



New York City Department of Education
Principal Candidate Pool
Sample Application
Updated November 2010

APPLICATION AND SELECTION PROCESS

How to Apply

In order to apply, applicants submit an [online application](#). The updated application, launching in November 2010, includes:

- Completing a profile:
 - Work history and accomplishment record (in place of a resume)
 - Educational and background information
 - Names and contact information for 3 professional references, including at least 1 current or recent direct supervisor
 - (Please note: For applicants who are currently employed with the DOE, the Office of School Leadership will contact your current supervisor.)
- Completing two essays:
 - Two essays that give candidates an opportunity to share their experiences leading a group of adults and impacting student achievement

There is no application deadline for the Principal Candidate Pool. Applications are accepted year-round.

Since email is our primary means of communicating with applicants, please make sure your account will accept email from supvsupport@schools.nyc.gov. This can be accomplished by adding these addresses to your email contacts.

No paper or faxed applications will be accepted. This document will help you prepare your responses for the online application which is available on our [website](#).

Selection Process

After submitting the [online application](#), applicants will be invited to an in-person evaluation session where candidates will be assessed on their proficiency in the DOE's five School Leadership Competencies. Evaluations sessions are held throughout the calendar year, typically in the evenings. All evaluation sessions are held at 65 Court Street in Brooklyn Heights.

The redesigned pool process ensures that selection activities reflect the current principal role in NYC and gives candidates increased opportunities to demonstrate individual thinking and skills through one-on-one and group activities. The updated Principal Candidate Pool in-person evaluation sessions include 4 different activities:

- Un-moderated Group Discussion based on a challenge
- Case Study Individual Interview – review a school case study, including the school's budget and NYC accountability data, distributed in advance
- Instructional Analysis Individual Interview – based on viewing a classroom video of teaching
- In-Basket – respond to 3 scenarios in principal's in-basket

For more information and FAQs for the Principal Candidate Pool, please visit our [website](#).

PROFILE REGISTRATION

STEP 1: ACCOUNT INFORMATION

Please provide your contact information to create a profile on our system. You will have the opportunity to access this information in the future if you wish to edit it. Please note, all required fields are marked with an asterisk (*). If you do not provide a response for a required field, the system will not allow you to continue with your registration profile. Without a registration profile, you will not be able to apply for the Principal Candidate Pool or school leader (principal or assistant principal) positions. **Fields marked with an * are required.**

- *First Name:
- Middle Name:
- *Last Name:
- *Primary Email Address: (This will be your user name.)
- Confirm Primary Email Address:
- *Password (6-18 characters):
- *Verify Password:
- *Password Hint:
- *Password Hint Answer:
- *Social Security Number:

PROFILE INFORMATION AND WORK ELIGIBILITY

SCHOOL LEADER CANDIDATE PROFILE

- Prefix:
- *First Name:
- Middle Name:
- *Last Name:
- Suffix:
- *Postal Code:
- *Primary Email Address:
- *Confirm Primary Email:
- Secondary Email Address:
- *Password for this Website:

CONTACT INFORMATION

- *Mailing Address 1:
- Mailing Address 2:
- *City:
- *State:
- *Country of Residence:
- *Zip/Postal Code:
- *Primary Phone:
- *Primary Phone Type:
- Secondary Phone:
- Secondary Phone Type:



WORK ELIGIBILITY

*Are you legally authorized to work in the United States?

*If yes, please indicate your authorization status:

END OF SECTION 1:

(Save your application and return to edit this section at a later time.)

(You can submit this section and continue to the next section. Once you submit a section, you may return to make edits.)

STEP 2: CERTIFICATION AND EDUCATION

Please review the information you provided regarding your certifications. If you wish to add additional certifications, select them from the drop-down box below and click the [Add Certification] button. Once you enter the required information for that certification, click the [Save] button. Then repeat the process if you have additional certifications to add. **Fields marked with an * are required.**

*Please select the type of certification you wish to add:

If you select "New York State School Leadership Certification:

*Have you already received this certification?

*Type:

*Date (or anticipated date) that certification was received (MM/YYYY):

If you select "New York State Teaching Certification:

*Have you already received this certification?

