

SUPERVISORY APPLICANT GUIDE

APPLYING FOR SUPERVISORY POSITIONS



Applying for Supervisory Positions

Overview

All principal, assistant principal, and educational administrator applicants must apply for posted positions using an online system called Open Hire. This system allows the Division of Human Resources and Hiring Managers to easily manage your application(s).

This document contains:

- a one-page Quick Guide (page 2);
- a Detailed Guide on completing an application for supervisory positions (pages 3-9); and
- a Frequently Asked Question (FAQ) list about the process, including common errors and solutions (pages 10-14).

Applying for Supervisory Positions

Quick Guide

Applying for Your First Position

To apply for a supervisory position, go to:

<http://schools.nyc.gov/Offices/DHR/CareerOpportunities/>.

Under **Principals, Assistant Principals and Other Supervisory**, click on the link to access postings.

Once you are on the page, jobs are listed by title, under **School-Based Leadership (Principals and APs)** and district. Click on the title and a list of districts will appear. Finally, click on the district and the list of open jobs will appear.

For example, if you want to apply for a principal job in District 09, you would click on

School-Based Leadership (Principal and APs)

> > > the link for Principals on the next page

> > > the link for District 09 on the next page

> > > the link of the job for which you want to apply
(ex. [X055 Principal - Day Elementary School \(1016\)](#))

Once you are on the job description page, click on the **Submit a New Application** button and the application will appear. Please complete all of the fields, create a password and press **Continue**. If you are applying for a principal or assistant principal position, you will create a profile and then attach your resume. Educational administrator applicants will only provide a resume and cover letter. After the job posting period closes, your record will be checked to ensure you have the state certification and New York City Certificate of Eligibility needed for that position. If you do, your application will be forwarded to the appropriate Hiring Manager.

Applying for Multiple Positions

You can use an existing application to apply for additional jobs. When applying for a job, simply click the **Use an Existing Application** button and the applications you previously filed will appear. Select the one you would like to submit for the new job. You can edit this application as appropriate before submitting. You can use this process to apply for an unlimited number of jobs. For more information, please see *Submitting Your Application for Multiple Positions* in the Detailed Guide.

Applying for Supervisory Positions

Detailed Guide

The New York City Department of Education uses a system called OpenHire that requires all supervisory applicants to apply for posted positions online. This system is used to distribute eligible applications to the Hiring Managers* for posted positions.

As an applicant, you will see many benefits to applying online, including:

- an application that is easy to submit and edit; and
- a back-end system that will allow the Hiring Manager for the position to move through the hiring and selection process quickly.

** For principal positions, the superintendent is the Hiring Manager. For all assistant principal positions, the principal is the Hiring Manager. For Educational Administrator positions, the Hiring Manager will vary.*

Before You Begin

Eligibility

In order to apply for a supervisory position with the New York City Department of Education, you must be eligible for the position. Candidates who are eligible for the position:

- possess a New York State Certificate as a School Administrator/Supervisor (SAS) School District Administrator (SDA), or School Building Leader (SBL); and
- possess a Certificate of Eligibility (COE) for Supervisory Placement issued by the Division of Human Resources (i.e., license).

If you are unsure about the status of your state certification, or need to apply, please contact the New York State Education Department (SED) at

Certification Unit

New York State Education Department
5N Education Building
Albany, New York 12234
Phone: (518) 474-3901
tcert@mail.nysed.gov

If you need to apply or have questions about the status of your COE for Supervisory Placement, please log onto the Supervisory Eligibility Pool (SEP) system. The web address for the SEP system is <https://www.nycenet.edu/offices/DHR/rms/ext/res/HomeHRMS.aspx>.

Before your application is submitted to a Hiring Manager for review, your record will be checked by the Division of Human Resources to confirm that you have the appropriate COE for the position for which you are applying. That check will be made using your six-digit NYC file

number which you will provide on the application. Whether you are an external applicant to the Department of Education or a current employee unsure of your file number, the information can be found on your COE. The COE can be downloaded directly from the SEP system after it is issued.

Eligibility for the COE is determined by your state certification (SAS, SBL or SDA) and the status of your fingerprints and any personnel investigations with the NYC Department of Education. In addition, if you are applying to be an assistant principal in a specific subject area, you must have teacher certification in that area (e.g., you must be a certified math teacher to be an Assistant Principal- Supervision Math).

