

NYC Department of Education
Office of Teacher Recruitment and Quality



because every day it teaches me.

GUIDE FOR CAREER SERVICE CENTERS:

*Transitioning your
Students to
Professional Teachers*

Winter 2010

WELCOME

With over 1 million students in almost 1,600 schools, New York City Department of Education (NYCDOE) is looking for bright, motivated, and dedicated teachers who are prepared to be inspiring leaders and raise achievement for every student. We are only looking for the best and most prepared. In 2009, only 17% of the NYCDOE's teacher applicants were eventually hired into a full time position.

If you are like any other Career Services Centers across the country, you're faced with the tasks of helping your students set realistic career goals, developing a plan of action, searching for employment and helping them transition from student to employee in a very tough job market. To help you prepare students who are interested in a teaching career with the largest school district in the nation, the New York City Department of Education, the Office of Teacher Recruitment and Quality has created this document to support you and the services you provide to your aspiring teachers.



ONLINE TEACHER APPLICATION

While there's no single description of the type of teacher we are looking for, we encourage aspiring teachers who are great communicators, understand the importance of flexibility and persistence, and constantly seek opportunities to grow as a leader to apply.

To be considered for employment as a NYC public school teacher, all applicants must complete an on-line application. Applications for September 2010 are accepted from mid-December through June 30th at <http://teachnyc.net>. Interested applicants are encouraged to complete their teacher application during the early half of their final semester in the teacher preparation program.

All applications are reviewed for quality. As part of the application, students are required to provide a well developed resume and essay responses that accurately reflect their credentials, knowledge, and skills. Most importantly, applicants must demonstrate **exemplary** communications skills.



GAINING EXPERIENCE (First & Second Year)

Experience can present itself in many different ways, some of which are not obvious to the novice teacher. We are interested in learning about **more than** student teaching experiences. As part of the application process, candidates will be asked to document any career related experience they may have, which may include:

- ◆ Civic service activities
- ◆ Part time work with children
- ◆ Summer jobs
- ◆ Paid and unpaid experience
- ◆ Field studies
- ◆ Travel experiences

Note: Working with underserved populations can offer an experience unlike any other, making students a stronger candidate for an open teaching position. Applicants should highlight this type of experience on their resume and cover letter.

CAREER DEVELOPMENT (Senior Year)

It is our belief that students who participate in both on and off campus career development workshops have an advantage over those students that lack these opportunities. Most career service centers offer students a menu of professional development sessions to their students. Based on our experience working with recent graduates, below is a list of workshop we believe will prepare teachers for a life long career in a NYC public school.

- ◆ Resume writing
- ◆ Interviewing skills
- ◆ Portfolio development
- ◆ Career fair preparation
- ◆ Networking
- ◆ Workplace etiquette
- ◆ Do's and Don'ts of online presence (e.g. Facebook, MySpace etc.)

E-OPPORTUNITIES (Seniors & Recent Graduates)

Are your students keeping up with the latest technology?

Are they considering innovative ways to drive their professional career?

We encourage you to speak with your Education majors about maximizing e-opportunities by creating an:

- ◆ Educator's website
- ◆ Electronic resume
- ◆ Electronic portfolios
- ◆ Online professional profile (e.g. LinkedIn)

GOAL SETTING (All Levels)

The New York City Department of Education has not determined the number of openings it will have for the 2010-2011 school year. Though we welcome applications in all subject areas, we anticipate vacancies in the following critical subject areas.

Certifications

- ◆ Science
- ◆ Special education
- ◆ Speech improvement
- ◆ Foreign languages

Extensions

- ◆ Gifted & talented
- ◆ Bilingual

Recent graduates who are unsuccessful in the job search may want to consider pursuing additional certifications or extensions to meet the current hiring needs.

RESEARCH AND PREPARE

One of the benefits of becoming a teacher in New York City is experiencing a breadth of school choice when it comes to finding the best fit for your subject expertise and professional interests. The best way to take advantage of that choice is to research and prepare.

Online Information

Our recruiters host online information sessions to offer in-depth information on getting hired as a New York City public school teacher. Each session is an opportunity to ask questions and learn more about the application process. Attendees can also submit questions and chat with the presenters.

Attend an In-Person Information Session

Our recruiters visit campuses throughout New York City to meet with interested candidates and share information about becoming a public school teacher. See the schedule of events at <http://teachnyc.net> to find out when we're hosting our next sessions. Please note that only people invited to the event by that university or college can attend.

Begin Researching Schools

With almost 1,600 schools, it's important for teachers to find the right fit in a school that's a good match for their skills and interests. To help teacher candidates navigate the incredible choice New York City public schools offer, we have created borough-specific maps showing all the schools in a particular borough. Maps are available at <http://teachnyc.net>.

When researching schools you should pay careful attention to the following reports for each school.

Progress Reports grade each school with an A, B, C, D, or F to help you understand how a school is doing and compare it to other, similar schools.

School Surveys summarize environment based on survey responses from, parents, and students.

Quality Reviews provide more in-depth profiles of each school, based on 2-3-day visits by experienced educators who talk to parents, students, and staff, observe classrooms, and review how schools use information and set goals to improve learning for all students.

Research more about our schools at <http://teachnyc.net>.

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