



# TSN Online Principal and AP Application and C-30 Tracking System

Guide for Hiring  
Managers: How to  
Request a New Vacancy  
and/or an Acting or  
Interim Acting Candidate

*Office of Supervisory  
Support Services*

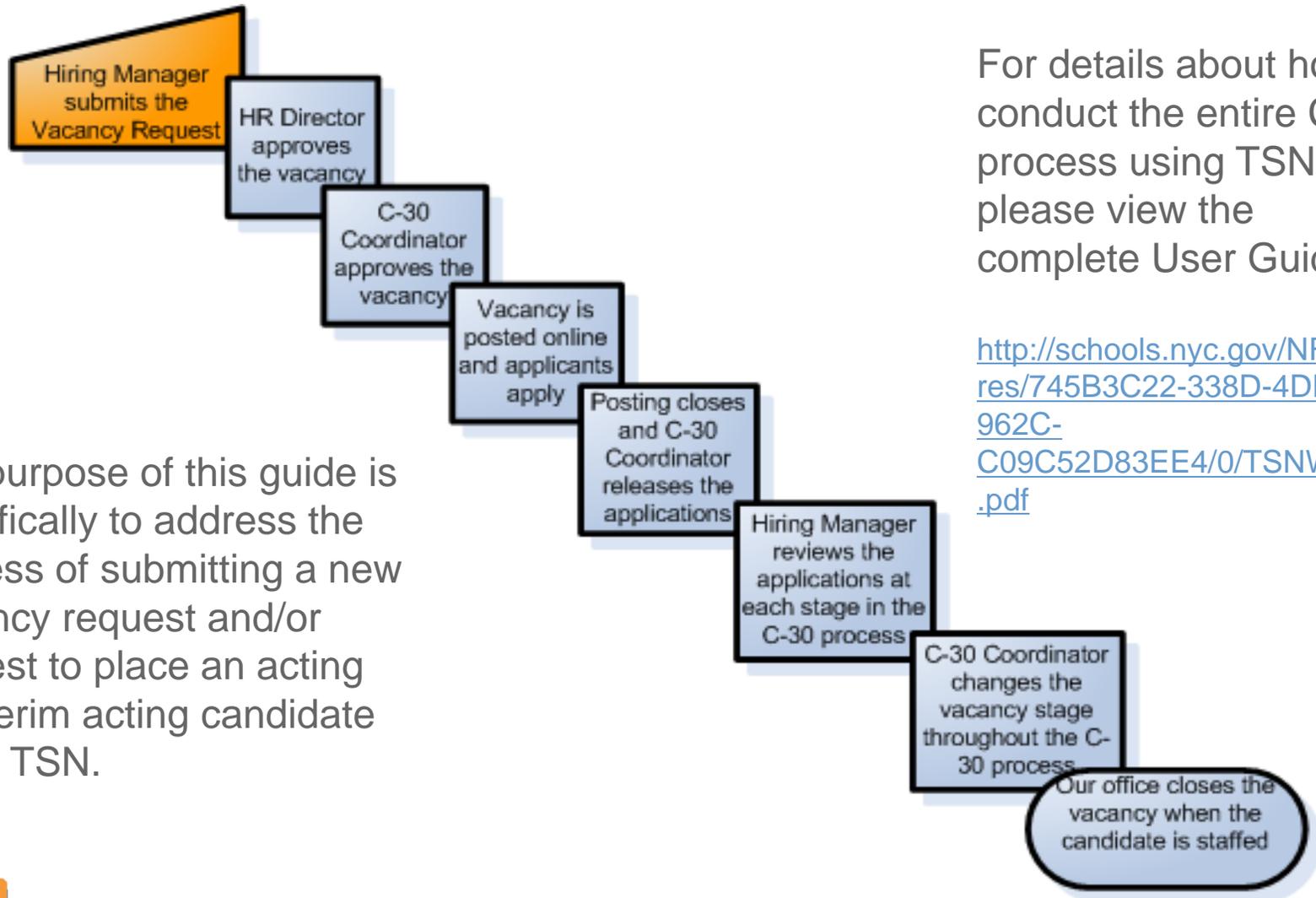
# Online Application System (TSN)

- This online application system is used to post Principal and Assistant Principal vacancies and to track the C-30\* selection process for these positions.
- \*The selection process for Principal and AP positions is governed by the Chancellor's Regulation C-30. A link to the Regulation is posted on the DOE website.  
<http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm>
- Online applications in Teachers Support Network (TSN) are also used Citywide for Teachers; Pupil Personnel titles; School Aides; Substitute Teachers and Paraprofessionals; the Principal Candidate Pool; and the LEAP program.
- In order to be considered for a position as a Principal or AP, all candidates must submit an online application using this system.

