



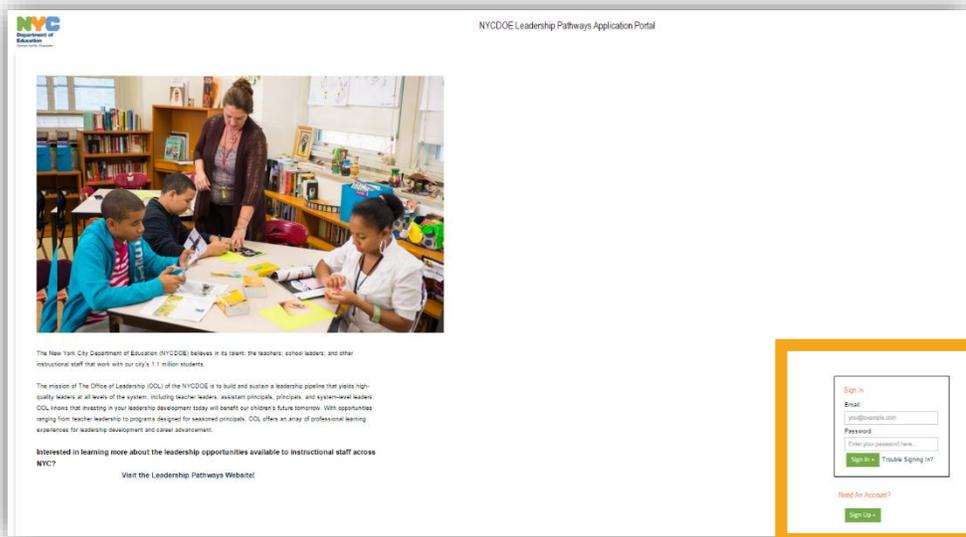
IN THIS GUIDE:

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2. Navigating the Application
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4. Technical Assistance
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CREATING AN ACCOUNT

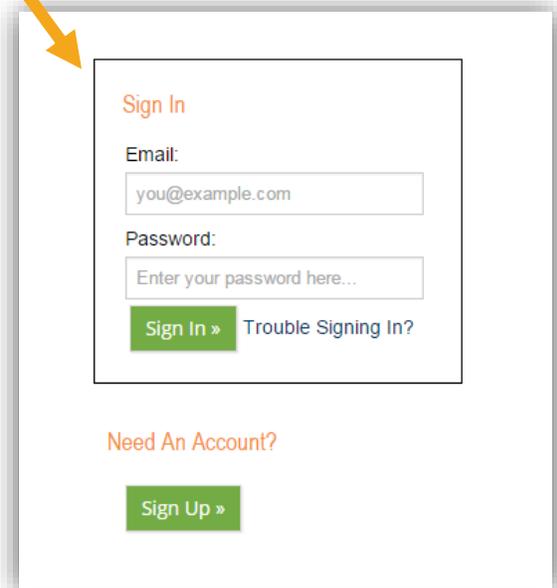
Leadership Pathways Application Portal
NYCDOE-LEADERSHIP.FLUIDREVIEW.COM



