



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

Complete User Guide  
(for all system users  
except candidates)

*Office of Supervisory  
Support Services*

# TSN Online Application for Principal and AP Positions

- In this presentation, the following questions will be answered about this system:
  - > What is this system?
  - > When do I have to use it?
  - > What is expected of me?
  - > How do I access the system?
  - > How do I use it?
  - > How does my role fit into the entire C-30 process?
  - > What kind of communications can I expect to receive?
  - > What if I see information in the system that I know is incorrect?
  - > Who should I contact for help?

# 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.

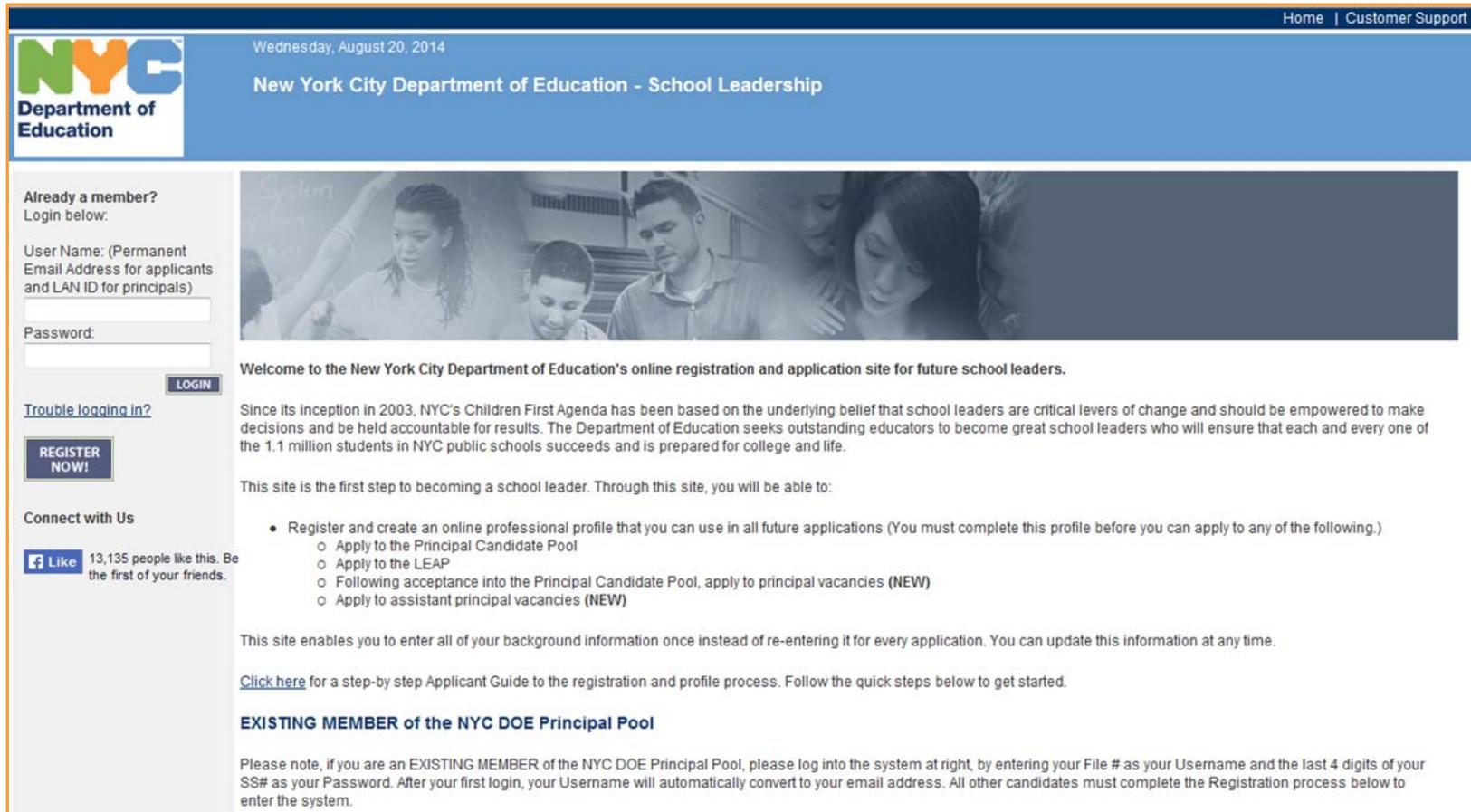
# Posting Calendar and Submission Deadlines

- 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.
- 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>

# Accessing the System

- The URL is  
<http://nyc.teacherssupportnetwork.com/HomePrincipal.do?CareerPath=PRN>
- If you already use TSN (for example, to access the New Teacher Finder):
  - > Simply log on as you normally would.
  - > This system should appear as a separate section.
  - > In the left-hand navigation pane, you may see a button labeled “AP Vacancies” or “Principal / AP Vacancies” depending on your role.
- If you do not already use TSN:
  - > Email [supvsupport@schools.nyc.gov](mailto:supvsupport@schools.nyc.gov) to request access.
  - > Please specify your role in the C-30 process.
  - > If you are a principal, please provide the name and DBN of your school.

# Login Page



The screenshot shows the login page for the New York City Department of Education's School Leadership registration and application site. The page features a blue header with the NYC Department of Education logo, the date Wednesday, August 20, 2014, and navigation links for Home and Customer Support. The main content area is divided into a left sidebar and a main body. The sidebar contains a login form with fields for User Name (Permanent Email Address for applicants and LAN ID for principals) and Password, a LOGIN button, a link for 'Trouble logging in?', and a REGISTER NOW! button. Below the sidebar is a Facebook 'Like' button showing 13,135 likes. The main body features a large image of a group of people, a welcome message, a paragraph about the Children First Agenda, a list of actions users can take on the site, a link to an Applicant Guide, and a section for existing members of the NYC DOE Principal Pool.

Home | Customer Support

Wednesday, August 20, 2014

New York City Department of Education - School Leadership

**NYC**  
Department of  
Education

Already a member?  
Login below:

User Name: (Permanent  
Email Address for applicants  
and LAN ID for principals)

Password:

**LOGIN**

[Trouble logging in?](#)

**REGISTER  
NOW!**

Connect with Us

**Like** 13,135 people like this. Be  
the first of your friends.

Welcome to the New York City Department of Education's online registration and application site for future school leaders.

Since its inception in 2003, NYC's Children First Agenda has been based on the underlying belief that school leaders are critical levers of change and should be empowered to make decisions and be held accountable for results. The Department of Education seeks outstanding educators to become great school leaders who will ensure that each and every one of the 1.1 million students in NYC public schools succeeds and is prepared for college and life.

This site is the first step to becoming a school leader. Through this site, you will be able to:

- Register and create an online professional profile that you can use in all future applications (You must complete this profile before you can apply to any of the following.)
  - Apply to the Principal Candidate Pool
  - Apply to the LEAP
  - Following acceptance into the Principal Candidate Pool, apply to principal vacancies (**NEW**)
  - Apply to assistant principal vacancies (**NEW**)

This site enables you to enter all of your background information once instead of re-entering it for every application. You can update this information at any time.

[Click here](#) for a step-by-step Applicant Guide to the registration and profile process. Follow the quick steps below to get started.

**EXISTING MEMBER of the NYC DOE Principal Pool**

Please note, if you are an EXISTING MEMBER of the NYC DOE Principal Pool, please log into the system at right, by entering your File # as your Username and the last 4 digits of your SS# as your Password. After your first login, your Username will automatically convert to your email address. All other candidates must complete the Registration process below to enter the system.

Do not click on the “Register Now” button or the “Trouble logging in?” link on this page. Those features are for applicants. If you are unable to log in, email [supvsupport@schools.nyc.gov](mailto:supvsupport@schools.nyc.gov) or contact your C-30 Coordinator.

# What to Expect When you Log In

- When you log in, depending on your role you may have to click on a button in the left-hand navigation pane labeled “AP Vacancies” or “Principal / AP Vacancies” before you see all of your current vacancies listed. (Click the Current Vacancies tab at any time to get back to this list.)
- To view a vacancy’s details, click on the Internal Job Title hyperlink.
- The vacancies listed in your view are determined by your role and what school(s) are associated with you in the system.

Monday, August 13, 2012  
HR Director  
Vacancies

NYC DOE Principal/Assistant Principal System

Current Vacancies Search and Edit

Vacancy Type: All

SUBMIT

1 through 1 of 1 search results

Internal Job Title Job Title	School Borough	Create Date Posting Date	Vacancy Stage	Total # Applied Active Candidates
<a href="#">75Z111 - PRIN SP ED SCHOOLS - 3701</a> Principal	A Tes School (Z111)	08/13/2012 08/01/2012	New Vacancy HISTORY	0 / 0

APPROVAL BY HIRING MANAGER / HR DIRECTOR

This example is an HR Director’s view. However, the initial view is very similar for a Hiring Manager or other user.

# Vacancy Details

- This opens a separate Vacancy Details window.
- This example is a New Vacancy and the Galaxy Job ID is blank. This vacancy has been requested by the Hiring Manager but not yet approved by the HR Director or the C-30 Coordinator.