# Posting Calendar and Submission Deadlines

- Principal and AP vacancies are generally posted at the beginning and middle of each month and remain open for at least 15 calendar days. Posting dates may be adjusted for holidays or weekends.
- These vacancies are posted throughout the school year as vacancies arise. AP vacancies are not typically posted from mid-May through August.
- A link to the current vacancy posting calendar is available on the Supervisory Hiring page on the Division of Human Resources website.  
<http://schools.nyc.gov/Offices/DHR/TeacherPrincipalSchoolProfessionals/Supervisory+Hiring.htm>
- A link is also available on the Supervisory Support Services page on the DHR Exchange.  
<http://dhrexchange3/topics/SSS/default.aspx>

# Hiring Manager Submits the Vacancy Request



For details about how to conduct the entire C-30 process using TSN, please view the complete User Guide

<http://schools.nyc.gov/NR/rdonly/res/745B3C22-338D-4DE1-962C-C09C52D83EE4/0/TSNWebcast.pdf>

The purpose of this guide is specifically to address the process of submitting a new vacancy request and/or request to place an acting or interim acting candidate using TSN.

# No More Excel Forms, No More Faxes

- An online Interim Acting and Request to Post Form is integrated into the online application system.
- The request is submitted online and many of the fields on the form are presented as drop-down menus to make the form as easy as possible to use.
- Requests to place an acting or interim acting candidate and/or post a vacancy must be submitted in the system by the Hiring Manager.
- For Principal positions, the Hiring Manager is the Superintendent; for AP positions, the Hiring Manager is the Principal of the school.

# Accessing the IA and Request to Post Form

- The example that follows is a Superintendent's view. Principals follow the same Create Vacancy process to request an AP position.
- Notice this Superintendent can view both Principal and AP positions in their schools.
- Click on the Create tab to request a vacancy posting and/or IA placement. This opens the Create Vacancy page.

Internal Job Title Job Title	School Borough	Create Date	Posting Date	Vacancy Stage	Total # Applied Active Candidates
<a href="#">75Z111 - A P ADMINISTRATION - 4102</a> Assistant Principal	A Test School (Z111) Manhattan	08/15/2012	08/01/2012	Posting Closed <a href="#">HISTORY</a>	<a href="#">0</a> / <a href="#">0</a>
<a href="#">75Z111 - PRIN SP ED SCHOOLS - 4001</a> Principal	A Test School (Z111)	08/14/2012	08/01/2012	Posting Closed <a href="#">HISTORY</a>	<a href="#">0</a> / <a href="#">0</a>

# Completing the Create Vacancy Form

Current Vacancies Search and Edit Create

## Create Vacancy

**Vacancy Information**

\*What Category: Interim Acting (IA) + Post Position

\*Vacancy Type: Principal

\*Internal Job Title: PRIN DAY HIGH

School Level: High School

Location Borough: Brooklyn

\*Date for Job to be Posted - End Date: 09/19/2012 - 10/03/2012

\*System ID/Location Code: (ex: M139) 75Z111 - A Test School

Network Leader Name: Leader, Network

HR Director Name: Director, HR

Superintendent Name: Test, Superintendent

Cluster Leader Name: Leader, Cluster

C30Coordinator Name: Coordinator, C-30

Budgeting Details

Galaxy ID:

Select from a drop-down list:

- Post Position
- Interim Acting (IA) + Post Position
- Interim Acting (IA) Only
- Acting Only

Select from a drop-down list:

- Principal
- Assistant Principal
- Executive Principal

Note: You must select these options carefully. These drop-down lists are not customized based on your role or programmed to prevent you from selecting the wrong options for your posting.

Select from a drop-down list that includes all NYC DOE Principal and AP license descriptions.

Scroll down on this form to make sure the COE Code matches the license description you selected. For example, if you select PRIN DAY HIGH, the COE Code should display PL03.

\* On this form, required fields are marked with an asterisk.

# Completing the Create Vacancy Form

Current Vacancies | Search and Edit | Create

## Create Vacancy

**Vacancy Information**

\*What Category: Interim Acting (IA) + Post Position

\*Vacancy Type: Principal

\*Internal Job Title: PRIN DAY HIGH

School Level: High School

Location Borough: Brooklyn

\*Date for Job to be Posted - End Date: 09/19/2012 - 10/03/2012

\*System ID/Location Code: (ex: M139) 75Z111 - A Test School

Network Leader Name: Leader, Network

HR Director Name: Director, HR

Superintendent Name: Test, Superintendent

Cluster Leader Name: Leader, Cluster

C30Coordinator Name: Coordinator, C-30

Budgeting Details

Galaxy ID:

Select from a drop-down list that includes all school levels used in LCGMS.\*

This drop-down list includes all five boroughs and No Preference.  
**Select an actual NYC borough.\***

Select from a drop-down list that includes the next several posting periods on the current vacancy posting calendar.  
If you are looking for a posting date that is not listed, contact your C-30 Coordinator.

