper application?

A: No. You must apply online.

Q: Are there any additional steps that I need to take besides applying online?

A: You will be notified if there are any eligibility concerns or relevant next steps to follow.

Q: How long does it take for notification regarding the review of my application?

A: The initial review will depend on the particulars of each application. If you have not received any communication from us and it has been over a week since you applied, you may contact our office at teachnyc@schools.nyc.gov. In order to expedite your request, please include as many details as possible regarding your question.

Frequently Asked Questions (cont'd)

Q: I am having a difficult time viewing the application online. Which browsers and operating systems should I use?

A: The application works with the following operating systems and web browsers:

- > Operating Systems:
 - Windows XP, Vista, or 7
 - Mac OS X
- > Web Browsers
 - Internet Explorer 7.0 and higher
 - Safari 4.0 and higher
 - Firefox 3.0 and higher

Q: I am still having technical difficulties. What should I do?

A: You may contact Teachers Support Network at 1-877-DO-TEACH (1-877-368-3224) or email nycsupport@teacherssupportnetwork.com for technical questions, such as trouble logging in. For other application questions, please contact TRQ at teachnyc@schools.nyc.gov.

Frequently Asked Questions (cont'd)

Q: Since personal information is required in the online teacher application, is the application system a secure website?

A: Yes. The site has an Secure Sockets Layer (SSL Certificate), a protocol that provides security and data integrity for communications over the Internet.

Q: Who can I contact if I need general assistance regarding becoming a teacher in New York City?

A: Please review the information available on <http://www.teachnyc.net>. If you still have questions after reviewing the website, please contact (718) 935-4000 or 1-800-TEACH-NYC (832-2469) outside the NY metropolitan area.