The screenshot shows a web interface for 'Vacancy Details' for 'PRIN SP ED SCHOOLS A Test School'. The 'Vacancy Stage' is 'New Vacancy'. The 'Vacancy Administration' section shows the 'Vacancy Creator' as 'Superintendent Test'. The 'Vacancy Information' section includes fields for 'Display Name', 'Vacancy Type', 'Internal Job Title', 'School Level', 'Network Leader Name', 'HR Director Name', 'Superintendent Name', 'Cluster Leader Name', and 'C30Coordinator Name'. The 'Budgeting Details' section shows the 'Galaxy Id' is blank. The 'School-Specific Information' section shows the 'School Description'.

Vacancy Administration	
Vacancy Creator	Superintendent Test

Vacancy Information	
Display Name:	75Z111 - PRIN SP ED SCHOOLS - 3701
Vacancy Type:	Principal
Internal Job Title:	PRIN SP ED SCHOOLS
School Level:	High 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
Location Borough:	
System ID/Location Code:	A Test School (Z111)
Posting Date:	08/01/2012
90-Day Deadline:	10/30/2012

Budgeting Details	
Galaxy Id:	

School-Specific Information	
School Description:	

**Vacancy Stage: New Vacancy**

This information is auto-populated based on LCGMS data. If any of the names displayed here are incorrect, please email the correction to [supvsupport@schools.nyc.gov](mailto:supvsupport@schools.nyc.gov) and we will make the correction before you submit this form.

# Vacancy Details

- Scroll down for full vacancy information, including COE Code and IA candidate details (if applicable).
- This example is a Request to Post without an Interim Acting candidate.
- Click the “x” in the top right corner to close this window.

**Vacancy Details**

COE Code: PL16

Job Description:

Required Skills:

Required Experience:

Additional Information:

**Internal Fields**

Skills Candidate Should Possess:

Notes on Position:

**Custom Fields**

IA/Acting Needed:

IA/Acting Status:

IA Type:

Interim Acting Name:

Interim Acting File Number:

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

Reason for Vacancy:

If "Other", please describe:

If "Moved to a Central DOE Position": /

When you close the Vacancy Details window, you return to the list of your current vacancies.

# To Find and Edit a Vacancy

The Search and Edit tab is used to find a particular vacancy and edit it if necessary.

You can search by any of these fields.

Manage Vacancies - Search and Edit

Current Vacancies Search and Edit Create

### Search for Vacancies

**Search by School Name or System ID**  
School Name or System ID:

*To locate an NYC DOE school, enter either the System ID or any part of the School Name and select your school from the drop-down list that appears.*

**Search by Internal Job Title**  
Internal Job Title:

**Search by School Level**  
School Level:

**Search by Vacancy Stage**  
Vacancy Stage:

Click on the Search button and scroll down on the page to view the results.

# To Find and Edit a Vacancy

[Current Vacancies](#) [Search and Edit](#) [Create](#)

## Search for Vacancies

**Search by School Name or System ID**  
School Name or System ID:

*To locate an NYC DOE school, enter either the System ID or any part of the School Name and select your school from the drop-down list that appears.*

---

**Search by Internal Job Title**  
Internal Job Title:

---

**Search by School Level**  
School Level:

---

**Search by Vacancy Stage**  
Vacancy Stage:

---

**1 through 5 of 5 search results**

Internal Job Title Job Title	School/Borough	Posting Date Create Date	Posted Date Days Since Posting	Vacancy Stage/Date	
<a href="#">75Z111 - A P ADMINISTRATION</a> Assistant Principal	A Test School (Z111)	08/16/2012 08/18/2012	- -	New Vacancy 08/18/2012	<input type="button" value="EDIT"/>
<a href="#">75Z111 - PRIN DAY HIGH - 4201</a> Principal	A Test School (Z111) Brooklyn	09/19/2012 08/18/2012	- -	New Vacancy 08/18/2012	<input type="button" value="EDIT"/>

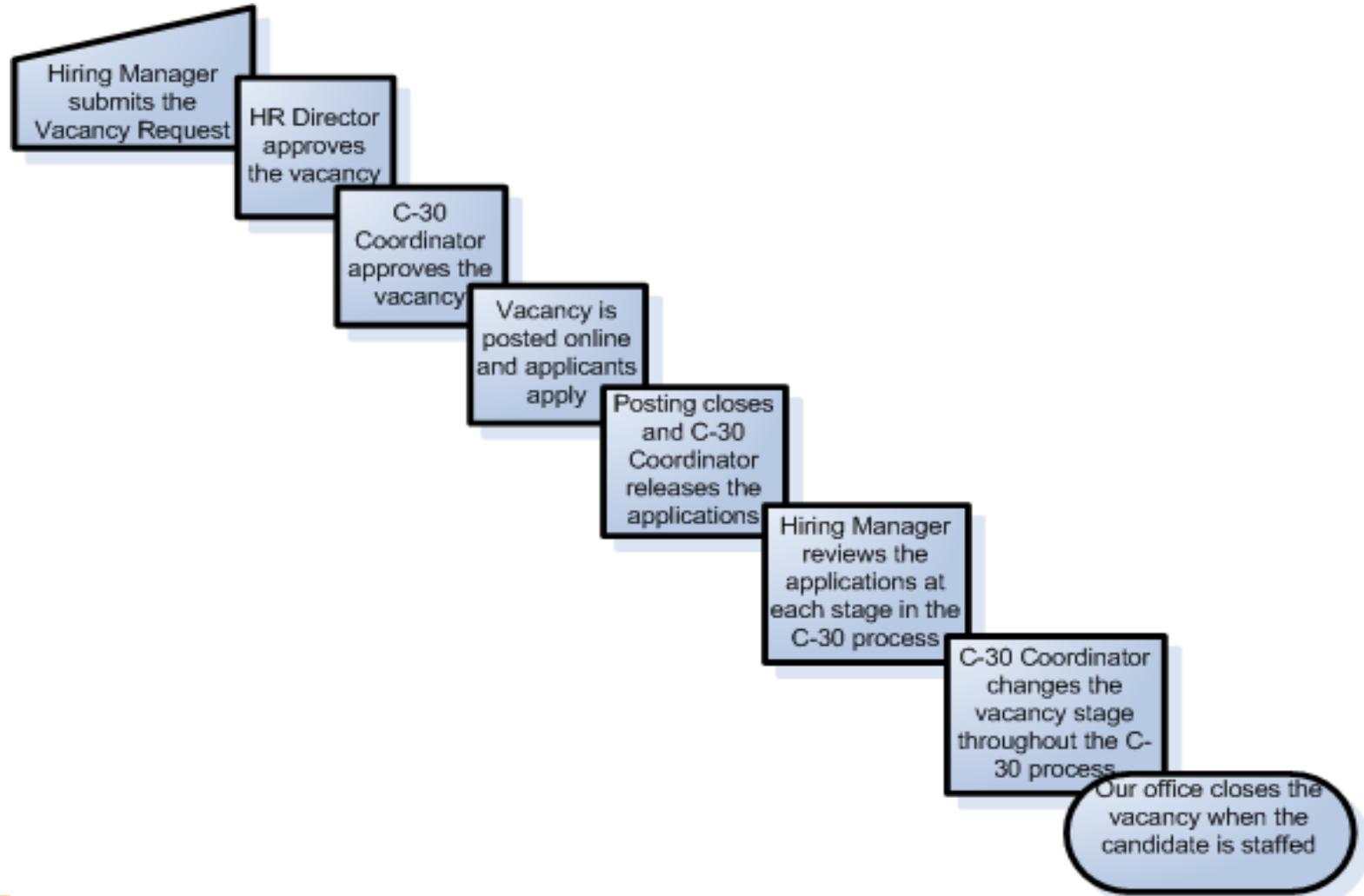
Next to the vacancy you wish to edit, click the Edit button.