If you prepared for your state certification by going through an approved college program, and the college has applied for state certification on your behalf but it has not yet been issued by SED, you may be able to obtain a temporary COE while SED evaluates your application. After you apply for a COE online, you must submit an original letter with a raised seal from the college that states that you met the requirements and that an application has been submitted to SED on your behalf. If approved, the COE will be valid for six months. To arrange for submission of this letter, please contact the Office of Licensing directly at (718) 935-2465.

For more detailed information on eligibility information for principals and assistant principals, please visit our Careers in School Leadership website at:
<http://schools.nyc.gov/Offices/DHR/Applicants/SchoolLeadership.htm>.

Required Applicant Information (principal and assistant principal positions only)

The application for principal and assistant principal positions requires you to provide relevant information for the Hiring Manager to evaluate your qualifications and determine whether or not he/she would like to interview you for the position. Educational administrator candidates will submit this information in resume form.

Before you search for jobs, please be sure that you have the required information on hand. The application will time out after 90 minutes if you do not submit it and your data will be lost. Collecting this information in advance will limit the time you spend online.

The following information is needed to apply:

- State certification information, including type and effective date;
- Education information for the last three institutions where you received a degree, including institution name, major, degree and date of degree;
- Employment information for the last three schools you worked at, including contact information and dates; and
- Three professional references, including phone numbers.

You will also need to provide a resume that includes all of your employment and education information.

At the end of the application you will also be required to answer two essay questions. The essay questions are intended to give the Hiring Manager a better idea of your qualifications.

Searching for Jobs

Accessing the Site

Jobs will be posted on an ongoing basis. When jobs are posted, you will have 15 days to apply. To access jobs, go to the Career Opportunities section of the DHR website.

<http://schools.nyc.gov/Offices/DHR/CareerOpportunities/>

At the bottom of the page, under **Principals, AP, and Other Supervisory**, click on the link that appears for the latest job postings. The link will include the date that jobs are closing.

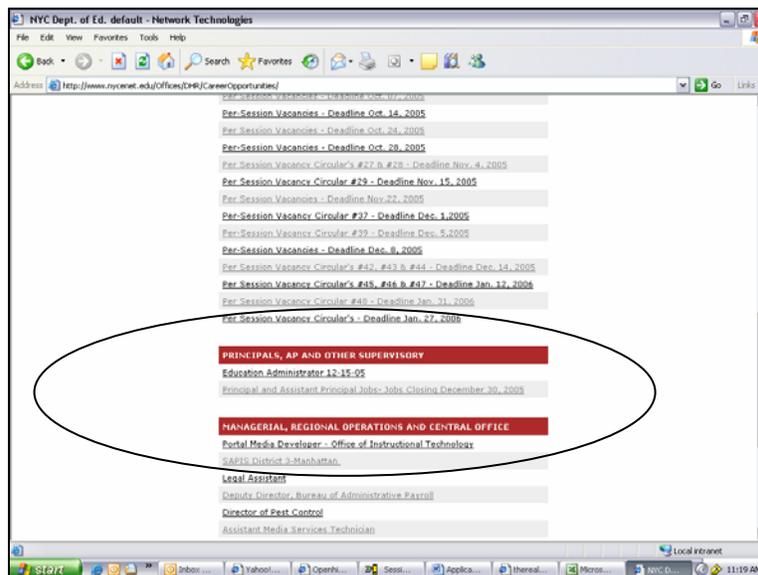


Figure 1: Finding the Job Listing

Applying for Jobs

Applying for a Job for the First Time

You will apply for a job by viewing a job description. To view a job description, click the name of a job.

Example:

[05M670 Assistant Principal - Supervision Social Studies \(1239\)](#)

THURGOOD MARSHALL ACADEMY (M670)

The job description will appear. The job description for principal and assistant principal positions will list basic information about becoming a supervisor in the New York City Public Schools. The

job description for educational administrator positions will be specific to the position. At the bottom of the job description will be three buttons:



- **Submit a New Application-** You will click on this button if this is the first time you are applying for a job;
- **Existing Resume/CV-** You will use this button if you have applied for another position (see **Applying for Multiple Jobs**); and
- **Return to Job Listings-** You will use this button to bring you back to the list of jobs you were just viewing.

If this is the first time you are applying for a job, click **Submit a New Application**. You will be brought to the first page of the application.