\* The School Level and Location Borough fields are used by candidates to search for vacancy postings in the system.

# Completing the Create Vacancy Form

Current Vacancies Search and Edit Create

## Create Vacancy

**Vacancy Information**

\*What Category: Interim Acting (IA) + Post Position

\*Vacancy Type: Principal

\*Internal Job Title: PRIN DAY HIGH

School Level: High School

Location Borough: Brooklyn

\*Date for Job to be Posted - End Date: 09/19/2012 - 10/03/2012

\*System ID/Location Code: (ex: M139) 75Z111 - A Test School

Network Leader Name: Leader, Network

HR Director Name: Director, HR

Superintendent Name: Test, Superintendent

Cluster Leader Name: Leader, Cluster

C30Coordinator Name: Coordinator, C-30

Budgeting Details

Galaxy ID :

Select from a drop-down list that includes all schools associated with you in the system.

If your school(s) are not listed, email [supvsupport@schools.nyc.gov](mailto:supvsupport@schools.nyc.gov) or contact your C-30 Coordinator. Our office must make the correction before you are able to proceed.

This information is auto-populated based on LCGMS data.

If any of the names displayed here are incorrect, email the correction to [supvsupport@schools.nyc.gov](mailto:supvsupport@schools.nyc.gov) and our office will make the correction before you complete this form.

This is a text field. If you already have the Galaxy Job ID, you may enter it here. If not, the HR Director must enter it later in the process.

# Completing the Create Vacancy Form

**School-Specific Information**

School Description:

School-Specific Preferences for Ideal Candidate:

**Description/Skills**

Job Description:

The New York City Department of Education (DOE) is seeking self-motivated, visionary school leaders from inside and outside the New York City public school system for multiple principal vacancies.

Led by Chancellor Dennis M. Walcott, the DOE is committed to creating a system of 1,450+ high-performing schools. Since its inception in 2003, the **Children First** agenda for New York's schools has improved graduation rates, increased student performance on state standardized tests and narrowed the achievement gap. Children First reforms empower principals as chief executives, holding them accountable for improving student achievement while giving them strong performance incentives and the authority to make critical instructional decisions.

- Using data to set high learning goals
- Leveraging deep knowledge of curriculum, instruction, and assessment
- Developing staff and sharing school leadership
- Managing resources
- Fostering a culture of excellence through personal leadership

**ELIGIBILITY CRITERIA**  
Applicants must possess a valid New York State certificate in School Administration/Supervision (SAS), School District Administration (SDA), or in School Building Leadership (SBL).

In the next three sections, the fields are text and all are optional.

These fields may be used if you wish to provide candidates with any information about the position beyond the generic job description. If you choose not to do this, then you may skip these sections:

- School-Specific Information
- Description/Skills
- Internal Fields

The generic Job Description is automatically populated and is specific to the Vacancy Type (Principal, AP, Executive Principal).



Department of Education

Carmen Fariña, Chancellor

# Completing the Create Vacancy Form

## ELIGIBILITY CRITERIA

Applicants must possess a valid New York State certificate in School Administration/Supervision (SAS), School District Administration (SDA), or in School Building Leadership (SBL).

## SELECTION PROCESS

The selection, assignment and appointment of all Principals and Assistant Principals is governed by Chancellor's Regulation C-30 which may be accessed at <http://schools.nyc.gov/Administration/ChancellorsRegulations/default.htm>

## SALARY

See CSA contract at <http://www.csa-nyc.org>.

## UNION AFFILIATION

Principals and Assistant Principals are covered by the Council of Supervisors and Administrators (CSA). Information regarding members' benefits and union coverage can be obtained by visiting the CSA web site at <http://www.csa-nyc.org>.

\*\*\*Please note: For ease in completing your application, please prepare a 100-400 word answer to the question below and be prepared to cut and paste the answer into the online application where the question will reappear. You are asked to do this now because the online application will time out after 45 minutes and you are not able to save it and return to it.

**Question :** Please explain why you are an excellent candidate to lead this specific school, including any experience or special skills that you will bring as the new leader to enable the school to meet and surpass its goals.