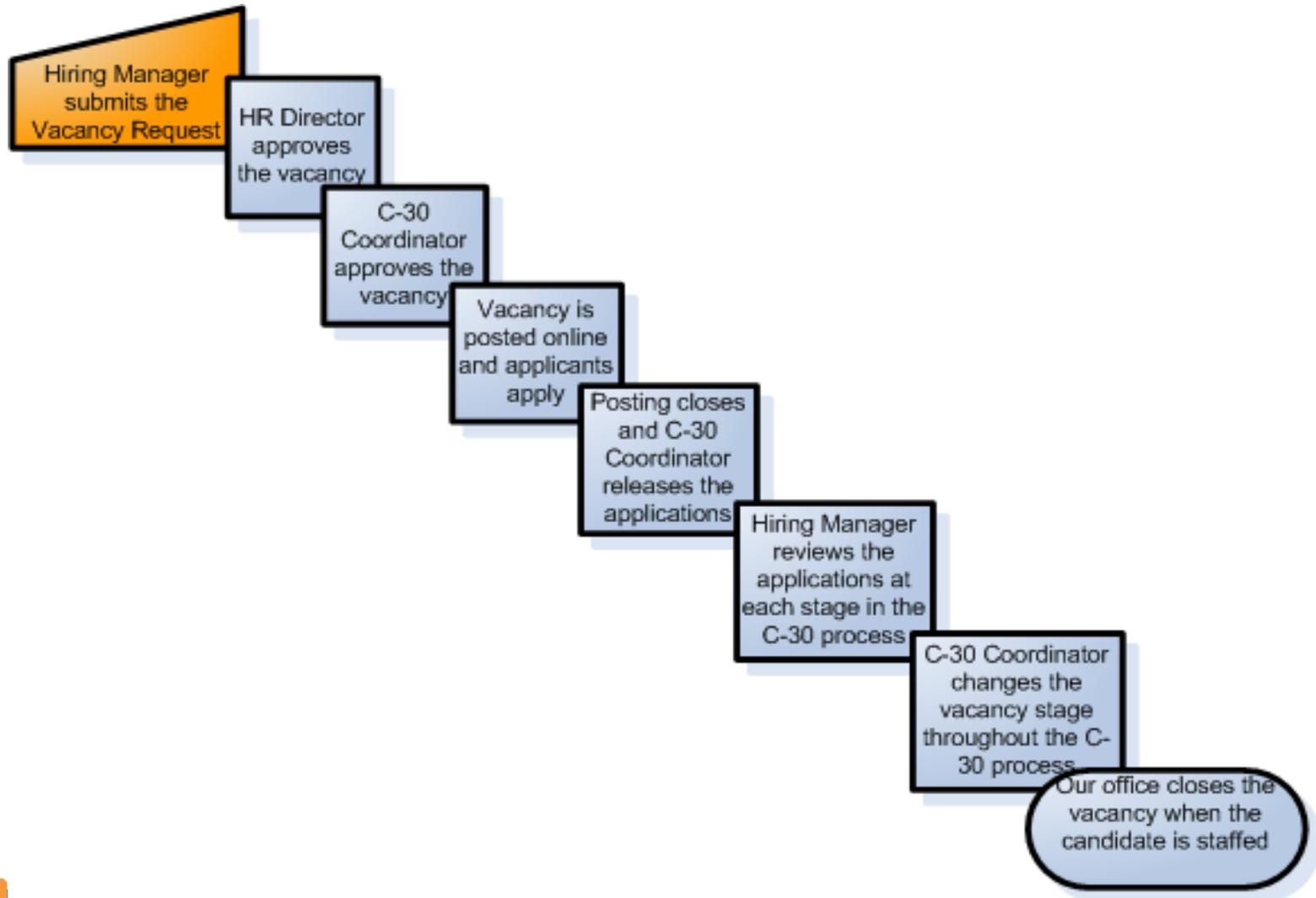
Department of  
Education

Carmen Fariña, Chancellor

# Life Cycle of a Vacancy Posting in TSN



# Hiring Manager Submits the Vacancy Request



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# 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>



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# 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.



**Department of Education**

*Carmen Fariña, Chancellor*

# 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.



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# 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).



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# 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.



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# 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.

Current Vacancies Search and Edit Create

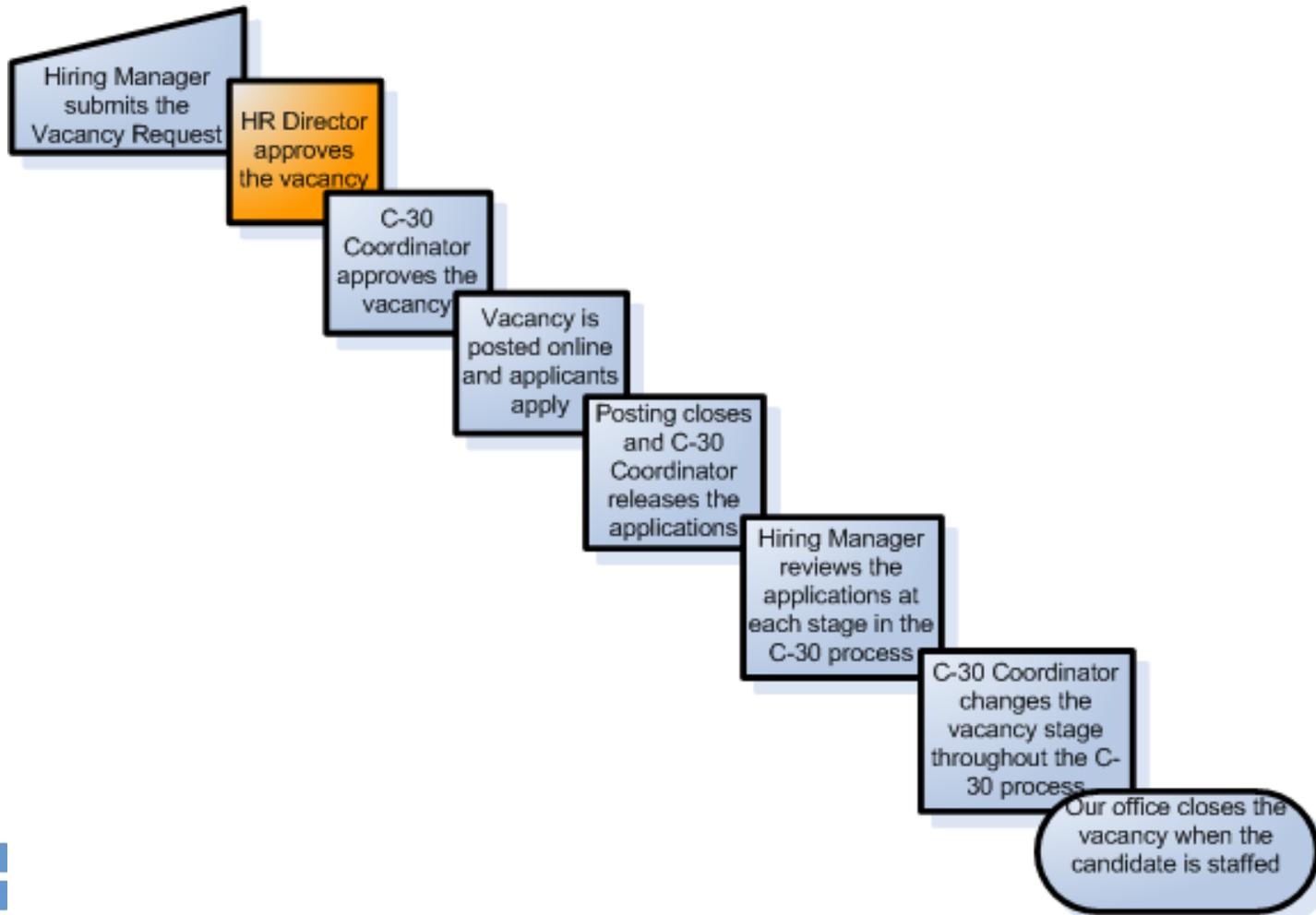
Vacancy Type: All

SUBMIT

1 through 4 of 4 search results

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

# HR Director Approves the Vacancy



# The Approval Process Begins with an Email Alert

- When a new vacancy and/or IA request is created in the system by a Hiring Manager, the HR Director receives an automatic email alert.
- This is an example of the message you receive:  
<http://schools.nyc.gov/NR/rdonlyres/2446FC3C-3133-4372-A2EB-7F42CC0AEF1F/0/HRDirectorAlertEmailExampleNewVacancy.pdf>
- After you receive this email alert, you must log into the system, check the vacancy and/or IA candidate details, provide a Galaxy Job ID (if it was not already entered by the Hiring Manager), and approve the vacancy and/or IA request.

# Approving a Vacancy

- Remember you access the Vacancy Details by clicking on the Internal Job Title hyperlink.
- If the details need to be changed, work with the Hiring Manager offline to resolve before you approve the vacancy in the system.
- When you are ready to approve the vacancy, click on the Approval by Hiring Manager / HR Director button.

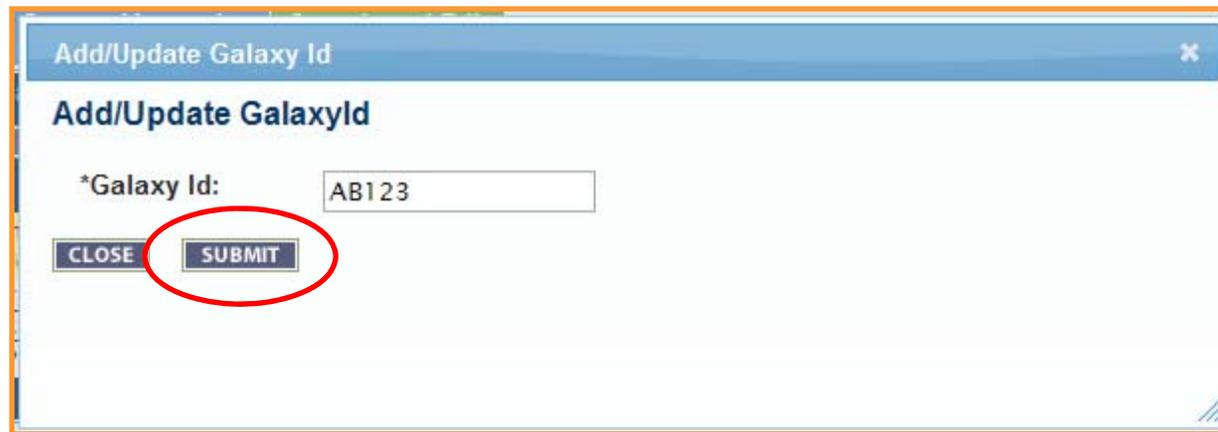
The screenshot displays the NYC DOE Principal/Assistant Principal System interface. At the top, it shows the date Monday, August 13, 2012, and the user role HR Director. The page title is "Vacancies". On the left, there is a sidebar with the NYC Department of Education logo and buttons for "MANAGE VACANCIES" and "SEARCH". The main content area shows "Current Vacancies" with a "Search and Edit" button. Below this, there is a search filter for "Vacancy Type" set to "All" and a "SUBMIT" button. The search results show "1 through 1 of 1 search results". A table lists the vacancy details:

Internal Job Title	School Borough	Create Date	Posting Date	Vacancy Stage	Total # Applied	Active Candidates
<a href="#">75Z111 - PRIN SP ED SCHOOLS - 3701</a>	A Test School (Z111)	08/13/2012	08/01/2012	New Vacancy <a href="#">HISTORY</a>	0 / 0	

At the bottom right of the table, there is a button labeled "APPROVAL BY HIRING MANAGER / HR DIRECTOR".

