

Teacher Career Pathways Application Frequently Asked Questions

Updated September 4, 2014

Please refer to the frequently asked questions below to help you navigate the application and interview process for the Master and Model Teacher fall selection cycle. For general information about the Master and Model Teacher roles, please see the Teacher Career Pathways [website](#) and [FAQ](#).

If after reading these FAQs you still have questions about the application process or the Master and Model Teacher roles, please contact teacherleadership@schools.nyc.gov.

If you are experiencing technical difficulties with the application site, please contact tech@myreviewroom.com.

1. Who is eligible to apply for the Master and/or Model Teacher position?

All teachers who meet the requirements are welcome to apply for these positions. For the fall 2014 selection cycle, eligible teachers must:

- Currently teach at a Teacher Career Pathways school (eligible to staff Master and/or Model Teachers).
Note: Not all participating schools are eligible to/will opt to staff both Master and Model Teacher positions. Please check with your principal if you are uncertain about which positions are offered at your school for the 2014-15 school year.
- Be tenured, full licensed, and have full time status to be eligible.

Please note that teachers may only apply once per school year; the qualification status of teachers who participated in the summer 2014 selection cycle carries through the duration of the 2014-15 school year.

Please review the job descriptions for the [Master Teacher](#) and [Model Teacher](#) for a complete list of eligibility requirements.

2. Can I apply if my school is not eligible to staff the Master and/or Model Teacher position for the 2014-15 school year?

The fall 2014-15 application is only available to teachers at participating schools that are launching these roles late fall 2014. If your school does not appear on the dropdown menu within the application, you are not eligible to apply through the fall 2014 selection cycle. Teachers at other schools are encouraged to speak to their principal about opportunities to hone their leadership skills at their school and consider applying for the 2015-16 school year.

3. Can I apply for both Master and Model Teacher?

Teachers at schools that are eligible to staff both Master and Model Teacher positions are welcome to apply for both positions. Prior to beginning an application, it is helpful to speak with your principal to learn more about how they envision engaging these roles at your school.

If you apply to qualify for both Master and Model Teacher roles you will need to submit separate applications for each position you are interested. Please log in to our [submission site](#) and select “Create New Application” from the home screen. You will select the role you are interested in from the dropdown menu and repeat that process for each position you are interested in. You will see each application you started listed on the homepage each time you log in.

4. Where is the posting for Model and Master Teacher?

Please review the job descriptions for the [Master Teacher](#) and [Model Teacher](#) posted on the “[Other Opportunities for Educators](#)” page of the NYCDOE website. These postings will be available from Tuesday, September 2 through Friday, September 26, 2104.

5. What is the application process for the Master and Model Teacher roles?

Interested applicants need to submit an application for each position they are interested in (Master and/or Model Teacher). Please check with your principal about the availability of each position at your school before beginning your application.

As part of the application process you will need to submit:

- A resume
- Responses to several short answer questions designed to demonstrate your knowledge of and experiences with using your instructional practice to support both student and adult learning.
- A sample of student work (applicants are encourage to use a sample from a current student)
- Master Teachers only:
 - A recommendation from one of your school leaders (Principal or AP)
 - Materials you’ve created for an adult learning experience
- Model Teachers only:
 - A recommendation from one of your peers or colleagues if you are applying for Model Teacher

A joint DOE/UFT committee will review applications and interview select candidates to establish a Qualified Candidate Pool from your school. Final hiring decisions will be made at the school level by the principal. We recommend that you speak with your principal to learn more about how they envision engaging teacher leaders at your school this year.

Please see [this timeline](#) for to help ensure you complete all steps in the designated timeframe.

6. My file number only has 6 digits; how do I enter it in my application?

For file numbers that are six digits long you will need to enter a zero before the first digit. Your file number will read “0XXXXXX.”

7. When will I be notified about the status of my application?

Candidates will be notified of their application status and any next steps in a timely manner. Candidates invited to interview for the Master or Model Teacher qualification will receive a minimum of 24 hours advance notice to schedule their interview time.

In most cases, candidates will receive a final determination of their qualification status within in one week of their interview.