*Type:

*Date (or anticipated date) that certification was received (MM/YYYY):

If you select "Other State School Leadership Certification:

*Have you already received this certification?

*State:

*Type:

*Date (or anticipated date) that certification was received (MM/YYYY):

If you select "Other State Teaching Certification:

*Have you already received this certification?

*State:

*Type:

*Date (or anticipated date) that certification was received (MM/YYYY):



EDUCATION

Please review the information you provided regarding your education. If you have additional educational programs or degrees to add, select them from the drop-down box below and click the [Add Education] button. Once you enter the required information for that program, click the [Save] button. Then repeat the process if you have additional education or degrees to add.

*Please select the type of education you wish to add:

If you select "Alternative Pathway to School Leadership Program":

*Program Name:

*State:

*City:

*Date Completed (MM/YYYY):

*Did you gain your certification through this program?

If Yes ...

*Name of Institution:

If your institution is not in the drop down box, enter the "Institution Name" here:

If you select "Alternative Pathway to Teaching Program":

*Program Name:

*State:

*City:

*Date Completed (MM/YYYY):

*Did you gain your certification through this program?

If Yes ...

*Name of Institution:

If your institution is not in the drop down box, enter the "Institution Name" here:

If you select "Undergraduate":

*Undergraduate Degree Earned:

*Country of Residence:

*State/Location:

*Name of Institution:

If your institution is not included in the drop down box, select "other" and enter the institution name here:

*Major/Concentration:

"Other," please describe:

*Date Completed (MM/YYYY):

If you select “Graduate”:

*Graduate Degree Earned:

*Country of Residence:

*State/Location:

*Name of Institution:

If your institution is not included in the drop down box, select "other" and enter the institution name here:

*Major/Concentration:

“Other,” please describe:

*Date Completed (MM/YYYY):

END OF SECTION 2:

SAVE AND EXIT (Save your application and return to edit this section at a later time.)

SAVE AND CONTINUE (You can submit this section and continue to the next section. Once you submit a section, you may return to make edits.)

STEP 3: EXPERIENCE

*Please list your complete employment history. First, provide information about your years of work experience in and outside of the classroom (round each response to the nearest quarter of a year). Second, enter all positions you have held to provide a complete work history. You may explain any gaps in employment in the space provided. Fields marked with an * are required.*

- *1. Number of years of work experience since completion of your undergraduate degree:
- *2. Number of years of school-based work experience:
- *3. Number of years of full-time, K-12 classroom teaching experience (Do not include student teaching, internships, tutoring, or volunteer work):
 - *3a. Of your full-time, K-12 classroom teaching experience, how much was:
 - In an urban setting?
 - In a rural, suburban, or non-urban setting?
 - *3b. Of your full-time, K-12 classroom teaching experience, how much was:
 - In a NYC DOE school(s)?
 - In non-NYC DOE school(s)?
- *4. Number of years of school-based work experience when you were NOT teaching in a classroom (e.g., dean, coach, assistant principal, etc.)



To begin, select the type of position you have held from the drop-down below. Click the [Add Experience] button. Complete the required information for that position and click [Add]. Then repeat the process for all additional positions.

*Please select the type of position you wish to add:

If you select “NYC DOE school-based position”:

*Start Date (MM/YYYY):

*End Date (MM/YYYY):

Or, I am currently in this position:

*Job Title:

*New York City School/Organization:

*Significant Achievements:

*Reason for Leaving:

If you select “NYC DOE non-school based position”:

*Start Date (MM/YYYY):

*End Date (MM/YYYY):

Or, I am currently in this position:

*Job Title:

*Division/Office:

*Significant Achievements:

*Reason for Leaving:

If you select “Other school-based position (outside NYC DOE)”:

*Start Date (MM/YYYY):

*End Date (MM/YYYY):

Or, I am currently in this position:

*Job Title:

*Employer Name:

*Work Address 1:

Work Address 2:

*City:

*State/Location:

*Country:

*Zip/Postal Code:

*Telephone:

*Significant Achievements:

*Reason for Leaving:

If you select “Other position (outside NYC DOE)”:

*Start Date (MM/YYYY):

*End Date (MM/YYYY):

Or, I am currently in this position:

*Job Title:

*Employer Name:

*Work Address 1:

Work Address 2:

*City:

*State/Location:

*Country:

*Zip/Postal Code:

*Telephone:

*Significant Achievements:

*Reason for Leaving:

Please explain gaps in employment (if applicable):

END OF SECTION 3:

SAVE AND EXIT (Save your application and return to edit this section at a later time.)