# Approving a Vacancy

- This opens a separate Add/Update Galaxy ID window.
- Enter the Galaxy Job ID. If this information was already entered by the Hiring Manager, this field is pre-populated.
- Click Submit.



The screenshot shows a software window titled "Add/Update Galaxy Id". Inside the window, the heading "Add/Update GalaxyId" is displayed. Below this, there is a text input field labeled "\*Galaxy Id:" which contains the value "AB123". At the bottom of the window, there are two buttons: "CLOSE" and "SUBMIT". The "SUBMIT" button is circled in red, indicating it is the action to be taken.

# After You Approve the Vacancy

- After you submit the Galaxy Job ID and approve the vacancy, you return to the list of your current vacancies.
- The Vacancy Stage is no longer New Vacancy; it is Approved by HR Director.
- If the details need to be changed after you submit the approval, work with the C-30 Coordinator offline to resolve.

Monday, August 13, 2012 NYC DOE Principal/Assistant Principal System

HR Director

Vacancies

Current Vacancies [Search and Edit](#)

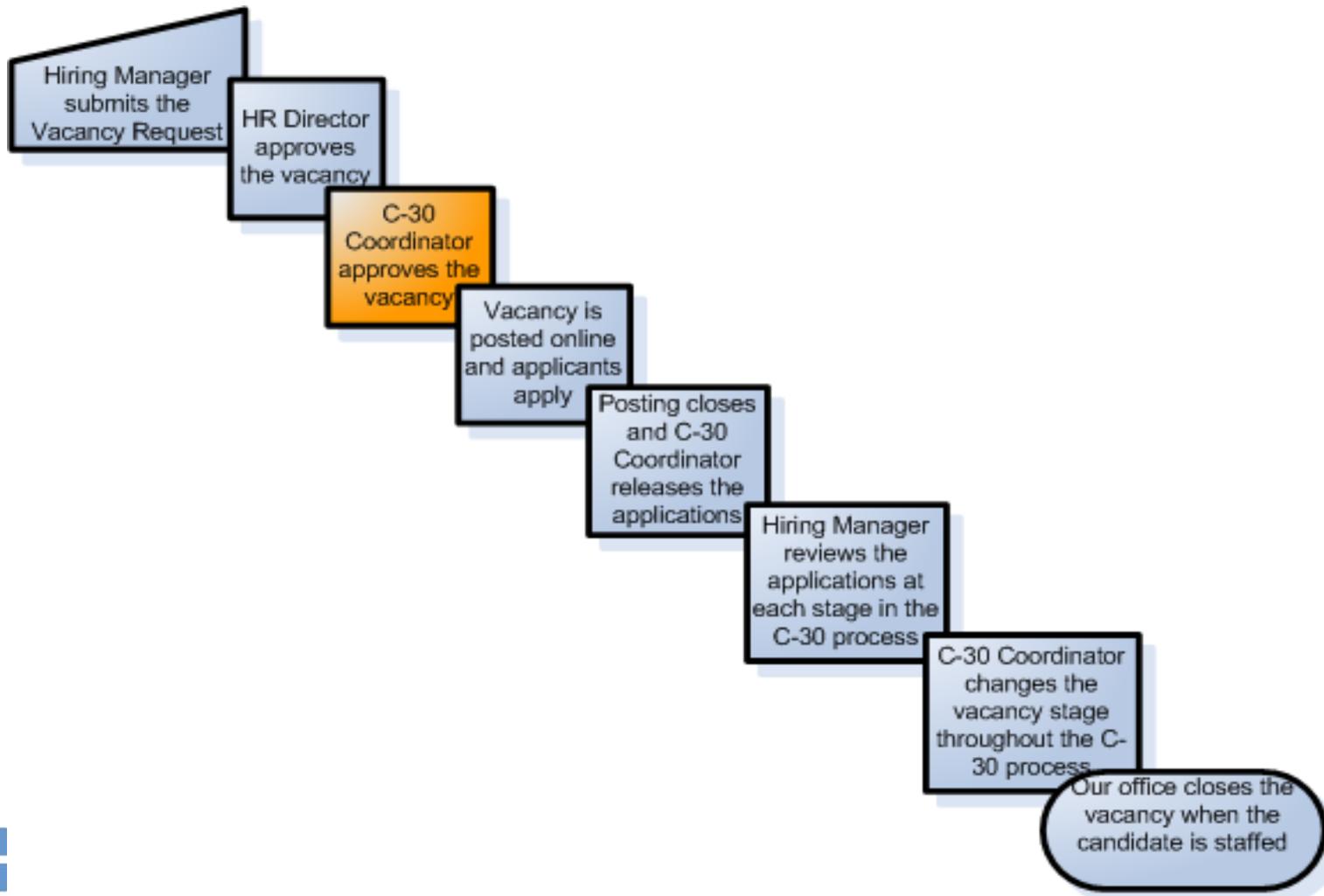
Vacancy Type:

**1 through 1 of 1 search results** 1

Internal Job Title Job Title	School Borough	Create Date Posting Date	Vacancy Stage	Total # Applied Active Candidates
<a href="#">75Z111 - PRIN SP ED SCHOOLS - 3701</a> Principal	A Test School (Z111)	08/13/2012 08/01/2012	Approved by HR Director <input type="button" value="HISTORY"/>	0 / 0

1

# C-30 Coordinator Approves the Vacancy



Department of  
Education

Carmen Fariña, Chancellor

# C-30 Coordinator Approves the Vacancy

- Once a vacancy is approved by the HR Director, it must be approved by the C-30 Coordinator as well.
- After this is done, the Vacancy Stage changes to Approved by C-30 Coordinator / Ready to Post.

Monday, August 13, 2012 NYC DOE Principal/Assistant Principal System

HR Director

Vacancies

Current Vacancies [Search and Edit](#)

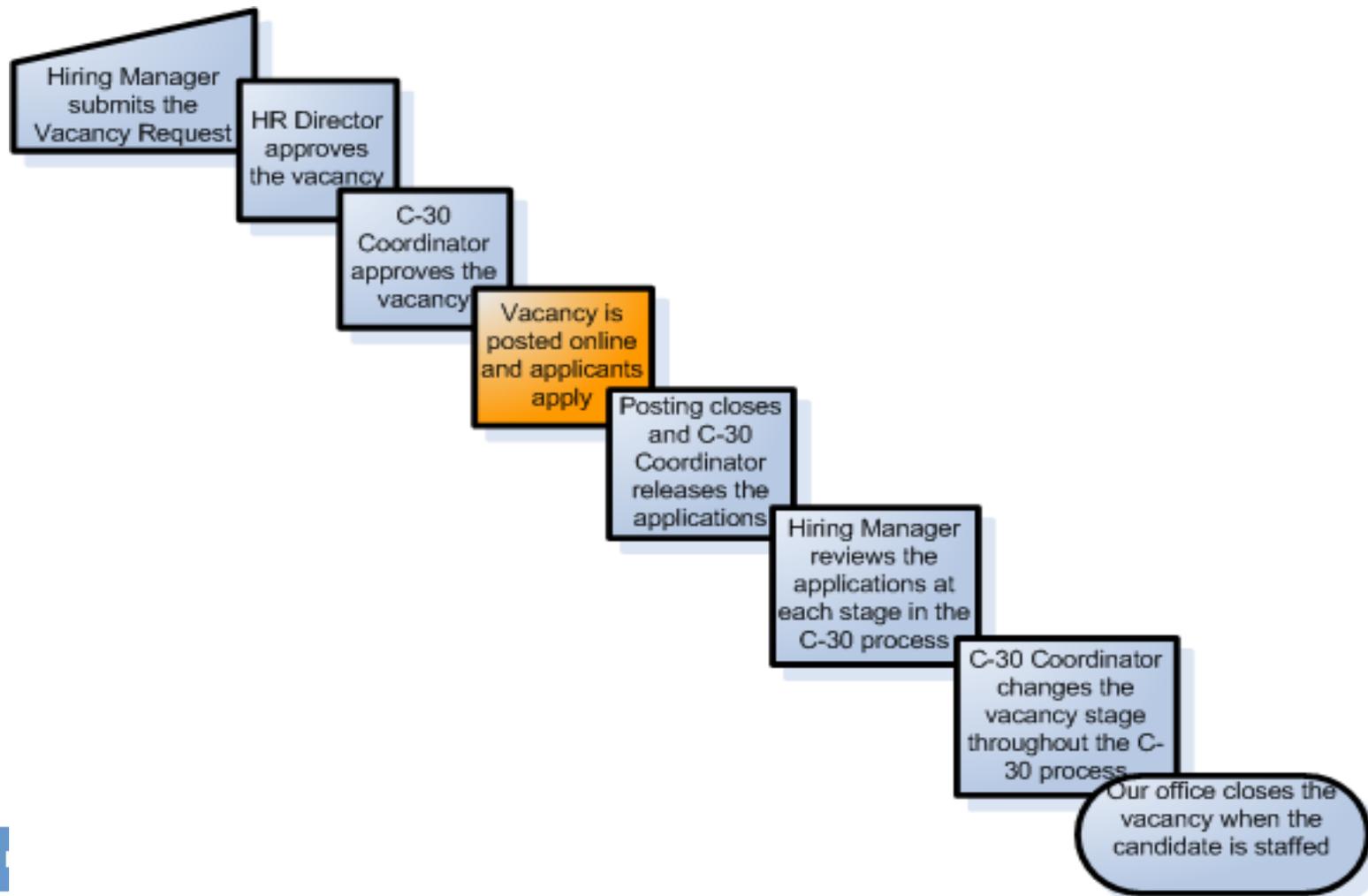
Vacancy Type:

1 through 1 of 1 search results 1

Internal Job Title Job Title	School Borough	Create Date Posting Date	Vacancy Stage	Total # Applied Active Candidates
<a href="#">75Z111 - PRIN SP ED SCHOOLS - 3701</a> Principal	A Test School (Z111)	08/13/2012 08/01/2012	Approved by C-30 Coordinator / Ready to Post <input type="button" value="HISTORY"/>	0 / 0

1

# Vacancy is Posted Online



# Posting the Vacancy

- If the vacancy is approved by both the HR Director and the C-30 Coordinator, then at 3:00 PM on the posting date:
  - > The Vacancy Stage automatically changes to Posted;
  - > The posting automatically becomes available for applicants to apply; and
  - > The Hiring Manager, HR Director, and Interim Acting Candidate (if there is an IA Candidate) automatically receive email alerts.

Tuesday, August 14, 2012 NYC DOE Principal/Assistant Principal System

HR Director

Vacancies

Current Vacancies [Search and Edit](#)

Vacancy Type:

**1 through 1 of 1 search results** 1

Internal Job Title Job Title	School Borough	Create Date Posting Date	Vacancy Stage	Total # Applied Active Candidates
<a href="#">75Z111 - PRIN SP ED SCHOOLS</a> Principal	A Test School (Z111)	08/13/2012 08/01/2012	Posted <input type="button" value="HISTORY"/>	<u>0</u> / <u>0</u>

1

# While the Vacancy is Posted

- The Number of Candidates displays “0” (unless you are looking at a previous posting that is being reconvaressed).
- All potential candidates must submit an online application. **This includes the Interim Acting candidate** as well as any other candidate(s) who wish to be considered for the position.

Tuesday, August 14, 2012 NYC DOE Principal/Assistant Principal System

HR Director

Vacancies

Current Vacancies [Search and Edit](#)

Vacancy Type:

**1 through 1 of 1 search results** 1

Internal Job Title Job Title	School Borough	Create Date Posting Date	Vacancy Stage	Total # Applied Active Candidates
<a href="#">75Z111 - PRIN SP ED SCHOOLS</a> Principal	A Test School (Z111)	08/13/2012 08/01/2012	Posted <input type="button" value="HISTORY"/>	<b>0 / 0</b>

1

# Applicant Access

- Before a new Applicant can access vacancy postings in TSN to apply for a position, they must register in the system as a new user and create a profile.
  - > The profile contains detailed information about the candidate. It is thorough and can take at least 30-40 minutes to complete.
  - > Once the profile is created, it is used for all vacancy applications they submit in TSN.
  - > Applicants may edit their profile information at any time. The updates are associated with all applications they have submitted in real time.



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# Profile vs Application

- Each Applicant has only one School Leader / Supervisory Candidate Profile in the system; they may have many vacancy applications.
- The School Leader / Supervisory Candidate Profile contains contact information; education, employment, and certification information; and references. This information is attached to all applications submitted by that Applicant.
- A separate Vacancy Application is submitted for each specific vacancy. It includes a resume and a cover letter which contains their answer(s) to the essay question(s) provided.
- Once the Applicant creates a profile, they must submit an application for a specific vacancy in order to be considered for that position.



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# Principal Candidate Pool

- To access Principal postings, the applicant must be a member of the Principal Candidate Pool.
- If a member of the Pool is unable to access the Principal vacancy postings, contact the Principal Candidate Pool at [PrincipalCandidatePool@schools.nyc.gov](mailto:PrincipalCandidatePool@schools.nyc.gov).

# Applicants No Longer Apply for Principal or AP COEs

- Applicants are no longer required to apply for a separate Certificate of Eligibility (COE).
- When they apply for a position, the new application system automatically checks their State certification and eligibility.
- COEs still exist. When a Principal or AP is staffed by our office, we manually enter the appropriate COE for them, provided they are eligible.

# Applying for Other Supervisory Titles

- Applicants also apply for Education Administrator (EA) and other Supervisor positions using TSN and these applications are attached to the same School Leader / Supervisory Applicant Profile.
- The application process for Pedagogical Managers has **not changed**. Vacancy postings remain in OpenHire for these titles. (Pedagogical Manager titles do not require a COE.)

# Applicant Login Page (Same)



Saturday, August 18, 2012

New York City Department of Education - School Leadership

Already a member?  
Login below:

User Name: (Permanent Email Address for applicants and LAN ID for principals)

Password:

[Forgot password?](#)

**LOGIN**

**REGISTER NOW!**



Welcome to the New York City Department of Education's online registration and application site for future school leaders.

Since its inception in 2003, NYC's Children First Agenda has been based on the underlying belief that school leaders are critical levers of change and should be empowered to make decisions and be held accountable for results. The Department of Education seeks outstanding educators to become great school leaders who will ensure that each and every one of the 1.1 million students in NYC public schools succeeds and is prepared for college and life.

This site is the first step to becoming a school leader. Through this site, you will be able to:

- Register and create an online professional profile that you can use in all future applications (You must complete this profile before you can apply to any of the following.)
  - Apply to the Principal Candidate Pool
  - Apply to the LEAP
  - Following acceptance into the Principal Candidate Pool, apply to principal vacancies (coming soon)
  - Apply to assistant principal vacancies (coming soon)

This site enables you to enter all of your background information once instead of re-entering it for every application. You can update this information at any time.

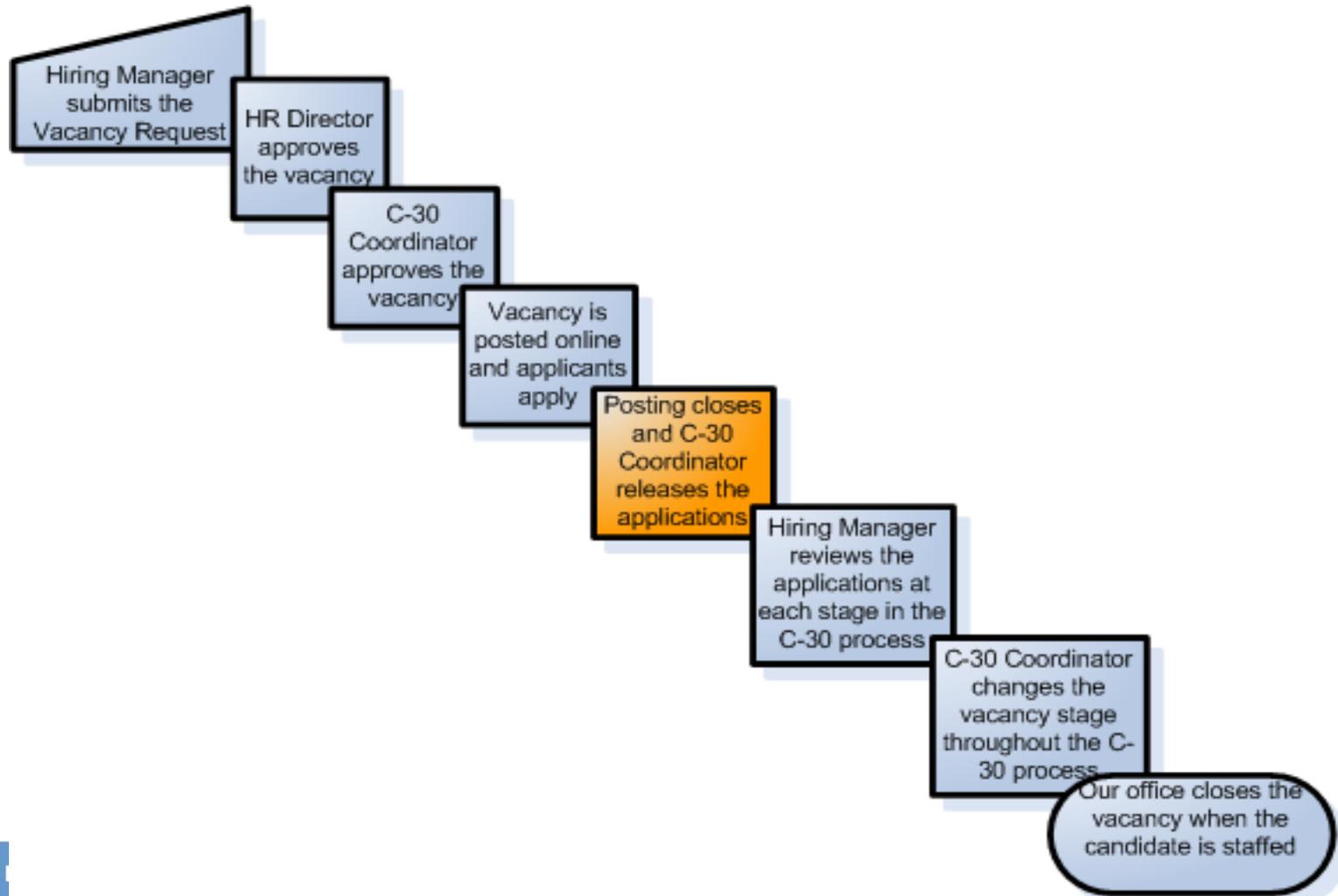
REGISTRATION PROFILE & ONLINE APPLICATION NEXT STEPS

- To start your registration, click on the "Register Now!" button below
- Define your username (your email address) and password. Your email address will also be the primary means for contacting you. Therefore, please ensure it is an inbox you

The same login page is used for everyone.

