

Guide to the Online Teacher Application

Welcome

Thank you for your interest in teaching in New York City's public schools.

All individuals interested in securing a teaching position with the NYC Department of Education **must complete the Online Teacher Application**. We strongly suggest that all applicants review this guide prior to beginning the application.

All applicants for teaching positions must have current New York State certification, or be able to demonstrate they:

- (a) possess current, acceptable certification in a state or country that is part of the New York State [reciprocity](#) agreement, or
- (b) will otherwise meet the qualifications for New York State certification by September 1, 2015.

Applicants must also be deemed eligible to work in New York City public schools based on a background check. For more information on qualifications, please visit TeachNYC.net.

Preparing to Apply

As part of the application, you will need to provide the following information:

- Details about your professional background (including dates and phone numbers)
- Academic history, including your GPA
- Professional references (at least one and no more than three; please include names, addresses, and phone numbers)
- An up-to-date resume
- Sample lesson plan
- Responses to three writing prompts (you'll have a chance to review the actual questions later in this document)
- Supporting documents that demonstrate your certification

Creating an Account

The first step in completing the Online Teacher Application is to create an account by providing your email address and a password.

- Your email address will be your username. Please note that all communications and status updates are conducted via email. If you are currently a student, **we do not recommend that you use your school address** unless you will have access to it for at least a year from your date of application.

- Be sure that your email account is set up to accept emails from the NYC Department of Education (allow domains @schools.nyc.gov and @nyc.teacherssupportnetwork.com), so important messages do not end up in your spam or junk mail folder.

Please Note:

If you completed an Online Teacher Application prior to February 2015, you will need to complete a new application.

If you are a current teacher in the New York City Department of Education, please do not complete this application. If you are interested in transferring schools, you will need to register and apply through the Open Market Hiring System when it opens in mid-April.

Completing the Application

The Online Teacher Application is a multi-step process. Applicants can enter information and complete the entire application in one sitting, or save it and return to complete it at a later time. The steps are:

Common Profile

1. Account Information and Work Eligibility
 - Account Information: your name and contact information
 - Work Eligibility: information that allows us to determine if you are eligible to work in our schools, including citizenship/residence status
2. Education
 - Academic history
3. Professional Experience
 - Paid school experience
 - Paid non-teaching experience
 - Student teaching experience
 - Volunteer experience
 - Professional references
4. Resume and additional information
5. Authorization/Release Statement

Application

1. Certification, Resume and Preferences
 - Certification information and proof of certification
 - i. Current students who are not yet certified, but expect to be by September 1, 2015, must secure a [confirmation letter](#) from their college or university's education program.
 - Additional expertise
 - Alternate resume (optional)
 - Employment preferences
2. Writing Prompts (see below)

3. Lesson Plan

4. Preview

- This is the step where candidates can review all information entered before submitting your application for review.

The Writing Prompts

There are three writing prompts you must answer as part of your application. The quality of your writing will be evaluated. **Please note that your responses are not editable after you submit a complete application.**

- 1) *Describe a time when you successfully overcame an instructional challenge (focus on teaching a specific academic objective) in the classroom and describe the strategies you used. How did you know that your students met this objective? Why do you consider it a success and how do you know?*
- 2) *It is three months into the school year. As a teacher new to your school, you are struggling to keep a few students on task. Your Assistant Principal observed your class and suggested you need to work on classroom management. A colleague remarked that these three students are known for having particularly challenging behavior and maybe they should just be moved to another class. After another observation, your Assistant Principal's feedback indicates that you have "unclear behavioral expectations and lack of consistent follow-up with off-task students." Please write an email response to your Assistant Principal wherein you outline your plan for addressing the issues in your class.*
- 3) *You are a teacher at NYC School of Excellence. During the beginning of the year, you determined that more than half of your students are below grade level and a quarter of the class is absent at least once a week. Considering these challenges, what do you expect to accomplish (for your students and yourself) by the end of the school year? How would you achieve these goals?*

Things to Look for on the Online Application

ACCOUNT INFORMATION AND WORK ELIGIBILITY

Please complete your account information by answering the questions below.

