

New Teacher Finder

Guide for Candidates 2009

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Welcome to the New Teacher Finder!

Candidates who show strong qualifications on their application are eligible to be included in the **New Teacher Finder**, a tool that allows principals and teachers to match with one another.

This online tool allows principals to post requests for applications from candidates, as well as to search the database for candidates by criteria such as subject area and borough preference. If your application outcome includes placement in the New Teacher Finder, please make sure your information is accurate and up to date. If a principal contacts you through the New Teacher Finder, please follow up promptly with him or her, even if you are not interested in the position.

How are teachers admitted to the **New Teacher Finder**?

All teachers complete an application to work with NYC Department of Education Schools

Ineligible to teach for DOE
(cannot obtain certification
or clear personnel
investigation)

Approx 20-30% of all applications

or

Eligible to teach

or

Fails quality screen
based on written
application

Approx 15% of all eligible applications

Passes quality screen
based on written
application

**Admitted to New
Teacher Finder**

Accessing the New Teacher Finder

Welcome back, Testing

HOME

MY APPLICATION

POSITIONS OF INTEREST

SCHOOLS OF INTEREST

SEARCH POSITIONS

YOUR APPLICATION HAS BEEN ADDED TO THE NEW TEACHER FINDER!

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

Congratulations! Based on the quality of your application, you have been added to the NYC Department of Education's New Teacher Finder tool.

For more information, please see your email history below.

[Application Status](#)

Being added to the New Te:

I teach nyc
because every day it te

When you are admitted to the New Teacher Finder, these new links will appear when you login to your Teachers Support Network account. These links allow you to search for available Requests for Applications and express interest in a school or a position. Remember, you will only see this view if you are in the New Teacher Finder. You will be notified of admission via email.

Search Requests for Applications



- MY APPLICATION
- POSITIONS OF INTEREST
- SCHOOLS OF INTEREST
- SEARCH POSITIONS

Search by Position Type, Borough, Grade Level, and Subject Area Qualifications

To find positions, enter your search criteria below. **All fields are required.**

Position Type*	Teacher	Borough*	No Preference
Grade Level*	All Grades (PreK-12)	Subject Area*	Childhood Education
<input type="button" value="SEARCH"/>			

Search Results

Position Type	School and Borough	Grade Level	Posted	
Teacher / Childhood Education / All Grades (PreK-12)	AAA Test School Ken MANHATTAN	All Grades (PreK-12)	05/19/2008	<input type="button" value="EXPRESS INTEREST IN POSITION"/>

Click on **Search Position**. Enter your search criteria to search for a school – all fields are required.

Reminder- Positions in the New Teacher Finder are not necessarily tied to official vacancies. This tool is used by principals to assess candidate interest and matches for potential openings.

Expressing Interest in a Position

Search Results				
Position Type	School and Borough	Grade Level	Posted	
Teacher / Childhood Education / All Grades (PreK-12)	AAA Test School Ken MANHATTAN	All Grades (PreK-12)	05/19/2008	EXPRESS INTEREST IN POSITION

Click on the position link to view details about that position.

Click on **Express Interest in Position** to send your application to the principal for this position. This button will only appear if you are certified to teach in that subject.

Expressing Interest in a School

Search Results				
Position Type	School and Borough	Grade Level	Posted	
Teacher / Childhood Education / All Grades (PreK-12)	AAA Test School Ken MANHATTAN	All Grades (PreK-12)	05/19/2008	EXPRESS INTEREST IN POSITION

Click on the school link to view details about that school.

Scroll down to: [School Details](#) [Position Details](#)

School Details:

School Name: AAA Test School Ken
Principal:
Address: 123 main st
city name, NJ 10019
URL:
Level: High School (9-12)
Enrollment: 1
About the School: 111111

[EXPRESS INTEREST IN SCHOOL](#)

Click on **Express Interest in School** to let the principal know that you are interested in this school, but you are not qualified to teach this subject area of the position. You never know when positions open!

Viewing Interest History



MY APPLICATION

POSITIONS OF INTEREST

SCHOOLS OF INTEREST

SEARCH POSITIONS

SCHOOLS

You have expressed interest in the following schools.

- To view school information, click the school name

School and Borough

1. [AAA Test School Ken, MANHATTAN](#)

Click here to view prior positions and schools for which you have expressed interest.

Removing Self from the New Teacher Finder

Account Information and Work Eligibility Certification, Licensure, and Education Experience **References and Employment Preferences** Resume and Writing Responses

Background, Research, and Demographic Questions

HOME
MY APPLICATION
POSITIONS OF INTEREST
SCHOOLS OF INTEREST
SEARCH POSITIONS

***How would you categorize your job search process right now?**

- I have a commitment from a school and I DO NOT WANT ASSISTANCE in finding a position.
- I do not have a commitment from a school but I DO NOT WANT ASSISTANCE in finding a position.
- I do not have commitment from a school and I WANT ASSISTANCE in finding a position.

On **My Application**, select the item **References and Employment Preferences**.

Scroll down to the section “Employment References and Related Skills” and click the “Edit” button on the right.

On the question “How do you categorize your job search right now?” change your answer to a choices that states that you **DO NOT WANT ASSISTANCE in finding a position**. Remember to click “Save and Exit” on the lower right corner.