COE Code

PL03

If you skip these sections, please make sure you check the COE Code first. It is placed below the Job Description. If the COE Code is not what you expect, then scroll back up and make sure you selected the right Internal Job Title.



Department of  
Education

Carmen Fariña, Chancellor

# Completing the Create Vacancy Form

**Interim Acting Information**

\*IA/Acting Needed: Already Identified

\*IA/Acting Status: Pending Approval

\*IA Type: Internal AP

\*Interim Acting Name:

\*Interim Acting File Number:

\*Interim Acting Email:

\*Interim Acting Effective Date (MM/DD/YYYY):

\*Reason for Vacancy: Retirement

If "Other", please describe:

If "Moved to a Central DOE Position", please provide division and position:

\*Prior Incumbent Name:

\*Prior Incumbent File Number:

\*Prior Incumbent Date of Term/Res/Rehire (MM/DD/YYYY):

This is a drop-down list. **Select Already Identified.**

This field is used by the Office of the Senior Supervising Superintendent to track interim acting principals.

This is a drop-down list.

This field is also used by the Office of the Senior Supervising Superintendent to track interim acting principals

Select from a drop-down list the option that describes the Acting or Interim Acting candidate:

- Internal AP
- AP from another school
- Internal Teacher
- Excessed Principal
- APPer
- New Leader
- External Candidate
- .....Etc.....

This section of the form does not appear if the Vacancy Category is Post Position, indicating that you are posting a position without an Interim Acting candidate. It is only used if you are requesting an Acting or Interim Acting candidate.

# Completing the Create Vacancy Form

**Interim Acting Information**

\*IA/Acting Needed:

\*IA/Acting Status:

\*IA Type:

\*Interim Acting Name:

\*Interim Acting File Number:

\*Interim Acting Email:

\*Interim Acting Effective Date (MM/DD/YYYY):

\*Reason for Vacancy:

If "Other", please describe:

If "Moved to a Central DOE Position", please provide division and position:

\*Prior Incumbent Name:

\*Prior Incumbent File Number:

\*Prior Incumbent Date of Term/Res/Rehire (MM/DD/YYYY):

These are text fields. Enter the Acting or Interim Acting candidate's name, file number, email address, and effective date.

This is a drop-down list:

- Retirement
- Resignation
- Reversion
- Moved to a central DOE position
- New Posting
- Maternity Leave
- Health Sabbatical
- Extended Leave
- Other

The next three fields must be completed only if you select Other or Moved to a central DOE position.

These are text fields. Enter the prior incumbent's name, file number, and end date.

These fields must be completed unless the Reason for Vacancy = New Posting.

When you are finished completing this form, click on Submit for Approval. You receive an email confirmation when it is submitted.

Once this form is submitted and approved, it becomes the actual vacancy posting.

# After you Create the Vacancy

- After you submit the Create Vacancy form, a confirmation is displayed on the screen that the request was successfully submitted for approval and you receive an automatic email confirmation.
- If you requested an acting or interim acting candidate, an email confirmation is also sent to the candidate at the email address you entered on the form.
- Click the Current Vacancies tab to return to the list of your current vacancies.
- For the vacancy you just created, the Vacancy Stage remains New Vacancy until it is approved by the HR Director.

The screenshot shows a web interface for managing vacancies. At the top, there are three tabs: 'Current Vacancies' (circled in red), 'Search and Edit', and 'Create'. Below the tabs is a 'Vacancy Type:' dropdown menu set to 'All' with a 'SUBMIT' button. The main content area displays '1 through 4 of 4 search results' in a table. The table has five columns: 'Internal Job Title / Job Title', 'School / Borough', 'Create Date / Posting Date', 'Vacancy Stage' (circled in red), and 'Total # Applied / Active Candidates'. The first row shows a vacancy for '75Z111 - PRIN DAY HIGH - 4201' at 'A Test School (Z111) Brooklyn', created on '08/18/2012' and posted on '09/19/2012'. The 'Vacancy Stage' is 'New Vacancy' with a 'HISTORY' button below it. The 'Total # Applied / Active Candidates' is '0 / 0'.

Internal Job Title Job Title	School Borough	Create Date Posting Date	Vacancy Stage	Total # Applied Active Candidates
<a href="#">75Z111 - PRIN DAY HIGH - 4201</a> Principal	A Test School (Z111) Brooklyn	08/18/2012 09/19/2012	New Vacancy HISTORY	0 / 0

# Getting Help

Hiring Managers or network users who are unable to log in and/or perform your work:

- Contact the C-30 Coordinator indicated on the email alert; or
- Call Supervisory Support Services at (718) 935-2822

Applicants contact HR Connect for support at (718) 935-4000.