

Sample Application: Principal and Assistant Principal Positions

PROFILE CREATION APPLICATION

Application Instructions

Please complete the following sections. You will need to complete the entire application before you submit it for consideration (i.e., you cannot save and return to the application). Please review the application before you begin and ensure you have all of the relevant information needed (certification information, education and employment history, and references). If you do not complete the application in 90 minutes, the application will time-out and you will need to redo the entire application

You will also be required to answer two essay questions. For the second essay, you must choose between two prompts, depending on if you are applying for a principal or assistant principal position. If you are submitting this application for additional positions, please remember to change the answer to the second essay question so that your answer is applicable to the new position.

If you decide to return to the application at later date, you will need to enter your contact information again.

To access our applicant guide, please [click here](#).

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 Joel I. Klein, 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.

We invite applications from individuals prepared to improve student learning by:

- 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) or in School Building Leadership (SBL) as well as a Certificate of Eligibility for Supervisory Placement or a valid New York City license in the specific area for which they are applying. Please visit <https://www.nycenet.edu/offices/DHR/rms/ext/res/HomeHRMS.aspx> to obtain a Certificate of Eligibility.

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>

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 www.csa-nyc.org

***Please note: For ease in completing your application, please prepare 400-1000 word answers to the two questions below and be prepared to cut and paste those answers into the online application where those questions will reappear. Please also have your resume ready to be uploaded. You are asked to do this now because the online application will time out after 90 minutes and you are not able to save it and return to it.

Sample Application: Principal and Assistant Principal Positions

* items (below) are required

Certification Information

Please indicate the New York State Certifications you possess:

School Administrator/Supervision:

Effective Date: (mm/yyyy)

Type:

School District Administrator:

Effective Date: (mm/yyyy)

Type:

School Building Leader:

Effective Date: (mm/yyyy)

Type:

Education Information

Please indicate the institutions of higher education from which you have received a degree, listing the most recent first. If you have attended more than three institutions please list them on your resume. **Omission of information about your educational background is grounds for disqualification for the position.**

* Institution:

* Degree:

* Major:

* Date: (mm/yyyy)

Institution:

Degree:

Major:

Date: (mm/yyyy)

Institution:

Degree:

Sample Application: Principal and Assistant Principal Positions

Major:

Date: (mm/yyyy)

Work Experience

Please provide the requested information about your last three school related positions, beginning with your current position. If you have held more than three professional positions, including non-school related positions, please indicate them on your resume. **Omission of information about your work experience is grounds for disqualification for the position.**

Your Position:

Immediate Supervisor:

School:

Type:

Address:

Telephone No:

Dates served in Position

From: (mm/yyyy)

To:

Years Served:

Reason for Leaving:

Your Position:

Immediate Supervisor:

School:

Type:

Address:

Telephone No:

Dates served in Position

From: (mm/yyyy)

To:

Years Served:

Reason for Leaving:

Your Position:

Immediate Supervisor:

School:

Sample Application: Principal and Assistant Principal Positions

Type:

Address:

Telephone No:

Dates served in Position From: (mm/yyyy) To:

Years Served:

Reason for Leaving:

Performance Record Criteria

* Have you ever received an Unsatisfactory rating?

If Yes, please indicate the following: School:

Date: (mm/yyyy)

If there is information around the circumstances of your rating that you feel would be informative, please indicate here:

References

In the space below, list three (3) professional references.

* Name:

* Nature of Relationship:

* Telephone:

* Name:

* Nature of Relationship:

* Telephone:

* Name:

* Nature of Relationship:

* Telephone:

Sample Application: Principal and Assistant Principal Positions

Written Responses

You must type or "cut and paste" in your answers to the questions

Writing Response Directions:

Please address all parts of the prompt. Your response for each question will be limited to 400-1000 words.

* Question 1: Please describe **one** instructional initiative that you undertook that was intended to improve student achievement. Select an initiative where you were responsible for the results and had a significant leadership role. The endeavor could range in scope from a school-wide program or initiative that you implemented in your classroom.

Specifically, address:

- The purpose and scale of the initiative
- The steps you took to start and implement the initiative
- The end results of the initiative
- What you would have done differently, if anything

* Question 2: There are two prompts for this question. Please choose the appropriate prompt for the application you are currently submitting. If you are resubmitting this application for a different position, please make sure you change your answer to address the correct prompt.

Prompt A - For Applicants Applying for Principal Positions

You have just been named the new principal of a NYC school that has experienced stagnant growth in the academic achievement of its students. Please address the following two questions.

- How will you develop the school's goals for the year?
- What will you do as the new school leader throughout your first year to enable the school to meet its goals?

Prompt B - For Applicants Applying for Assistant Principal Positions

Please describe what has inspired you to want to become an assistant principal. Please include relevant information on your experience, skills, and vision for student achievement and how this qualifies you to be an excellent school leader.

Preferences

Please indicate your preferences for employment. This information will be used if you are applying to the Available Assistant Principal Candidate Pool. You should leave this section blank if you are submitting this application for a specific position.

Geography (please check all that apply):

Bronx Brooklyn Manhattan Queens Staten Island District 75

School Level (please check all that apply):

Elementary School Middle/Junior High School High School

Subject Area (please check all that apply):

To be eligible to supervise a subject area, you must possess teacher certification in that subject area and the proper Certificate of Eligibility (COE). Please **do not** check a box if you do not possess the proper teacher certification.

Please note that all candidates will be considered for Assistant Principal Administration and Assistant

Sample Application: Principal and Assistant Principal Positions

Principal Elementary and Junior High School Positions.

- English English as a Second Language Fine Arts
 Foreign Language Math Physical Education
 Science - Biology (Biology or Earth Science certification required)
 Science - Physical Science (Physics or Chemistry Certification required)
 Social Studies Special Education
-

Electronic Signature

* Please select yes in the following box. Your application will not be submitted without this.

I have checked my profile and the information that is associated with my account is accurate and up-to-date.

I understand that falsifying an employment application is a punishable offense under the Penal Law of New York State. I hereby certify that, to the best of my knowledge and belief, the statements in the foregoing application are true, complete and accurate. I certify that I am the author of this application and that no part of the statement was taken from the writings of another person. I understand that any misrepresentation of facts, through misstatement or omission, may cause denial of license and may lead to termination of employment with the Department of Education.

* I have read and agree with the release authorization

* Date

(mm/dd/yyyy)

* Signature of Applicant

You will also be asked to sign the application if you are selected for an interview.