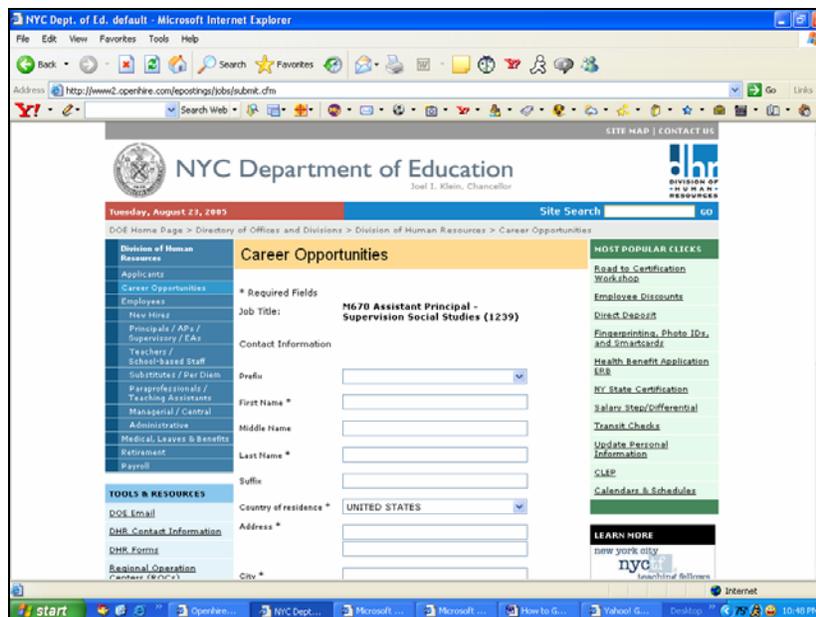


Figure 2: Submitting Your Contact Information

On this page, you will submit all of your relevant contact information. Fields that have a star next to them are mandatory.

Please pay attention to these fields:

- **NYCDOE File Number-** This is the six digit file number issued to you when you received your COE. You can print your COE directly from the SEP system. This file number is needed to verify your certification and determine your eligibility to work as a principal, assistant principal or educational administrator. Please make sure that you enter all six digits and that it does not start with a zero.
- **Password-** You must choose a password that you will use if you visit the site at a later date to apply for other positions. The password must be at least six characters and contain both letters and numbers.

When you have entered all of your information, please click the **Continue** button. Principals and assistant principals will be brought to the Profile Application page. The Profile Application page

will allow you to provide critical information about yourself to Hiring Managers in a standardized format. Educational administrators will be brought to the resume screen (see Figure 4).

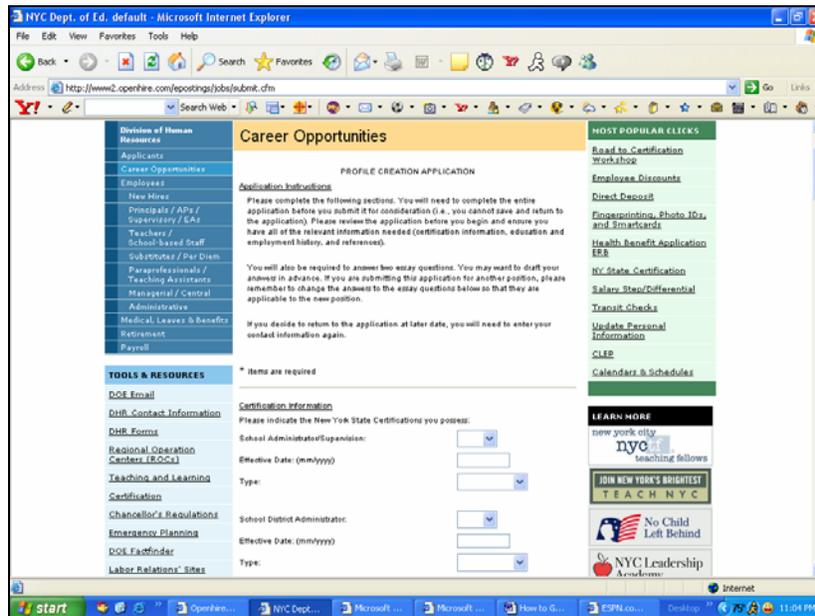


Figure 3: Submitting Your Profile

Applicants for principal and assistant principal positions will need to complete all of the following requested information (fields that have a star next to them are required fields):

