

Master and Turnaround Teacher Application Guide

Below is a general description of each section of the application as well as specific guidance on certain questions and fields.

Step 1: Applicant Information and Employment Status

You will be asked for contact information as well as whether or not you are currently a NYC Department of Education employee.

- **Contact Information**: Please make sure to provide contact information where you can be reached during the month of August.
- **File Number**: Please enter if you have one; this is not required if you do not.

Step 2: Certification and Preferences

You will be asked to complete information on your certification relevant to these positions as well as which positions you are interested and eligible to teach in.

- **Certification**: You may complete information on each relevant certification you have or will have by September 1, 2010 to be eligible for these positions. Only certification in the following areas are applicable: Mathematics, Sciences, English, Social Studies, Special Education/Students with Disabilities, and English as a Second Language (ESL). This section of the application will not accept information about certification in other areas. You are, however, encouraged to make sure any additional certification is noted on your resume.
- **Preferences**: You will be asked to check any schools, subjects, and positions (Master Teacher and/or Transformation Teacher) that you are interested in.

Step 3: Teaching Experience

You will be asked to indicate how many years of full-time K-12 teaching experience you have. Make sure your resume reflects all the details of what, when, and where you taught.

Step 4: References

You will be asked to provide the names and contact information for three professional references. At least one of these should be a supervisor from your most recent year of teaching and at least one should be a colleague.

Step 5: Writing Responses

You will be asked to provide a written response to three essay questions (see below for questions). Your responses must be entered into the application directly; however, you are encouraged to use a word processing program to write your responses and then cut and paste them into the application. There is a 600-word limit on the first essay and a 500-word limit on essays two and three.

Attachments

You will be asked to attach a resume and copies of classroom observation reports, if available. You can attach .doc, .rtf, .pdf, .txt, .gif, .jpg, .htm., or .html files (no larger than 500KB).

- **Resume**: Make sure to include all teacher certifications and relevant teaching experience.
- **Classroom Observation Reports**: Please scan and attach observation reports if available. If they are not available, you may be required to provide them later in the screening/selection process.

General Tips

- Remember to prepare your written responses to the essay questions (below) in a word processing program before starting your application.
- Throughout the application, you will see an icon with a question mark next to certain application fields. Click on it to display 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."
- Please note: Once you have submitted your complete application (by pressing "COMPLETE") you will be unable to make any changes.
- Questions? Call HR Connect at (718) 935-4000.

Essay Questions

1. (600 words/up to 6000 characters) For your most recent year of teaching, please describe your students' learning outcomes. Please address the following:
 - Describe what students learned over the course of the year in your classroom and how you measured learning outcomes. Additionally, explain how you tracked student progress over the course of the year.
 - Describe the learning outcomes for more challenging subgroups of your students (such as students with low achievement levels, English Language Learners, and/or students with disabilities) and the strategies you used to meet the learning needs of those populations.
2. (500 words/up to 5000 characters) Discuss a critical issue or challenge for your grade level and/or content area that you worked on in the past. What was the issue/challenge? How did you solve it? Did you engage colleagues in this process and, if so, please describe how? Is there anything you would do differently and, if so, why?
3. (500 words/up to 5000 characters) Master and Turnaround Teachers will be working in schools that have been persistently low achieving. If you are selected for this role, please describe the steps you would take in the first two months of the school year to position yourself and your school for success. What prior experiences and/or skills do you possess that you believe would make you successful in this role?