SAVE AND CONTINUE (You can submit this section and continue to the next section. Once you submit a section, you may return to make edits.)

STEP 4: REFERENCES

Please provide contact information for 3 professional references (including 1-2 current/recent direct supervisors) who can speak to your skills related to the NYC DOE School Leadership Competencies. We recommend you choose professionals with whom you have worked within the last 5 years. **Fields marked with an * are required.**

CURRENT OR RECENT SUPERVISOR

*Nature of Relationship:

*Primary Phone

Prefix:

*Primary Phone Type

*First Name:

Alternate Phone

Middle Name:

Alternate Phone Type

*Last Name:

*Primary Email Address:

Job Title:

Secondary Email Address:

NYC DOE School?

Other

Please enter the dates when you worked with this reference:

*Date Started (MM/YYYY):

*Date Ended (MM/YYYY):

ADDITIONAL REFERENCE

*Nature of Relationship:

Prefix: *Primary Phone

*First Name: *Primary Phone Type
 Middle Name: Alternate Phone
 *Last Name: Alternate Phone Type
 Job Title: *Primary Email Address:
 NYC DOE School? Secondary Email Address:
 Other

Please enter the dates when you worked with this reference:

*Date Started (MM/YYYY):
 *Date Ended (MM/YYYY):

ADDITIONAL REFERENCE

*Nature of Relationship:

Prefix: *Primary Phone

*First Name: *Primary Phone Type
 Middle Name: Alternate Phone
 *Last Name: Alternate Phone Type
 Job Title: *Primary Email Address:
 NYC DOE School? Secondary Email Address:
 Other

Please enter the dates when you worked with this reference:

*Date Started (MM/YYYY):
 *Date Ended (MM/YYYY):

END OF SECTION 4:

SAVE AND EXIT (Save your application and return to edit this section at a later time.)
SAVE AND CONTINUE (You can submit this section and continue to the next section. Once you submit a section, you may return to make edits.)

STEP 5: BACKGROUND QUESTIONS

All questions are required.

- 1. Have you ever been convicted of or pled "GUILTY"/" CONTEST" to any offence in this state or elsewhere? (i.e., Felonies, Misdemeanors, and Violations, except minor traffic infractions) Yes OR No
- 2. Are any criminal charges currently pending against you in this state or elsewhere? Yes OR No
- 3. Have you ever been placed on a state registry as a sex offender in New York State or elsewhere? Yes OR No
- 4. Have you ever forfeited bail or bond following your appearance as a defendant in a criminal court action? Yes OR No
- 5. Has a warrant been issued by a court requiring that you appear in court? Yes OR No
- 6. Has a Family Court ever rendered a finding indicating you have abused or neglected a child? Yes OR No
 - a. If so, explain below the date and nature of the finding, which court, and the name of the Judge. Yes OR No
- 7. Are you currently in arrears [4 months or more] for child support payments? Yes OR No
- 8. Have you ever been discharged [fired] or required to resign from any position for reasons other than a layoff due to reduction in the workforce? Yes OR No
- 9. Have you ever been denied employment as a result of information obtained following a background check or investigation? If so, explain below the reasons for denial of employment Yes OR No
- 10. Have you ever resigned or left a job rather than face charges or dismissal? Yes OR No
- 11. Has an employer ever brought or filed charges against you? Yes OR No
 - a. If so, were you found guilty of the charges? Yes OR No
- 12. Have you ever had any professional certificate or license denied, revoked, or suspended? Yes OR No
- 13. Have you ever applied for a civil service position such as police officer or worker for a New York City agency, and been notified you don't qualify? Yes OR No
- 14. Have you ever had a teaching license or certificate denied, revoked or suspended by any Education Department: New York City, New York State or elsewhere? Yes OR No
- 15. Have you ever received an unsatisfactory rating or unsatisfactory evaluation for your work in a school? Yes OR No
- 16. Have you ever lost your job as a teacher, or as another pedagogue, before achieving tenure? Yes OR No
- 17. Did you ever receive a discharge from military service for reasons other than an honorable discharge? Yes OR No

Please explain any questions for which you responded "yes" above:

END OF SECTION 5:

SAVE AND EXIT (Save your application and return to edit this section at a later time.)