If you have two roles in the system (for example, as a Principal and also as an Applicant for Principal positions), your User Name and Password are different for each role.

# Posting Closes and C-30 Coordinator Releases the Applications



# After the Posting Closes

- At 3:00 PM on the vacancy closing date, the Vacancy Stage automatically changes to Posting Closed and the posting is no longer available for applicants to apply.
- The Number of Candidates remains “0” until the applications are released by the C-30 Coordinator.

Tuesday, August 14, 2012 NYC DOE Principal/Assistant Principal System

HR Director

Vacancies

Current Vacancies [Search and Edit](#)

Vacancy Type:

**1 through 1 of 1 search results** 1

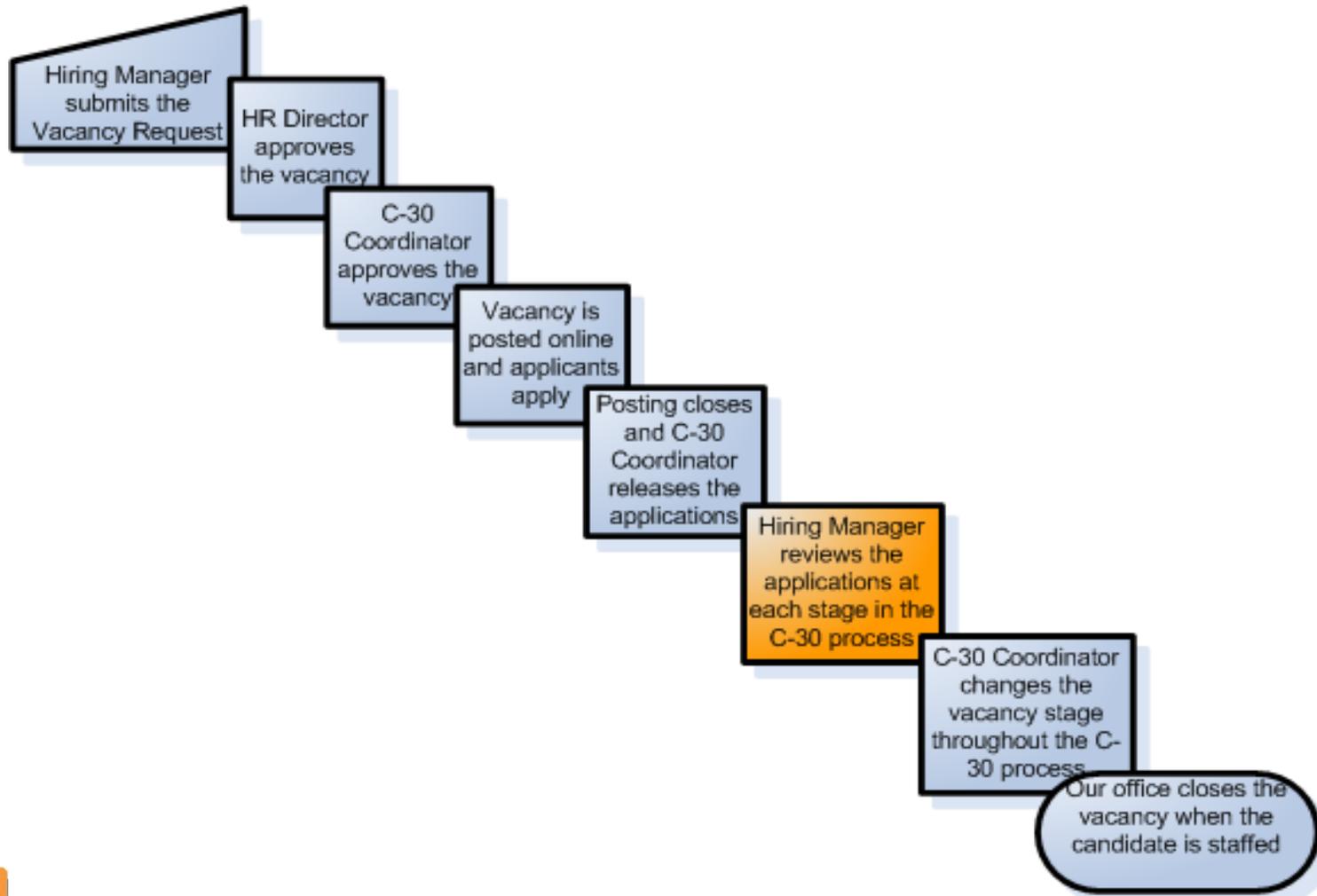
Internal Job Title Job Title	School Borough	Create Date Posting Date	Vacancy Stage	Total # Applied Active Candidates
<a href="#">75Z111 - PRIN SP ED SCHOOLS</a> Principal	A Test School (Z111)	08/13/2012 07/16/2012	Posting Closed <input type="button" value="HISTORY"/>	0 / 0

1

## After the Posting Closes

- After a vacancy closes, the C-30 Coordinator releases the applications to the Hiring Manager.
- After the applications are released to the Hiring Manager, they are also accessible to the HR Director.
- When the applications are released, the Number of Candidates changes from “0” to the actual number of candidates whose applications were released.

# Hiring Manager Reviews the Applications



# The Review Process Begins with an Email Alert

- When the C-30 Coordinator changes the Vacancy Stage to Hiring Manager Review, you receive an automatic email alert.
- This is an example of the message you receive:  
<http://schools.nyc.gov/NR/rdonlyres/D446BE00-D056-4404-8264-6EA37E500AF3/0/HiringManagerAlertEmailExampleHMReview.pdf>
- After you receive this email alert, you must log into the system and review each candidate individually.

# Accessing the List of Candidates to Review

- To review all candidates at the start of the C-30 process, click on the Total # Applied hyperlink to view the list of candidates for review.
- Later in the C-30 process, the Total # of Candidates will remain constant, but the # of Active Candidates will decline as applications are rejected.

Current Vacancies <a href="#">Search and Edit</a> <a href="#">Create</a>				
Vacancy Type: <input type="text" value="All"/>				
<a href="#">SUBMIT</a>				
<b>1 through 5 of 5 search results</b>				
Internal Job Title Job Title	School Borough	Create Date Posting Date	Vacancy Stage	Total # Applied Active Candidates
<a href="#">75Z111 - A P ADMINISTRATION</a> Assistant Principal	A Test School (Z111)	08/18/2012 08/16/2012	New Vacancy <a href="#">HISTORY</a>	<a href="#">0 / 0</a>
<a href="#">75Z111 - PRIN DAY HIGH</a> Principal	A Test School (Z111) Brooklyn	08/18/2012 08/16/2012	Hiring Manage Review <a href="#">HISTORY</a>	<a href="#">1 / 1</a>



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# Accessing a Candidate's Profile

- From the list of candidates, you can access each candidate's details to review their application.
- To view a candidate's profile and application, click on the Candidate Name hyperlink.

Current Vacancies				
Search and Edit Create				
PRIN DAY HIGH A Test School, Brooklyn Showing: All Candidates				
1 through 1 of 1 search results				
Candidate	Eligibility Status	Candidate Vacancy Status	Status Date	By Whom
<a href="#">Testing, Applicant</a>		Sent to Hiring Manager for Review <input type="button" value="EDIT"/>	08/18/2012 11:02 PM	C-30 Coordinator

# Candidate Profile

The Profile tab displays the candidate's TSN profile.

This was entered by the candidate.

Profile	Snapshot	Vacancy Application
1. <a href="#">Account Information</a>	4. <a href="#">Certification Status</a>	7. <a href="#">References</a>
2. <a href="#">Contact Information</a>	5. <a href="#">Position Preferences</a>	
3. <a href="#">Employment Status</a>	6. <a href="#">Teaching Experience</a>	
<b>Account Information</b>		
Prefix:		Primary Email Address: applicant@test.com
First Name: Applicant		Secondary Email Address:
Middle Name:		Password for this website: *****
Last Name: Testing		Password Hint Answer:
Suffix:		
<b>Contact Information</b>		
Mailing Address 1: 123 Main Street	Primary Phone (Business): 7189352822	
Mailing Address 2:	Secondary Phone ():	
City: Brooklyn		
State: New York		
Country of Residence: UNITED STATES		
Zip/Postal Code: 11201		

# Candidate HR History

The Snapshot tab displays the candidate's information on record with the DOE.