*Email Address: (User Name) test23@test.com

*Password: *****

SSN: 098765432

Prefix: Mr.

*First Name: Daniel

Middle Initial: K

*Last Name: Test

Suffix: IV

Other name used on documents or maiden name:

WORK ELIGIBILITY

Please complete the following questions. These questions will allow the NYCDOE to determine if you are eligible to work in our schools. To be eligible, you must meet citizenship and/or residency requirements. If you have already been fingerprinted by the NYCDOE, a background check will also be required.

*Legally authorized to work in the United States?
If "Yes", please indicate your authorization status.

*Date available for employment (MM/DD/YYYY)

Are you currently a NYCDOE employee? If you are currently a DOE teacher, please do not complete this application. You will need to register and apply through the Open Market Hiring System when it opens in mid-April.

Have you ever been employed by the NYCDOE?

If so, in what capacity?

Look for the "?" icons and click on them to get helpful information

Fields marked with an * are required.

This section shows your progress completing the application.

Portal/Homepage

If you begin an application, save and exit, and return to it later, you will see a screen like the one below. This is the portal to your online teacher application and the place where you can find relevant information regarding the status of your application. On this page, you can also access any email messages our office has sent you regarding your application, and other useful information.

CANDIDATE PORTAL

CONTACT INFORMATION

EXISTING APPLICATIONS *Scroll down to view status information about your existing applications.*
Click the following hyperlinks to view your application for a career path.
[Teacher](#)

START NEW APPLICATIONS

Teacher Application Status Close

YOUR APPLICATION NEEDS TO BE COMPLETED

APPLICATION STARTED APPLICATION SUBMITTED APPLICATION UNDER REVIEW APPLICATION IN NEW TEACHER FINDER PLACED AT SCHOOL

To complete your application, please click on the "teacher" link above, complete all required fields, and submit your application.
For more information, please see your email history.

NEW INVITATIONS *Invitations which must be accepted.*
There are no New Invitations at this time.

SCHEDULED EVENTS
There are no Scheduled Events at this time.

EMAIL HISTORY

From	Subject	Title	Sent
NYC DOE Office of Recruitment	New York City Department of Education - Thank You for Registration!	Teacher	Fri, 25 Jan 2013 3:49 PM

Teacher Resources
[TRQ Information Session](#)
[Application Guide](#)
[Application Module](#)
[Certification Presentation](#)
[Cert Requirements](#)

Did You Know?
- In 2010, 60% of all new teachers are hired in the Bronx and Brooklyn?
- Since 2002, teacher salaries in NYC have increased 43%?

This section tells you the current status of your application, and any relevant next steps.

For candidates accepted into the New Teacher Finder: This section will display any events the Office of Teacher Recruitment and Quality invited you to, including webinars. You can register for or decline any invitation. If you register for any event it will be displayed in the "Scheduled Events" section.

In this section, you can access the emails sent to you related to your application.

After Completing your Application

When your application is ready to be submitted for review, click the “Complete” button.

- Once submitted, applications will be reviewed by the Office of Teacher Recruitment and Quality (TRQ) for eligibility and quality. Applicants will be contacted via email regarding the status of their application and any relevant next steps to follow.
- Applicants can log in to their applications to make updates throughout the hiring season. Please note that there are exceptions, such as the written responses to essay questions.

Frequently Asked Questions

Q: Can I choose to submit a paper application?

A: No. You must apply online.

Q: Are there any additional steps that I need to take besides applying online?

A: You will be notified if there are any eligibility concerns or relevant next steps to follow.

Q: How long does it take for notification regarding the review of my application?

A: The initial review will depend on the particulars of each application. If you have not received any communication from us and it has been over a week since you applied, you may contact our office at teachnyc@schools.nyc.gov. In order to expedite your request, please include as many details as possible regarding your question.