SAVE AND CONTINUE (You can submit this section and continue to the next section. Once you submit a section, you may return to make edits.)

STEP 6: PROFILE SIGNATURE

ELECTRONIC SIGNATURE & PROFILE SUBMISSION

Your profile will not be accepted, and you cannot apply to any school leadership positions, unless you agree to the following statements. **Fields marked with an * are required.**

*I have checked my profile and the information that is associated with my profile is accurate, complete, and up-to-date.

*I understand that falsifying an employment application is a punishable offense under the Penal Law of New York State. I hereby certify that, to the best of my knowledge and belief, the statements in the preceding application are true, complete and accurate. I certify that I am the author of this application and that no part of the statement was taken from the writings of another person. I understand that any misrepresentation of facts, through misstatement or omission, may cause denial of eligibility and may lead to termination of employment with the Department of Education.

*I have read and agree with the above release authorization.

*Date of Signature (MM/DD/YYYY):

Name as it appears on Step 1:

If you accept the above statements, enter your "Name as it appears on Step 1".

*Signature:

END OF SECTION 6:

(Save your application and return to edit this section at a later time.)

(You can submit this section and continue to the next section. Once you submit a section, you may return to make edits.)

PROFILE REVIEW

Please review your profile at this time and ensure that all information is accurate and up-to-date.

You may make edits to any section by clicking on the "Edit" buttons on the right side of the page.

Please note, your responses to the "Background Questions" cannot be changed after you submit your profile.

Please ensure your responses are accurate before completing your profile.

The other sections of your profile may be updated in the future.

Once you are satisfied with your profile, we suggest that you print a copy for your records.

To submit your profile, click the "COMPLETE" button at the bottom of the page. After you click "COMPLETE," you will be taken to a page that will give you access to the following options:

- Apply for a position:
 - Assistant Principal Position (coming soon)
 - Principal Candidate Pool
 - Principal Position (coming soon) (Please note: you must first be a member of the Principal Candidate Pool to apply for principal positions)

- Review or print your profile
- Edit your profile
- Return to home page
- Exit

COMPLETE button

PROFILE COMPLETED

Congratulations. You successfully submitted your school leader profile. You now have access to the following options. To select an option, please click on the link below:

- Apply for a position:
 - Assistant Principal Position (coming soon)
 - Principal Candidate Pool
 - Principal Position (coming soon) (Please note: you must first be a member of the Principal Candidate Pool to apply for principal positions)
- Review or print your profile
- Edit your profile
- Return to Candidate Portal page
- Exit

PRINCIPAL CANDIDATE POOL APPLICATION

Welcome to the Principal Candidate Pool Application!

Thank you for your interest in becoming a New York City public school principal. The NYC DOE created the Principal Candidate Pool to provide a rigorous, competency-based selection process to assess candidate's proficiency in the NYC DOE School Leadership Competencies:

- **Personal Leadership:** Fosters a culture of excellence through personal leadership
- **Data:** Uses data to set high learning goals and increase student achievement
- **Curriculum and Instruction:** Leverages deep knowledge of curriculum, instruction, and assessment to improve student learning
- **Staff and Community** - Develops staff, appropriately shares leadership, and builds strong school communities
- **Resources and Operations** - Manages resources and operations to improve student learning

Individuals must first gain entry to the Principal Candidate Pool before they can apply for any school-specific principal positions.

The Principal Candidate Pool selection process includes an online application and a 4-hour in-person evaluation session. The online application includes:

- All information in your profile. You will have the opportunity to update your profile before submitting this application.
- Two essay questions. Detailed instructions and questions are included on the following page.
- Research questions that help us understand how you learned about the pool and provide an opportunity for you to select your school level preference for your in-person evaluation session.

Shortly after you submit your application, you will be invited to an in-person evaluation session. Details regarding the in-person sessions are available on our website. We appreciate your interest in becoming a school leader and look forward to learning more about you during this process.