Profile
Snapshot
Vacancy Application

1. [U-Rating](#)

2. [Service History](#)

3. [State Certification](#)

4. [NYC License](#)

5. [Selection Data](#)

6. [Biographical Information](#)

## 1. U Rating

U Rating Date	U Rating Code	Created	Last Update

## 2. Service History

Start Date	End Date	Employment Status/Description	License Code/Description	School	District

## 3. State Certification

State Certification Code	Description	Type	Type Description	Issue Date	Expiration Date	Title Category
1180	SAS	EX24	EXT-2 YEARS	2011-02-01	2013-01-31	SU
2080	SCH SOC WKR	PERM	PERMANENT	2003-09-01		SW

## 4. NYC License

License Code	License Description	License Category	License Category Description	License Expiration	Created	Last Update

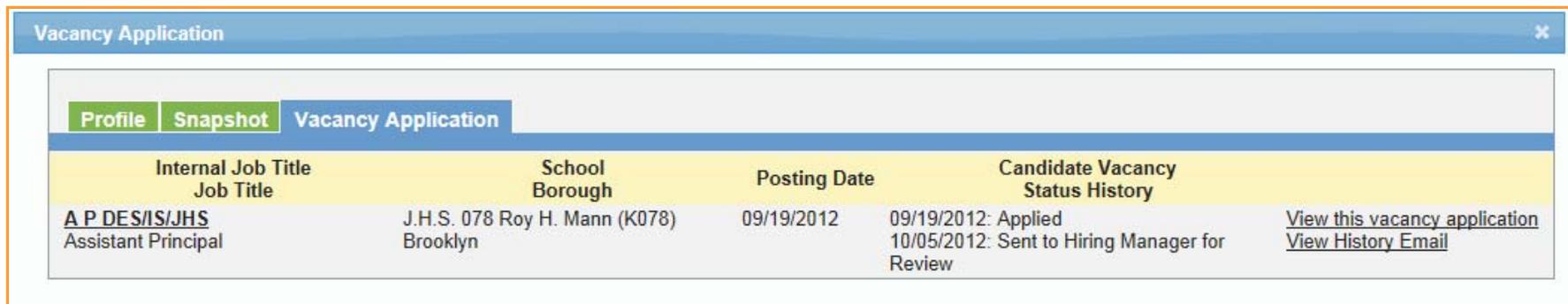
## 5. Selection Data

Nomination Code	Job ID	Title	Assignment Code	School Location	Selection Date	Effective Date	File Number
Not available							

CLOSE

# Vacancy Application

- To view the application the candidate submitted for this position, click on the Vacancy Application tab, then click on the “View this vacancy application” link.



Internal Job Title Job Title	School Borough	Posting Date	Candidate Vacancy Status History	
<a href="#">A P DES/IS/JHS</a> Assistant Principal	J.H.S. 078 Roy H. Mann (K078) Brooklyn	09/19/2012	09/19/2012: Applied 10/05/2012: Sent to Hiring Manager for Review	<a href="#">View this vacancy application</a> <a href="#">View History Email</a>

# Vacancy Application Details

- The Vacancy Application includes a resume and a cover letter which should contain answer(s) to the essay question(s) provided.
- If these items appear as hyperlinks, then you are able to click on the links to open the documents in their native software (PDF files open in Adobe Acrobat; Word documents open in Microsoft Word, etc.) The documents can then be printed as you would print any file using that software.
- If these items appear as text displayed in the online application system, then in order to print the material, you must copy the text, paste into another program such as Microsoft Word, and print using that software.

## Vacancy Application Resume and Cover Letter

Resume: [New Admin Resume 2012.doc](#)

Cover Letter: [Cover Letter and Essay Responses.doc](#)



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# Essay Questions

Applicants are instructed to answer the following essay question(s) within their cover letter.

- FOR PRINCIPAL POSITIONS (**one question**):
  - > In 100-400 words, 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.
- FOR ASSISTANT PRINCIPAL POSITIONS (**first of two questions**):
  - > In 400-1000 words, 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
- FOR ASSISTANT PRINCIPAL POSITIONS (**second of two questions**):
    - > In 400-1000 words, 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.

# Candidate Eligibility

- An Eligibility Status of E, C, or I should be displayed for each candidate who applied.
- If Eligibility Status = E, the candidate can be invited to an interview.
- If Eligibility Status = C, I, or blank, please contact your C-30 Coordinator if you wish to invite this candidate to an interview. Our office must manually check the candidate's eligibility first.

Current Vacancies		Search and Edit	Create	
PRIN DAY HIGH A Test School, Brooklyn Showing: All Candidates 1 through 1 of 1 search results				
Candidate	Eligibility Status	Candidate Vacancy Status	Status Date	By Whom
<a href="#">Testing, Applicant</a>		Sent to Hiring Manager for Review	<a href="#">EDIT</a> 08/18/2012 11:02 PM	C-30 Coordinator

# Reviewing a Candidate

- From the list of candidates, you can change each candidate's Candidate Vacancy Status.
- To change each candidate's Candidate Vacancy Status, click the Edit button next to that candidate.

Current Vacancies				
Search and Edit Create				
PRIN DAY HIGH A Test School, Brooklyn Showing: All Candidates				
1 through 1 of 1 search results				
Candidate	Eligibility Status	Candidate Vacancy Status	Status Date	By Whom
<a href="#">Testing, Applicant</a>		Sent to Hiring Manager for Review	08/18/2012 11:02 PM	C-30 Coordinator

# Changing the Candidate Vacancy Status

The screenshot shows a web application window with the following fields and values:

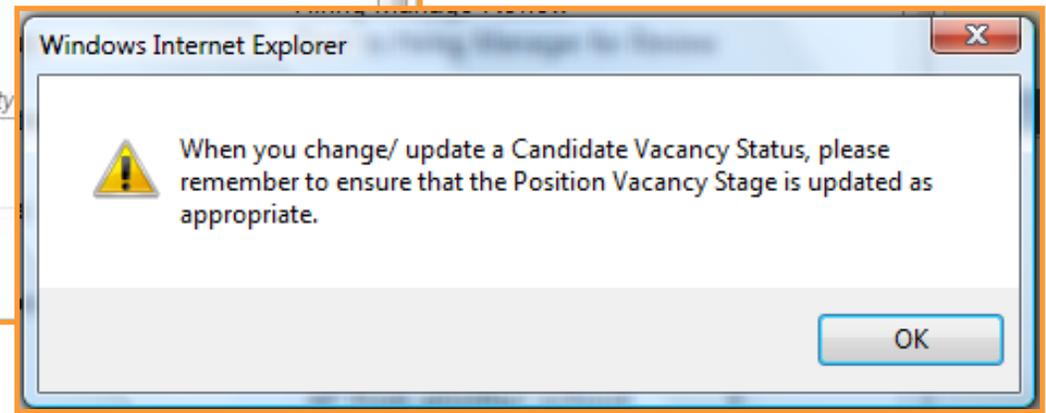
Candidate:	Applicant Testing
Eligibility Status:	
Job Title:	Principal
Internal Job Title:	PRIN DAY HIGH
School:	A Test School
Borough:	Brooklyn
Vacancy Stage:	Hiring Manage Review
Current Candidate Status:	Sent to Hiring Manager for Review
Select new candidate status:	Select New Candidate Status
Level I Candidate Score:	<input type="text"/>
Level II Candidate Score:	<input type="text"/>
Candidate Type:	AP from another school

At the bottom of the form, there is a "Comments" field with the text "(Required when advancing a candidate with an eligibility)" and two buttons: "CANCEL" and "SUBMIT".

Select from drop-down list:

- Rejected after Hiring Manager Review
- Proposed for Level 1
- Rejected after Level 1
- Proposed for Level 2
- Rejected after Level 2
- Proposed Final Candidate
- Needs Background Check

When you select an option, a pop-up message is displayed. This relates to the C-30 Coordinator's work. Ignore this message and click OK.



# Changing the Candidate Vacancy Status

Candidate: Applicant Testing  
Eligibility Status:  
Job Title: Principal  
Internal Job Title: PRIN DAY HIGH  
School: A Test School  
Borough: Brooklyn  
Vacancy Stage: Hiring Manage Review  
Current Candidate Status: Sent to Hiring Manager for Review

Select new candidate status: Select New Candidate Status

Level I Candidate Score:  
Level II Candidate Score:

Candidate Type: AP from another school

Comments (Required when advancing a candidate with an eligibility status of "I" or "C")

CANCEL SUBMIT

At this stage in the C-30 process, leave these fields blank.

After the interviews, you review each active candidate again. At that time, enter the interview scores for each candidate who was interviewed.

If a candidate is proposed for an interview, select from a drop-down list the option that describes the candidate:

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

When you are finished, click the Submit button.