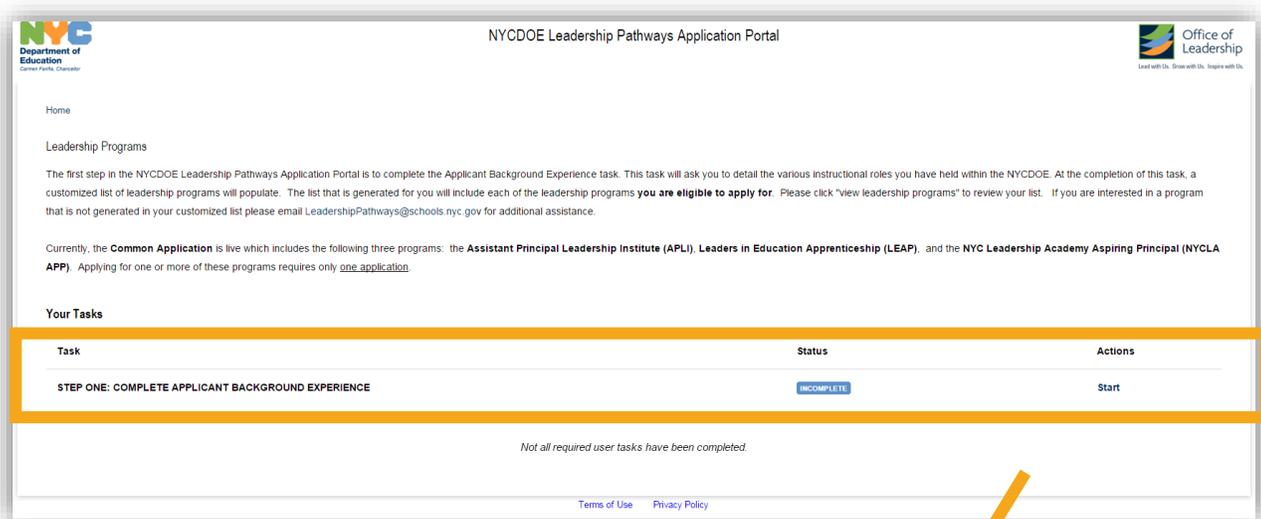
Access this area of the screen in order to begin the application process. All applicants need to create a unique sign in and password.

First time users need to create an account by clicking “SIGN UP”

Once you complete the information you will receive an activation link via the email address you entered. You will need to click the activation link to finalize the registration process.



NAVIGATING THE APPLICATION



NYCDOE Leadership Pathways Application Portal

Home

Leadership Programs

The first step in the NYCDOE Leadership Pathways Application Portal is to complete the Applicant Background Experience task. This task will ask you to detail the various instructional roles you have held within the NYCDOE. At the completion of this task, a customized list of leadership programs will populate. The list that is generated for you will include each of the leadership programs **you are eligible to apply for**. Please click "view leadership programs" to review your list. If you are interested in a program that is not generated in your customized list please email LeadershipPathways@schools.nyc.gov for additional assistance.

Currently, the **Common Application** is live which includes the following three programs: the **Assistant Principal Leadership Institute (APLI)**, **Leaders in Education Apprenticeship (LEAP)**, and the **NYC Leadership Academy Aspiring Principal (NYCLA APP)**. Applying for one or more of these programs requires only [one application](#).

Your Tasks

Task	Status	Actions
STEP ONE: COMPLETE APPLICANT BACKGROUND EXPERIENCE	INCOMPLETE	Start

Not all required user tasks have been completed.

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Step 1:

Click **"Start"** to complete the Applicant Background Experience task

This task is designed to gather information about your experiences in order to determine the programs for which you are eligible.



Step 2:

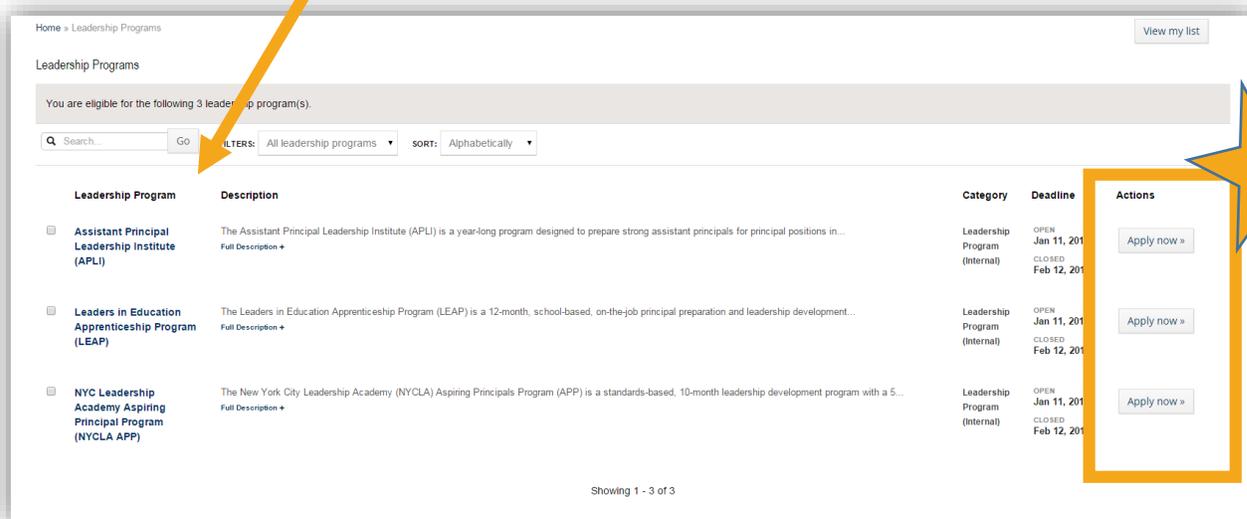
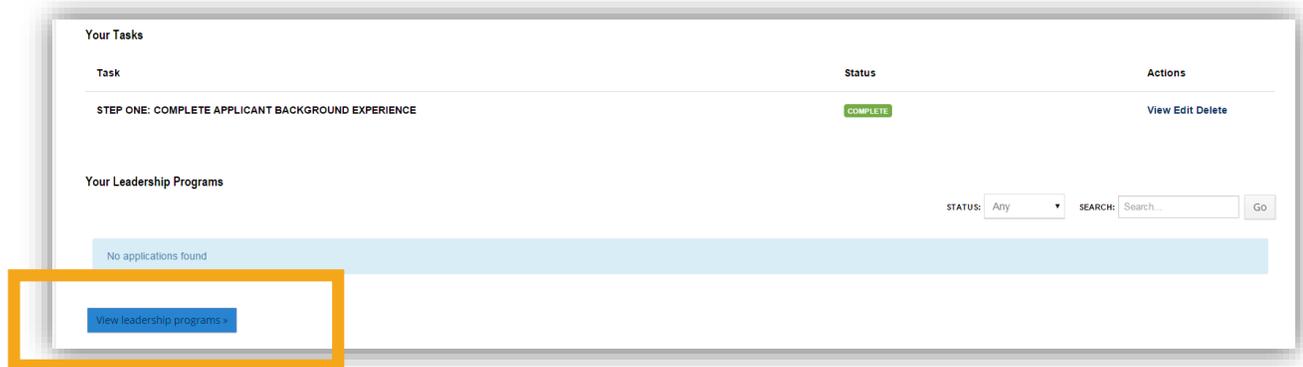
Click, **“View Leadership Programs”**

This will populate the list of programs for which you are eligible.

Step 3:

Click, **“Apply Now”** to begin the application

This will take you into the application for each program; within the application you will be asked to complete demographic information, upload your resume, submit essays, and provide recommendations.



FREQUENTLY ASKED QUESTIONS

- 1. I am eligible for three programs: Leaders in Education Apprenticeship Program (LEAP), Assistant Principal Leadership Institute (APLI), and NYCLA Aspiring Principals Program (APP). Do I need to submit three different applications for LEAP, APLI, and NYCLA APP?**

No! LEAP, APLI, and NYCLA APP are all a part of a Common Application – therefore, you do not need to submit three individual applications for these programs. When you begin the application process there will be a question asking which of the three you are interested in applying for – you should select the programs you are interested in at that time. Feel free to check all three if you would like!

- 2. I want to apply to New York City Leadership Academy Aspiring Principals Program (NYCLA APP) but it is not showing up. Help!**

The eligibility criteria for NYCLA APP is different this year than in the past. This year, NYCLA APP is only available to current Assistant Principals who currently work in the Bronx. Additionally, NYCLA APP participants will be selected by Bronx superintendents.

- 3. What is the process after I complete my application? When will I know if I have been accepted to the program?**

The selection process for NYCDOE leadership programs varies – depending on the program for which you applied. Each program incorporates application review in addition to requiring in-person interviews (with the exception of TLP which does not require interviews). Acceptance letters for programs are sent between May – June.