[APPLY](#) button (click here to start application)

ESSAY QUESTIONS

Instructions:

Your essays provide an opportunity for you to tell us about your experiences and demonstrate why you would be an effective principal. These essays play a critical role in your application to the Principal Candidate Pool and will be evaluated based on the NYC DOE School Leadership Competencies.

Successful essays:

- Answer the entire question, including all sub-questions,
- Are compelling and contain specific evidence and examples,
- Demonstrate your experience and skills as they relate to the NYC DOE School Leadership Competencies,
- Use an essay format that does not rely on bullets or subheadings, and
- Clearly communicate your perspective and include proper grammar and syntax.

We recommend that you draft your essays in a Word document. Once completed, copy and paste them into the appropriate boxes in the online application. Each essay should be between 300 and 700 words in length. (We recommend using the Word Count function in Word to track the length of your essays as you write them.) If your essays exceed the maximum number of words, you will not be allowed to submit this section of your application. Remember to save your work as you go.

ESSAY #1

1. Describe a time in your professional experience when you led a team (e.g., group of co-workers, peers, direct reports, and/or). In your response, be sure to include:
 - a. A brief summary of the situation,
 - b. Your specific role and goals,
 - c. Your strategy and the specific actions you took,
 - d. Any challenges or obstacles you faced and the strategies you used to address them,
 - e. How you built support from others and maintained their commitment to the strategy,
 - f. The actual results/outcomes related to your response and solutions, and
 - g. What, if anything, you would have done differently.

APPLICANT RESPONSE

ESSAY #2

2. Describe a time when you developed and implemented an initiative that resulted in student achievement gains. (The example could range in scope from an initiative that was implemented in a classroom to a school-wide program.) In your response, be sure to include:
 - a. Student performance when you started the initiative,
 - b. Measurable academic goals or objectives you set for your teachers or students and why you chose those goals,
 - c. Which instructional strategies you used (or helped your teachers use), including:
 - i. Your rationale for selecting those strategies,
 - ii. How you met the needs of all of your students,

- iii. Any adjustments you made along the way to ensure that all students achieved the goals,
- d. Specific/measurable student performance results/outcomes related to this initiative, and
- e. What you learned from this effort that you have applied to your work since then.

APPLICANT RESPONSE

END OF SECTION:

SAVE AND EXIT (Save your application and return to edit this section at a later time.)

SAVE AND CONTINUE (You can submit this section and continue to the next section. Once you submit a section, you may return to make edits.)

RESEARCH QUESTIONS

Fields marked with an * are required

EVALUATION SESSION PREFERENCE

Entry into the Principal Candidate Pool requires participation in an in-person evaluation session. These sessions use materials from various school levels. Indicate your school level preference for the evaluation session here. (Please note there is no advantage to being evaluated at one school level versus another. Your response has no impact over which positions you can choose to apply to if accepted into the Pool.)

*Evaluation Preference:

RESEARCH QUESTIONS

These questions provide information to inform our recruitment of future leaders. Your responses will have no impact on your evaluation

With which of the following programs or organizations are you affiliated, if any? *(Select all that apply. For windows: Hold down the control (ctrl) button to select multiple options. For Mac: Hold down the command button to select multiple options.)*

Drop down:

- American Association of School Administrators (AASA)
- American Federation of Teachers (AFT, including any state or local affiliate)
- Association for Supervision and Curriculum Development (ASCD)
- Council for Exceptional Children
- Council of School Supervisors and Administrators (CSA)
- Fulbright Scholars
- International Reading Association (IRA)
- Kappa Delta Pi
- National Alliance of Black School Educators (NABSE)
- National Association for Bilingual Education (NABE)
- National Association for the Education of Young Children (NAEYC)
- National Association of Elementary School Principals (NAESP)
- National Association of Secondary School Principals (NASSP)
- National Board Certified Teachers (NBCT)
- National Council for Social Studies (NCSS)
- National Council of Teachers of English (NCTE)
- National Council of Teachers of Mathematics (NCTM)
- National Education Association (NEA, including any state or local affiliate)