# After you Change the Candidate Vacancy Status

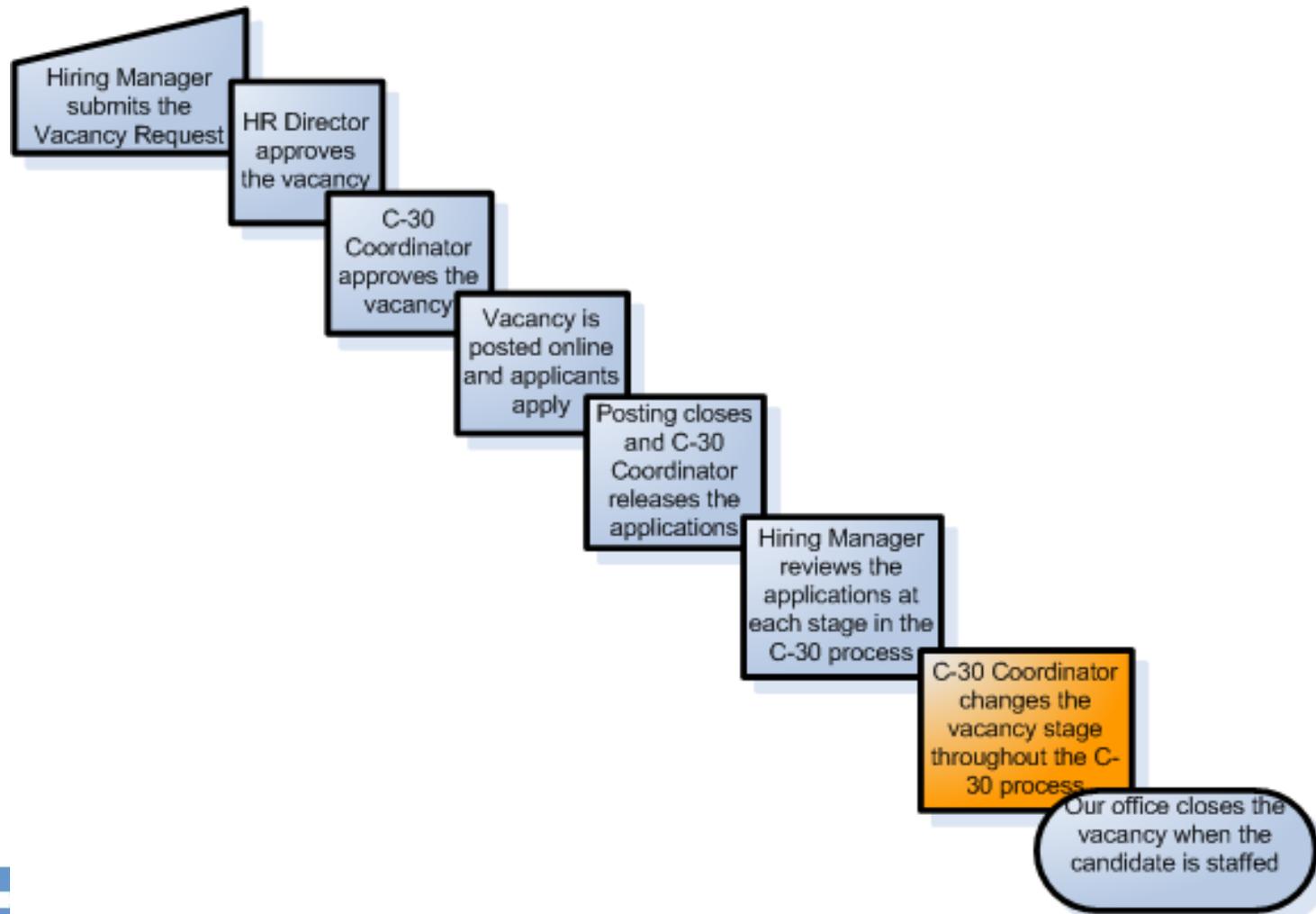
- After you submit the Candidate Vacancy Status change, you return to the list of all candidates.
- The list displays the candidate's new Candidate Vacancy Status.
- Repeat this process to evaluate each candidate listed. At this stage in the C-30 process, you should assign each candidate a status of:
  - > Rejected After Hiring Manager Review; or
  - > Proposed for Level 1.

Current Vacancies		Search and Edit	Create	
PRIN DAY HIGH A Test School, Brooklyn Showing: All Candidates				
1 through 1 of 1 search results				
Candidate	Eligibility Status	Candidate Vacancy Status	Status Date	By Whom
<a href="#">Testing, Applicant</a>		Proposed for Level 1 <input type="button" value="EDIT"/>	08/18/2012 10:57 PM	Superintendent Test

# Evaluate the Active Candidates At Each Stage

- After the Level 1 interviews, repeat the process of evaluating the active candidates. At that stage, you should assign each candidate a status of:
  - > Rejected After Level 1; or
  - > Proposed for Level 2.
- After the Level 2 interviews, repeat the process of evaluating the active candidates. At that stage, you should assign each candidate a status of:
  - > Rejected After Level 2; or
  - > Needs Background Check.
- If a candidate declines an interview invitation or does not show for an interview, please notify your C-30 Coordinator immediately.

# C-30 Coordinator Changes the Vacancy Stage



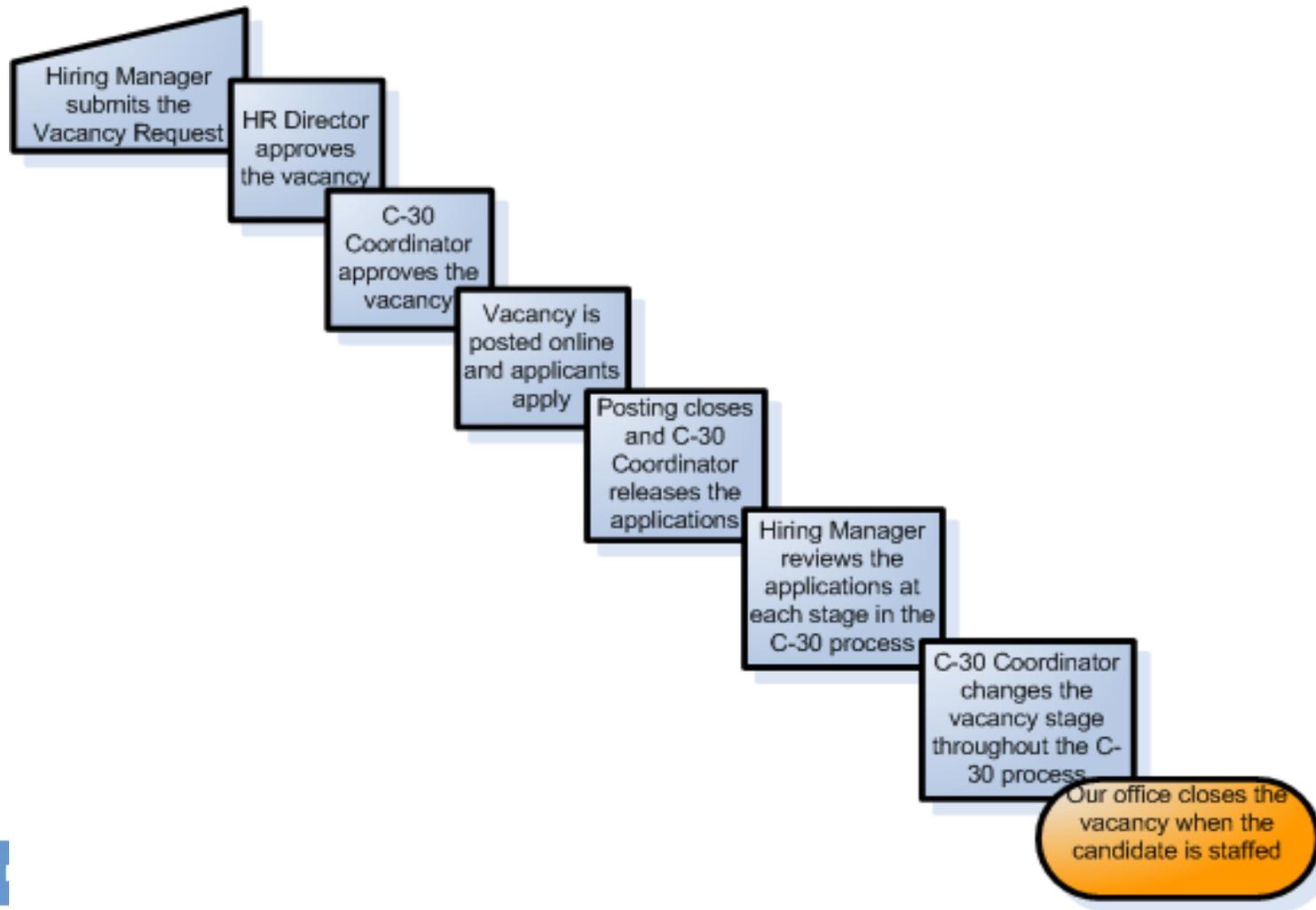
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# What to Expect Throughout the C-30 Process

- The C-30 Coordinator keeps the Vacancy Stage up to date throughout the C-30 process.
- If you see any information in the system that is not what you expect or appears to be inconsistent, work with the C-30 Coordinator offline to resolve.
- After a posting closes, the Hiring Manager may decide that the pool of candidates is insufficient to make a fair selection. If this happens, contact the C-30 Coordinator to recanvass the position in order to expand the candidate pool.
- The Hiring Manager may decide to withdraw a position. If this happens, contact the C-30 Coordinator. Be aware that if a position is withdrawn, it cannot be reposted for at least one year.

# Our Office Closes the Vacancy



# When the C-30 Process is Complete

- When you see a Vacancy Stage of Closed/Filled and a single active candidate with a Candidate Vacancy Status of Appointed/Hired.....

Congratulations! The C-30 is complete, and the candidate has been staffed.

# 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.