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, or
- (b) will otherwise meet the qualifications for New York State certification by September 1, 2013.

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 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 four writing prompts (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.
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

5. **Resume, Teaching Sample and Writing Prompts**

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 you can review all information entered before submitting your application for review.
The Writing Prompts

There are four writing prompts you must answer as part of your application. The quality of your writing will be evaluated. Please note that your responses are not editable after you submit a complete application.

1) Describe your most important accomplishment in the classroom or with a specific student(s). What key strategies contributed to your success? How did you track your progress to ensure that you were successful? (200-400 words)

2) You are a teacher in NYC Public School 123. Your principal observed you teach a full class lesson to a group of 25 students and provided the following feedback via email:

   ● Three quarters of the students were attentive and raised their hands in response to your warm up activity.
   ● Students in the back row were passing notes during the lesson introduction and directions for independent time.
   ● 4 out of 5 of your ELL (English Language Learner) students were doodling in their notebook during the independent work time.
   ● At the end of the lesson only half of the students successfully completed the task as evidenced by the exit slip.
   ● At the lesson closing, nearly all of the students wrote down the homework assignment and followed your instructions for transition to the next class.

Write a thoughtful response to your principal regarding the e-mail feedback. Describe your next steps to improve your practice. Please address only two of the bullet points above. (200-400 words)

3) Describe how you establish instructional expectations for your students. Be sure to address the following in your description. (200-400 words)

   ● What key factors are considered when establishing these expectations?
   ● How are these expectations communicated to your students?
   ● How would you promote these expectations during instructional time?

4) Describe the objective of your attached lesson plan and explain why you chose this as your objective. How did your instructional strategies address students with varied learning needs and modalities? How did you know that your students met the objective of your lesson? (200-400 words)
Things to Look for on the Online Application

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.

Fields marked with an * are required.

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

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

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.
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.

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.