- 4. I am not sure who I should pick to complete my recommendations. Can I use a personal recommendation from a friend or family member?**

For the purposes of this process, you should be submitting recommendations from individuals who can speak to your pedagogical practices. Recommendations can come from principals, superintendents, assistant principals, literacy coaches, or team leads within your school.



TECHNICAL ASSISTANCE

1. I never received an email with my activation link. Please help!

It can take up to ten minutes to receive the email with an activation link. If you have waited but still not received the email, please check your SPAM box or TRASH folder. Often times these emails can be filtered into those folders.

2. My recommendation said they never received the email. Can you please resend it?

Yes! You have the authority to resend the recommendation email. Login to the application portal, review your application, and click the task for entering recommendation information. You will see an option to resend the email on this page.

3. I completed the *Applicant Background Experience* task and there are no leadership programs appearing. The blue box says, “No applications found.” Does this mean I am not eligible to apply?

In order to view the program applications, you must click “View Leadership Programs.” For step-by-step directions and screenshots, please review NAVIGATING THE APPLICATION in this guide.

4. I have another technical issue that has not been answered here. Who can I contact?

If you are still experiencing technical difficulties, you may email LeadershipPathways@schools.nyc.gov . Due to the increased volume of emails, we will do our best to respond to all emails within 72 hours.



TIPS FOR PREPARING TO APPLY

Research NYCDOE Leadership Programs

- Visit the Leadership Pathways website: <http://schools.nyc.gov/leadershippathways>
- Look carefully at eligibility requirements and time commitments for each program.

Have a Conversation with Your Supervisor

- Talk with your current supervisor about your interests and future plans; ask them for advice on programs and career goals. This is your opportunity to solicit their endorsement before applying to the program.
- NOTE: All NYCDOE Leadership Programs require current supervisor (Principal, Superintendent, etc.) recommendation and endorsement.

Tailor and Prepare Your Resume

- Take time to carefully prepare a resume that highlights your leadership work and unique experiences. For tips on crafting a thoughtful resume, visit: <https://owl.english.purdue.edu/owl/resource/719/1/>
- NOTE: All NYCDOE Leadership Programs require submission of a current resume.

Get Organized

- Be consistent by using the exact same name on all your forms and documents for the application process; always use the same version.
- If you do not already, please begin checking and utilizing your official NYCDOE email address (@schools.nyc.gov) for all application communications.

Familiarize Yourself with NYCDOE Leadership Frameworks

- Review the NYCDOE Framework for Great Schools, the Quality Review, and other NYCDOE documents to familiarize yourself with NYCDOE nomenclature and expectations for schools and school leaders.

TIPS FOR WRITING ESSAYS

Essays reveal something important about you that your resume and demographics cannot – your personality. It can give programs a sense of who you are, as well as showcasing your writing skills and depth of educational knowledge. Try these tips when crafting your essays:

Analyze the Prompt Thoroughly

- Make sure that your essay is responding to the prompt questions.
- Answering the wrong question, or not addressing the essay prompt can be a common blunder made by applicants. It is highly advisable to refer back to the prompt as you are writing the essay.

Be Specific

- Use examples, and give thorough explanations.
- Try to avoid making statements that could be cut and pasted out of your essay and into someone else's with little difficulty. One detail is worth a thousand clichés.

Write Succinctly

- Writing concisely expresses to the programs that you can organize your thoughts.

Organize Your Writing

- Take your time planning in advance so that your essay is organized.
- Helpful Tip: Copy the essay questions into a Word document and work on your essay draft in the Word document. Once finalized, copy and paste it into the Leadership Pathways Application Portal.

Ask Someone to Proofread

- Don't submit your application without proofreading your essays, and don't rely only on your computer's spell check to catch grammatical mistakes. Avoid informal language, incorrect capitalizations, or any abbreviations which are not appropriate for a formal document.