



Office of School Leadership Principal Candidate Pool Frequently Asked Questions (FAQs)

ELIGIBILITY

Who can apply? Anyone with a New York State SAS, SDA, or SBL can apply for Pool membership.

Who has to 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 old Board of Examiners principal exams prior to 1990 and interim acting principals assigned before 1 February 2008 for whom the associated principal vacancy had not yet been posted or filled.)

I was identified as a “high potential” leader by my Network Leader or SSO. Do I still have to apply to the Pool? Yes. Network Leaders and School Support Organizations were asked to identify “high potential” leaders to the Office of School Leadership so that you could be contacted to apply for the Pool and be “principal-ready” when a vacancy occurs.

No one asked me to apply to the Pool. Does this mean I can’t apply or that I won’t be considered in the same way? You can apply as long as you have a SAS, SDA, or SBL. You should apply if you think you are ready to lead a school. Our schools need all the great leaders we can find. Every applicant to the Pool will undergo the same process and be evaluated in the same way, and every member of the Pool will have an opportunity to be considered for school specific vacancies.

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 1 February 2008. Going through the Pool application process will be advantageous for you. It will give you a chance to display your talents and the benefits of your experience, and will place you on even footing with all who compete for school specific vacancies.

I’m 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.

APPLICATION PROCESS

How do I apply? You can apply through our online application, found at <http://schools.nyc.gov/Offices/DHR/CareerOpportunities/PrincipalOtherSupervisory/PrincipalCandidatePool.htm> . This link contains full directions for how to complete the application. You can also find the online application by clicking on the “Career Opportunities” icon on the left side of the NYC Department of Education website home page. Paper applications will not be accepted.

What are the minimum qualifications? What are the criteria for entrance?

In addition to NYS certification, successful applicants will possess and exhibit proficiency in the five DOE School Leadership Competencies found at <http://schools.nyc.gov/Offices/DHR/CareerOpportunities/PrincipalOtherSupervisory/PrincipalCandidatePool.htm>

What can I do to prepare? First, reflect on your progress in the five School Leadership Competencies and make sure you develop yourself in each of the Competency areas. Picture yourself as a school principal and envision yourself implementing the Competencies in the variety of tasks required by that role. Seek out mentors who have been successful school leaders and learn from their experiences. Understand what DOE principals are accountable for by checking the NYC DOE website. You will also need to know how to use the full range of accountability data and tools to drive student achievement.

How do I get a “file number?” If you are now, or have ever been, a DOE employee, you have a file number. When entering the number, drop the first digit, and enter the six remaining numbers. If you are not a DOE employee, you will receive your file number with your Certificate of Eligibility (COE). If you already have your 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 Web site](#).

What does the application process entail? Your written application will include a description of your professional background and an essay detailing your experience in leading an initiative which increased student achievement. You will also be asked to attend a three hour group evaluation session that includes discussion of hypothetical school situations based on NYC DOE accountability and budget data; lesson evaluation and teacher coaching plans; and “on demand” writing. Scheduling is done via email, so please accurately enter your email address when applying and check it frequently.

How long does the process take? The entire process takes about six weeks, from the date you file your application until we notify you of our decision. The actual evaluation session you attend lasts for approximately three hours.

What happens if I do not show up for my scheduled three hour group evaluation session? When you accept the appointment to come to a session you are making a professional commitment. If you don't show up for your scheduled appointment, the session could be cancelled, which would cause a hardship for the other participants who are honoring their commitment, as well as the evaluators and moderator who are running the session. We ask that you notify us at least 24 hours in advance if you cannot make the session that you commit to attend. 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.

How much is the Pool application fee? There is no fee to apply to the Principal Candidate Pool.

MISCELLANEOUS

Will your office provide feedback? Yes, you will receive a graph indicating how you performed in each Competency. In addition, as you develop your professional practice, you will use a variety of tools to gain feedback from others, including students, parents, teachers, colleagues, and supervisors—as well as others whose experience may be in another field and who can offer you fresh perspectives.

How soon can I reapply if I don't get in? 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 our decision. If you appeal the decision, and the decision is not overturned, you may reapply eight months from the date of your application.

Why don't you do individual interviews? Individual interviews remain a part of the C-30 process; they take place after you apply to individual school positions, at both Level I and Level II.

How long will I be a member once I get in? Membership is lifetime—once in, you are in.

Will your office help Pool members get jobs? When you are admitted to the Pool, you fill out a survey that asks about your job preferences and strengths. Based on that information, we will notify you of specific openings 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's far away or inconvenient to get to? 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 supvpool@schools.nyc.gov