- Certification Information
 - Type(s) (provisional and permanent) and effective date(s).
- Education Information
 - Last three institutions where you received a degree, including institution name, major, degree, and date of degree. *If you have attended additional institutions, you must include those on your resume which you will provide in the next step of the application process.*
- Work Experience
 - Last three school-related positions, including supervisor information and dates. If you are still working at your latest position, leave the **To** field blank under **Dates Served in Position**. *If you have held more jobs, you must include those on your resume which you will provide in the next step of the application process.*
- Performance Record Criteria
 - Please indicate if you have ever received an Unsatisfactory Rating. If you have, please provide the relevant information.
- References
 - Three professional references, including phone numbers.
- Written Responses

- There are two required essay questions. Your answers to these questions will provide insight to the Hiring Manager on your qualifications for the specific position for which you are submitting this application. Question One is for all applicants and will ask you to elaborate on an instructional initiative you were involved with in your career. Question Two will include two prompts and you must choose the correct prompt depending on whether you are applying to be a principal or assistant principal.
- **Preferences:** If you are applying for a specific vacancy, do not enter any information.

When you have submitted all of the necessary information, press **Continue**.

On the next page, you will need to provide your resume. You can submit your resume by either attaching the file (formats accepted include MS Word (.doc), Plain Text (.txt), Rich Text Format (.rtf), and or HTML (.htm/.html)), or by copying and pasting your resume into a box. If you are applying for an educational administrator position, you should also provide a cover letter.

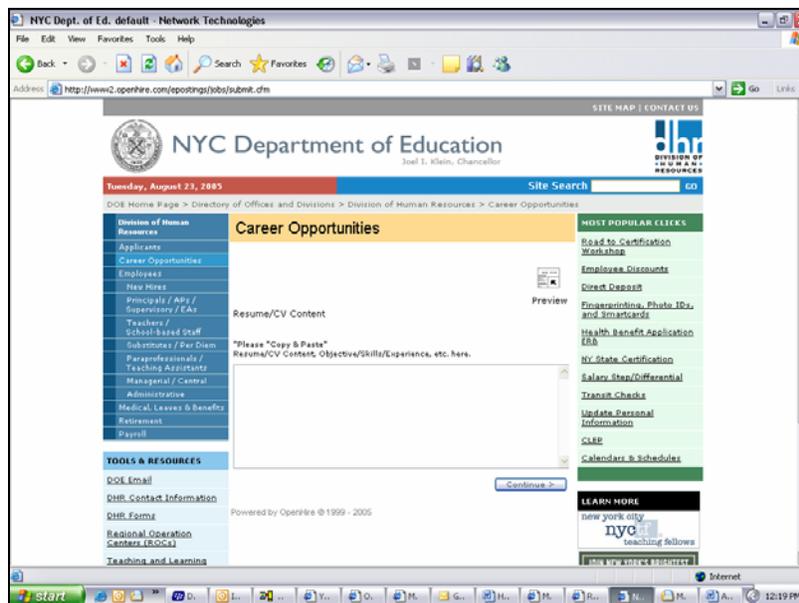


Figure 4: Attaching your Resume

When you have submitted your application, you will receive a confirmation message on the screen and at the email address you provided on your application. Unless the receipt appears on your screen, your application has not been submitted.

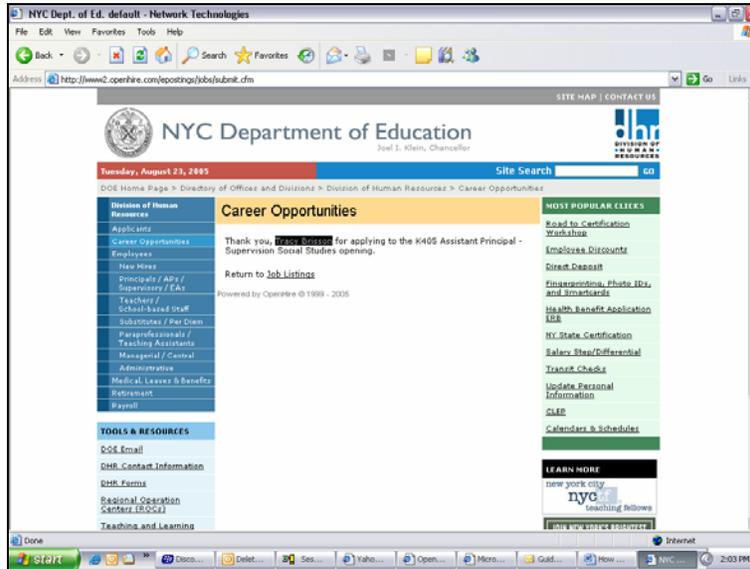


Figure 5: Application Receipt

Submitting Your Application for Multiple Positions

You can use an application that you previously submitted by clicking on the **Use an Existing Application** button. The applications you previously submitted will appear. Select the one you would like to submit for the new job. You can edit this application, including the written responses, as appropriate before submitting.

