

Principal Candidate Pool FAQs

ELIGIBILITY

Who can apply? What are the minimum qualifications and/or criteria for entrance? Anyone with a New York State school leader license (e.g., SAS, SBL, or SDA) and a NYC Principal Certificate of Eligibility may apply for Pool membership. In addition, successful applicants possess and exhibit proficiency in the five NYC DOE School Leadership Competencies.

Who must apply? Anyone who is not currently a DOE principal and wants to become a DOE principal must apply and gain acceptance to the Pool in order to apply to individual principal vacancies. (The only exceptions are current DOE employees who successfully passed the Board of Examiners principal exams prior to 1990 and interim acting principals assigned before February 1, 2008 for whom the associated principal vacancy had not yet been posted or filled.)

What can I do to prepare? First, consider whether you feel ready to become a principal now. Do not apply to the Pool until you feel ready to take on a principal role. Reflect on your strengths and growth areas in the five NYC DOE School Leadership Competencies and review the competency continuum to see what each competency looks like in practice at five levels of leadership development – emerging, developing, proficient, mastery, and exemplary leadership. Ask your supervisor, mentor, coach, or trusted colleagues for feedback. Seek out mentors who have been successful school leaders and learn from their experiences. Review the NYC DOE website to understand how DOE principals are held accountable for student outcomes. Also increase your understanding of how to use the full range of accountability data and tools to drive dramatic student achievement gains.

I used to be a DOE principal and then changed jobs. If I want to be a principal again, do I have to apply to the Pool? Yes, if you were not a sitting principal on or after February 1, 2008. Going through the Pool application process will be advantageous for you. It will give you an opportunity to display your talents and experience and will place you on even footing with all who compete for school-specific vacancies.

I am a current DOE principal and want to change schools. Do I have to apply to the Pool? No. Currently appointed principals have all been placed in the Pool. However, for the reasons set forth above, if you would like to apply and be evaluated into the Pool, you are welcome to do so.

SELECTION PROCESS

Does everyone go through the same process? Yes, every applicant to the Pool goes through all steps of the selection process.

How long does the process take? The full process takes about 2-3 months. First candidates must submit an online application. Once an application is received, candidates are invited to an evaluation session 1-2 weeks after their application is submitted. Candidates will be notified of the final decision 1-2 months after the date of the evaluation session. The most common delay for notification is difficulty reaching references. Please contact your references in advance and ask that they be available and responsive to reference calls.

How do I apply? As of November 2010, the current Pool application is closed. The updated application will be available on our website in early December 2010. Once the application is posted, you can apply through the DOE website. You can find the online application by visiting:

- The Principal Candidate Pool page on the website
- The “Career Opportunities” icon on the left side of the NYC Department of Education website home page.

Please note: Paper applications will not be accepted.

What does the application process entail? The updated application, available in early December 2010, requires the following information:

- Two essays that give candidates an opportunity to share their experiences leading a group of adults and impacting student achievement
- 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.

When do I get invited to an in-person evaluation session? The in-person evaluation sessions for the updated process will begin in mid/late December 2010. 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.

What does the in-person evaluation session entail? 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 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

How long are evaluation sessions? Starting in December, 2010, in-person evaluation sessions will be 4 hours long.

Where are the evaluation sessions held? All evaluations sessions are held at 65 Court Street in Brooklyn Heights.

How do I get scheduled for an in-person evaluation session? All scheduling is done via email, so please accurately enter your email address when completing your online application. Ensure that your email account accepts mail from supvsupport@schools.nyc.gov. Check your email frequently. Candidates are invited to in-person evaluation sessions based on their application date and must respond within 48 hours of receiving the invitation.

What if I need to reschedule my in-person evaluation session? Candidates must respond within 48 hours of receiving an invitation to an in-person evaluation session. If you cannot attend the selected session, inform the Office of School Leadership immediately. You will be rescheduled based on availability, with preference given to first-time invitees. If you confirm via RSVP and then cancel after receiving the case study materials, you will not be rescheduled for 30 days to ensure that you receive a different case study for the next session.

What happens if I do not show up for my scheduled in-person evaluation session? When you accept the appointment to come to a session, you are making a professional commitment.

- If you do not show up for your scheduled appointment, the session could be cancelled, which causes a hardship for the other participants who honored their commitment as well as the evaluators who run the sessions.
- Notify the Office of School Leadership at least 24 hours in advance if you cannot make the session that you committed to attend.
- If you fail to show up for your scheduled session without contacting the Office of School Leadership at least an hour prior to the session, you will not be rescheduled for at least 60 days from the date of the missed appointment.

We realize that emergencies come up, so please let us know immediately if you need to reschedule so we can accommodate all of the participants and avoid unnecessary delays in the process for you and your colleagues.

Is there a Pool application fee? No, there is no fee to apply to the Principal Candidate Pool.

NOTIFICATION, APPEALS, AND RE-APPLICATION

Will your office provide feedback? Yes, you will receive a Candidate Report upon completion of the evaluation process that provides a visual graph indicating how you performed in each competency. For help understanding your report for the current Pool process, please review the sample [Principal Candidate Pool Candidate Report](#). Please note that we are unable to provide additional feedback on your report or application decisions.

Can I reapply if I do not get into the Pool? If so, how soon? Yes, anyone who does not get into the Pool may reapply. If you do not gain admission to the Pool, you may reapply six months after the date of your application, if you do not appeal the decision. If you appeal the decision, and the decision is not overturned, you may reapply eight months from the date of your application.

MISCELLANEOUS

How do I get a “file number”? All current or former DOE employees have a file number. When entering your number, drop the first digit and enter the remaining six numbers. If you are not a DOE employee, you will receive your file number with your Certificate of Eligibility (COE). (Your file number can be found on your certificate.) To learn more about obtaining a COE and to access the COE application, please visit the [SEP Website](#).

Will your office help Pool members get jobs? When you are admitted to the Pool, you fill out a survey that asks about your strengths, interests, and job preferences. Based on that information, we may notify you of specific principal vacancies that may be of interest so that you can apply in a timely manner. You

may also opt-in to the Talent Finder Tool which Network Leaders and Superintendents use to help them find potential leaders that are a match for their schools.

Will I have to take a job in a part of the City that is far away or inconvenient to reach? No. It is up to Pool members to select and apply to the specific schools when those vacancies are posted.

Who do I contact if I have questions? Please contact supvsupport@schools.nyc.gov.