



TSN Online Principal and AP Application and C-30 Tracking System

*Information for
Applicants*

***Please read this entire
document carefully
before you begin the
application process.***

Online Application System (TSN)

- This online application system is used to post Principal and Assistant Principal vacancies and to track the C-30* selection process for these positions.
- *The selection process for Principal and AP positions is governed by the Chancellor's Regulation C-30. A link to the Regulation is posted on the DOE website.
<http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm>
- Online applications in Teachers Support Network (TSN) are also used Citywide for Teachers; Pupil Personnel titles; School Aides; Substitute Teachers and Paraprofessionals; the Principal Candidate Pool; and the LEAP program.
- In order to be considered for a position as a Principal or AP, all candidates must submit an online application using this system.
- To access the new online application system for Principal and AP positions in TSN, visit <http://nyc.teacherssupportnetwork.com/HomePrincipal.do?CareerPath=PRN>



Department of
Education

Carmen Fariña, Chancellor

Posting Calendar and Submission Deadlines

- Principal and AP vacancies are generally posted at the beginning and middle of each month and remain open for at least 15 calendar days. Posting dates may be adjusted for holidays or weekends.
- These vacancies are posted throughout the school year as vacancies arise. AP vacancies are not typically posted from mid-May through August.
- Vacancies always open and close promptly at 3:00 PM.
- It is in your best interest to apply as early as possible in the posting period in case you encounter any technical issues.
- A link to the current vacancy posting calendar is available on the Supervisory Hiring page on the Division of Human Resources website.
<http://schools.nyc.gov/Offices/DHR/TeacherPrincipalSchoolProfessionals/Supervisory+Hiring.htm>

Getting Started

Home | Customer Support

Wednesday, August 20, 2014

New York City Department of Education - School Leadership

NYC
Department of
Education

Already a member?
Login below:

User Name: (Permanent
Email Address for applicants
and LAN ID for principals)

Password:

LOGIN

[Trouble logging in?](#)

**REGISTER
NOW!**

Connect with Us

Like 13,135 people like this. Be
the first of your friends.

Welcome to the New York City Department of Education's online registration and application site for future school leaders.

Since its inception in 2003, NYC's Children First Agenda has been based on the underlying belief that school leaders are critical levers of change and should be empowered to make decisions and be held accountable for results. The Department of Education seeks outstanding educators to become great school leaders who will ensure that each and every one of the 1.1 million students in NYC public schools succeeds and is prepared for college and life.

This site is the first step to becoming a school leader. Through this site, you will be able to:

- Register and create an online professional profile that you can use in all future applications (You must complete this profile before you can apply to any of the following.)
 - Apply to the Principal Candidate Pool
 - Apply to the LEAP
 - Following acceptance into the Principal Candidate Pool, apply to principal vacancies (**NEW**)
 - Apply to assistant principal vacancies (**NEW**)

This site enables you to enter all of your background information once instead of re-entering it for every application. You can update this information at any time.

[Click here](#) for a step-by-step Applicant Guide to the registration and profile process. Follow the quick steps below to get started.

EXISTING MEMBER of the NYC DOE Principal Pool

Please note, if you are an EXISTING MEMBER of the NYC DOE Principal Pool, please log into the system at right, by entering your File # as your Username and the last 4 digits of your SS# as your Password. After your first login, your Username will automatically convert to your email address. All other candidates must complete the Registration process below to enter the system.

If you have not previously used this system, click on the Register Now button to begin.

Getting Started

- If you have used TSN previously to apply for the Principal Candidate Pool or the LEAP Program, then you already have a user name and password. Log in using your existing account.
 - > If you do not know your user name or password, click on the “Forgot Password?” link on the login page.
- If you have not previously used this system to apply for a supervisory title, click on the Register Now button to begin.

If you already have a Department of Education non-supervisory application in Teachers Support Network (TSN) - such as teacher, pupil personnel titles, lead teacher, master teacher, or substitute

You will need to follow these steps in order to apply for a principal or assistant principal position:

1. Click the "Register Now" button on the school leader login page
<http://nyc.teacherssupportnetwork.com/HomePrincipal.do?CareerPath=PRN>.
2. During the registration process, enter the SAME information, including the email address AND password, that you use for your existing non-supervisory application.

Note: If you need to retrieve your existing password, click on the "Forgot Password?" link on the login page.

3. When you log in, you should be able to complete a School Leader / Supervisory Candidate Profile and also access your existing non-supervisory application.