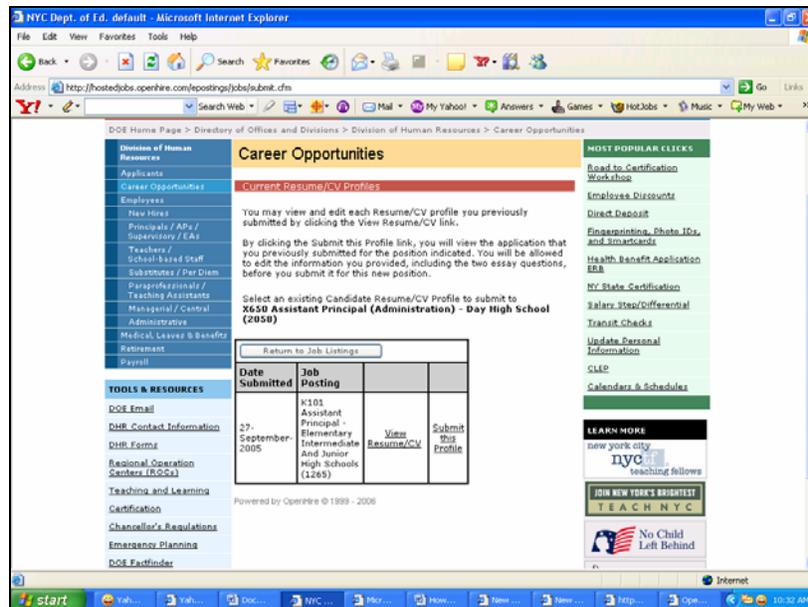


Figure 6: Applying for Multiple Positions

Applicant Guide FAQ

How do I apply?

Q: I would like to create an online application for the first time. Do I need a password?

A: *No. You will create a password when you apply for the first time.*

Q: How often will jobs be posted?

A: *Jobs will be posted on an ongoing basis. When jobs are posted, you will have 15 days to apply.*

Must I apply online?

Q: Can I choose to submit a paper application?

A: *No. The DOE no longer accepts paper applications. You must apply online.*

What are the next application steps?

Q: If I know I have both state certification and the proper COE, are there any additional steps that I need to take besides applying online?

A: *No. You will be notified if there are any eligibility concerns.*

Q: How long does it take for notification regarding interviews?

A: *The selection of supervisors is a 90 day process from the date the position is posted. Hiring Managers will receive applications within one month of the posting date and will make decisions as to who they will interview soon afterwards.*

Q: Will I be notified if I am not considered for the position?

A: *Yes. You will be notified via email.*

How do I know if I can use the application system on my computer?

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

A: *OpenHire works with the following operating systems and web browsers:*

Operating Systems:

- *Windows 98, ME, NT, 2000, or XP*
- *Mac OS X*

Web Browsers

- *Internet Explorer 5.5 and higher (6.0 preferred)*
- *Netscape Navigator 6.0 and higher*
- *Firefox 1.0 and higher*

What should I do if I received an error message or did not receive a receipt for my application?

Q: After completing the application and submitting it, I received a message that it failed. What should I do?

A: Unless you received a confirmation message on the screen, your application was not received. You will need to correct the error and resubmit the application. The error was likely caused by one of the following problems:

- **Application Submission Time**
The application will time out if you spend more than 90 minutes on the same page. Please complete your essay questions in a word processing program to limit your time on the actual application page.
- **AOL Users**
The browser that AOL provides does not support all of the java-based functions of the application system. Please use Internet Explorer to complete the application. You can use Internet Explorer at the same time you are connected to the internet through AOL.
- **Date Errors**
*The dates must be in the format described on the page. Except for the electronic signature, the date format is mm/yy. The electronic signature format is mm/dd/yyyy and must be the present date. The internal clock on your computer must be set to the correct time and date. Also, you cannot write any words in the date fields (ex. "to present"). If you are still working at your current position, leave the **To** field blank under **Dates Served in Position**.*
- **Attaching your Resume**
The file you are attaching is likely too big or your browser settings are preventing the attachment. On the resume selection screen, choose the copy and paste option and then copy and paste your resume in the box.
- **Multiple Application Submission Errors**
You need to clean out the cache of your internet browser as it is trying to view an old version of the website where you experienced an error. If you are using Internet Explorer, go to the:

Tools Menu

> > > and then Internet Options.