- National Science Teachers Association (NSTA)
- National Staff Development Council (NSDC)
- New Leaders for New Schools (NLNS)
- NYC Leadership Academy (NYCLA)
- Peace Corps / Retired Peace Corps Volunteers (RPCV)
- Phi Delta Kappa
- Pi Lambda Theta International
- Teach for America alum (TFA alum)
- Teach for America staff (TFA staff)
- Teaching Fellows / The New Teacher Project Programs (TNTP)
- Troops to Teachers (TTT)
- Other

How did you hear about the Principal Candidate Pool? *(Select all that apply. For windows: Hold down the control (ctrl) button to select multiple options. For Mac: Hold down the command button to select multiple options.)*

Drop Down:

- Advertisement
- College/University
- Conference
- Email
- Individual – Select all that apply
 - Assistant Principal
 - Colleague
 - Network Leader
 - Principal
 - Superintendent
 - Other (with text box)
- Job/Career Fair
- Job Website
- Newsletter
- NYC DOE Website
- Organization
- School Leadership Development Program
- Other (with text box)

Please provide more detailed information about each of the sources you listed above in response to how you heard about the Principal Candidate Pool. For example, if you selected "conference", please list which conference(s).

END OF SECTION:

SAVE AND EXIT (Save your application and return to edit this section at a later time.)

SAVE AND CONTINUE (You can submit this section and continue to the next section. Once you submit a section, you may return to make edits.)

SIGNATURE

ELECTRONIC SIGNATURE & APPLICATION SUBMISSION

Your application to the Principal Candidate Pool will not be accepted unless you agree to the following statements. Fields marked with an * are required.

*I have checked my profile and the information that is associated with my profile is accurate, complete, and up-to-date.

*I understand that falsifying an employment application is a punishable offense under the Penal Law of New York State. I hereby certify that, to the best of my knowledge and belief, the statements in the preceding application are true, complete and accurate. I certify that I am the author of this application and that no part of the statement was taken from the writings of another person. I understand that any misrepresentation of facts, through misstatement or omission, may cause denial of eligibility and may lead to termination of employment with the Department of Education.

*I have read and agree with the above release authorization.

*Date of Signature (MM/DD/YYYY):

Name as it appears on Step 1:

If you accept the above statements, enter your "Name as it appears on Step 1".

*Signature:

PRINCIPAL CANDIDATE POOL APPLICATION REVIEW

Please review the application components at this time. We suggest that you also print a copy for your records. To transmit your application, you must click the SUBMIT button. Once submitted, you cannot edit certain questions, such as the essays. Please make sure that you have checked those questions before submitting.

COMPLETE

Please review your full application - profile, essays, and responses to research question -at this time.

- You may make edits to any section by clicking on the "Edit" buttons on the right side of the page.
- Once submitted, you will not be able to edit or change your application. (Although you may edit your profile for future applications to school-specific positions, you will not be able to edit any of this information for consideration in the Principal Candidate Pool evaluation process. All information that you submit at this time is considered final.)
- We suggest that you also print a copy for your records.
- To submit your application, please click the "COMPLETE" button at the bottom of the page.

button



Thank you for completing your Principal Candidate Pool application.

Thank you for your interest in becoming a principal in the New York City Department of Education.

Now that you successfully submitted your online application, you will be invited to an in-person evaluation session that will assess candidates' proficiency in the DOE's five School Leadership Competencies. Evaluations sessions are held throughout the calendar year, typically in the evenings. All evaluation sessions are held at 65 Court Street in Brooklyn Heights.

Please note, applicants receive invitations to evaluation sessions 7-10 business days in advance of the session. Candidates must RSVP to the invitation within 48 hours of receipt. If you cannot attend, you will be rescheduled for a future date, with preference given to applicants who are first-time invitees.

For more information regarding the Principal Candidate Pool selection process, in-person evaluation sessions, or general questions ,please visit our website or contact us:

Website: <http://schools.nyc.gov/Offices/DHR/CareerOpportunities/Principal+Candidate+Pool.htm>

Phone: (718) 935-5226

Email: supvsupport@schools.nyc.gov

You now have access to the follow options on this system:

- [Return to Candidate Portal](#)
- [Review or print your Principal Candidate Pool application](#)
- [Review or print your Profile](#)
- [Exit](#)

SAMPLE