Note: While you are completing the Principal/AP Profile, you MAY see the following error message:

The following errors occurred:

Date Available for Employment is earlier than today.

If this error occurs, then in order to proceed, you must change the "Date Available for Employment" in your non-supervisory application to a date in the future (try next week, just to be sure).

4. If you are unable to complete these steps, please contact TSN's Technical Support team directly:
In addition to contextual, online help, our Tech Support phone lines are open Monday through Friday from 8:30AM until 5:30PM. Please call us toll-free at (877)DOTEACH (368-3224). You may also email us seven days a week, 24 hours a day at nycsupport@teacherssupportnetwork.com
5. Once you submit the School Leader / Supervisory Candidate Profile, you must also apply for a specific vacancy in order to be considered for that position.



**Department of
Education**

Carmen Fariña, Chancellor

Principal Candidate Pool

- To access Principal postings, you must be a member of the Principal Candidate Pool.
- If you are a member of the Pool and you are unable to access the Principal vacancy postings, contact the Principal Candidate Pool at PrincipalCandidatePool@schools.nyc.gov.

Applicant Access

- Before you can access vacancy postings in TSN to apply for a position, you must create a School Leader / Supervisory Candidate Profile.
 - > The profile contains detailed information. It is thorough and can take at least 30-40 minutes to complete.
 - > Once the profile is created, it is used for all vacancy applications you submit in TSN.
 - > You may edit your profile information at any time. The updates are associated with all applications you have submitted in real time.



Department of
Education

Carmen Fariña, Chancellor

Profile vs Application

- You have only one School Leader / Supervisory Candidate Profile in the system; you may have many vacancy applications.
- Your profile contains contact information; education, employment, and certification information; and references. This information is attached to all applications you submit.
- A separate vacancy application is submitted for each specific vacancy. It includes a resume and a cover letter which contains your answer(s) to the essay question(s) provided.
- Once you create a profile, you must submit an application for a specific vacancy in order to be considered for that position.

Applying for a Position

- Once you have created a profile, follow these steps to apply for a specific vacancy.
 - > Click on the Search All Positions button in the left-hand navigation pane, select the search criteria, and click the Search button to find vacancies.
 - You are advised to select “No Preference” for Borough and School Level.
 - > Click on the Position Type hyperlink for more details.
 - > If you wish to apply for a vacancy, click the Apply button next to that vacancy.
 - > Follow the instructions on the screen to attach your resume and cover letter (which must include your responses to the essay questions on the next slide), then click Submit.
- **IMPORTANT: ONCE YOUR APPLICATION IS SUBMITTED, YOU WILL BE UNABLE TO EDIT OR DELETE ITS CONTENT. Please read the instructions and review your resume and cover letter carefully before clicking the “Submit” button.**



Department of
Education

Carmen Fariña, Chancellor

Cover Letter

Within your cover letter, you must answer the question(s) below. Please read the instructions carefully and be aware that the questions are different depending on what type of position you are applying for.

FOR A PRINCIPAL POSITION (one question):

In 100-400 words, please explain why you are an excellent candidate to lead this specific school, including any experience or special skills that you will bring as the new leader to enable the school to meet and surpass its goals.

FOR AN ASSISTANT PRINCIPAL POSITION (first of two questions):

In 400-1000 words, please describe one instructional initiative that you undertook that was intended to improve student achievement. Select an initiative where you were responsible for the results and had a significant leadership role. The endeavor could range in scope from a school-wide program or initiative that you implemented in your classroom.

Specifically, address:

- The purpose and scale of the initiative
- The steps you took to start and implement the initiative
- The end results of the initiative
- What you would have done differently, if anything

FOR AN ASSISTANT PRINCIPAL POSITION (second of two questions):

In 400-1000 words, please describe what has inspired you to want to become an assistant principal. Please include relevant information on your experience, skills, and vision for student achievement and how this qualifies you to be an excellent school leader.



**Department of
Education**

Carmen Fariña, Chancellor

Applicants No Longer Apply for COEs

- Applicants are no longer required to apply for a separate Certificate of Eligibility (COE).
- When you apply for a position, the application system automatically checks your State certification and eligibility and you cannot be invited to an interview if you are ineligible.

Getting Help

- If you need assistance registering in the system, creating a profile, or applying for a vacancy
 - > Please call HR Connect at (718) 935-4000; or
 - > Email the Office of Supervisory Support Services at supvsupport@schools.nyc.gov
- If you need assistance with the Principal Candidate Pool
 - > Please email PrincipalCandidatePool@schools.nyc.gov