Under Internet Options,

> > > click Delete Cookies

> > > and then Delete Files.

Click OK, then close and reopen your browser to complete the application.

Q: I had an error and corrected it but I am still receiving error messages. What do I do?

A: *You need to clean your cache by deleting your cookies. If you are using Internet Explorer, go to the:*

Tools Menu

> > > and then Internet Options.

Under Internet Options,

> > > click Delete Cookies

> > > and then Delete Files.

Click OK, close and then reopen your browser to complete the application.

How do I confirm that my application has been received correctly?

Q: I need to know if the application I submitted for a particular position has the correct information and essays pertinent to that school. How can I verify that the information is correct?

A: *Click on the link under **Update Your Resume** on the main job listings page. A listing of your applications will appear. Click on the one that you want to view.*

How do I edit the application?

Q: Where is the application I filled out? Can I reuse it or do I have to redo the application for each school?

A: *If you wish to apply for additional positions, you can use any previously submitted application by clicking on the **Use an Existing Application** button. You can edit the entire application as appropriate for the new position(s).*

Q: I have submitted an application and uploaded the wrong file when I was attempting to upload my resume. How do I go back and upload the correct file and communicate that the attached file should be disregarded?

A: *Submit a request to delete the application to supvapp@schools.nyc.gov. You cannot edit applications after submitting them. You will need to submit a new application.*

How do I request to delete an application?

Q: I mistakenly submitted an application for a position for which I did not want to apply. Is there any way my application can be deleted?

A: *Yes. Send an email to Supervisory Application Support at supvapp@schools.nyc.gov to request a deletion of your application. Applications can only be deleted before the application submission deadline.*

What is my username and password?

Q: Do I need a username and password to apply for a position?

A: *No. You will create a password the first time you apply. Your username is your email address that you will use for correspondence regarding your application.*

Q: I've previously submitted my application, but the system does not recognize my username and password. Why am I unable to access my account?

A: *Your username is the email address you used for the application. If you have forgotten your password, click under the **Update Your Resume** section on the main job listings page, and then the **Forgot Your Password?** link on the next page. The system will email your password to your email address.*

How do I apply for my Certificate of Eligibility (COE)?

Q: I received notification that I was not eligible for this latest pool of supervisory positions because I did not have the necessary COE. What steps do I take to obtain the necessary certifications for future positions?

A: *You must apply for the COE at <https://www.nycenet.edu/offices/DHR/rms/ext/res/HomeHRMS.aspx>.*

Q: I am having problems applying for my COE via the SEP system. Where can I get assistance?

A: *Call SEP Support at (718) 935-5824 or email them at RMSSupport@schools.nyc.gov.*

Q: How long does it take to issue a Certificate of Eligibility?

A: *It takes approximately 3-5 business days for your COE to be issued if you are state certified and you have been fingerprinted by the Department of Education. You will be able to download the COE from the SEP site.*

Q: I do not have my SAS, SBL or SDA, but a letter from my college that attests that they have submitted an application to SED on my behalf. Can I receive a COE?

A: *Please call the Office of Licensing at (718) 935-2465 to make arrangements to submit your letter. Before you submit the letter, you must first apply for the COE online.*

What is my status from previously posted positions?

Q: I had applied for about 15 positions in the last posting. Why am I not getting called for any of the positions for which I applied?

A: *Please keep in mind that there are many applicants for positions and that the selection process is highly competitive. Assistant principal positions can attract anywhere between 40-60 applicants and by regulation, hiring managers can only select 3-5 candidates to interview. You may want to review the written responses you have been providing on your applications to see if there are improvements you can make that would better your chances to be selected for interviews.*

Q: A position I applied for is back on the DHR site. Do I need to reapply?

A: *You cannot reapply for positions for which you had previously submitted an application. If you have not already received a rejection notice for the position, your application is still under consideration.*

Is my information secure?

Q: Since personal information is necessary in order for you to apply, is the application system a secure website?

A: Yes. You can access OpenHire's privacy policy at <http://www.openhire.com/company/privacy.htm>.

What if I need more information?

Q: Who can I contact if I need more assistance?

A: You can contact Supervisory Application Support at supvapp@schools.nyc.gov. The mailbox is checked regularly and you should expect an answer within 24 hours.