Welcome!

Thank you for your interest in the New York City Department of Education. We are excited that you have decided to teach in the largest and most diverse public school system in the nation. We strongly believe that our students deserve teachers like you who are skilled at fostering student achievement and development.

Navigating a system with over 1,800 schools presents a job search filled with possibility. This guide was written to assist you in conducting a successful search for a teaching position. Ultimately, we want you to find a right fit position at a school where you can grow in your career. As you go about the job search process, we encourage you to take advantage of the services, workshops, and resources provided to you by the Office of Teacher Recruitment and Quality (TRQ).

In addition to the support you will receive from TRQ, it is critical for you to be proactive in your job search in order to compete with the thousands of other eligible candidates who are applying to teach in New York City. Here are two things to keep in mind:

- Be flexible and open to the diverse opportunities available within the five boroughs throughout the NYCDOE
- Be proactive and responsive throughout your search (email principals in schools of interest your resume and check your email / phone daily to respond immediately to principals and hiring managers)

We recommend that you spend at least 60 minutes carefully reading this guide. We look forward to helping you achieve your goal of becoming part of our talented team of 75,000+ New York City public school teachers. The right school for you is out there—let the job search begin!

Yours in Education,

NYCDOE Office of Teacher Recruitment & Quality
(E) teachnyc@schools.nyc.gov
Overview of the New York City Department of Education

The New York City Department of Education is the nation’s largest public school system, serving 1.1 million students from every background and corner of the globe. They speak 184 languages, and 4 in 10 speak a language other than English at home. Nearly 1 in 5 students have special learning needs. Each of them deserves a vibrant education—one that engages them academically and empowers them personally. With more than 1,800 schools and a city full of resources, New York City teachers can explore their interests and craft unique opportunities for students.

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To Do Checklist

As a prospective teacher conducting your job search, you may have questions about how to find a position. You’ve been identified as a promising candidate – now what? By utilizing the information in this guide, you should be thoroughly prepared to conduct an effective job search with the New York City Department of Education. Use the checklist below to jump-start your search.

- **Read this Hiring Guide.** Spend time preparing for your job search.

- **Network** with friends, colleagues, and former professors to find out about open teaching positions in New York City public schools.

- **Start early. Research** schools and identify those that can be a good fit for you. Use [schools.nyc.gov](http://schools.nyc.gov) to help narrow your search by grade level or district.

- **Begin direct outreach** to schools (send your resume and contact schools, via phone, e-mail, fax and in-person)

- **Stay Organized.** Keep a detailed list of every school you have researched, reached out to, and the status of your candidacy.

- **Prepare for the interview process.** Rehearse frequently asked interview questions, refine your resume, write a cover letter you can tailor to specific schools, and create a small teaching portfolio with unique sample lesson plans and great student work.

- **Attend our networking events** to meet principals who are hiring (May - August) until you find a position.

- **Make sure your voicemail message and e-mail address are professional so that principals get a positive impression of you.** Review your overall online presence to ensure it reflects the best possible image of you.

- **Develop contingency plans** for any conflicts that might arise during your job search. You may be invited to interviews without much notice, so have arrangements for childcare and other responsibilities.

- **Confirm that your fingerprinting and New York State certification are complete.** Go to [NYSED.gov](http://www.nysed.gov) for more information on completing certification requirements. All teachers must be fully certified before beginning to teach. This is your responsibility.

- **Stay in touch** with the Recruitment Team and email us at teachnyc@schools.nyc.gov with questions.
Jumpstart Your Search

We are looking for teachers who are committed to continuous improvement, enthusiastic about collaboration and fiercely committed to success for all students. This hiring support guide will help you navigate the job search and find schools where you can have a lasting impact on student achievement and the school’s culture and success.

Last year, the New York City Department of Education (NYCDOE) hired approximately 6,200 teachers across a wide range of subjects and grade levels. We are especially interested in applicants certified in high-needs subjects, such as special education, science, mathematics, English as a Second Language and bilingual education. The NYCDOE does not publicly showcase a comprehensive list of open positions for any of its schools, but the list below highlights some of our recent hiring needs.

- Sciences*
- Mathematics*
- Special Education (Secondary and Elementary)*
- English as a Second Language*
- English*
- Social Studies*
- Early Childhood*
- Childhood / Common Branches*
- Middle School Generalist*
- Speech*
- Physical Education and Health
- Arts, including visual arts, music, theater and dance
- Library
- Most foreign languages including Spanish, Chinese, Latin and French

*Also hiring teachers with bilingual certification in that subject.

Note: To be eligible for a teaching position, you must hold a valid teaching certificate issued by the New York State Education Department (NYSED).
Special Programs and School Districts

Our 1,800 schools are as diverse as our students and the distinctive neighborhoods we serve, from neighborhood schools with deep roots in their local community to small thematic schools in the performing arts. There are schools with a focus in STEM, humanities and dual language schools. Whatever your interest or passion may be there is a school for you. As you begin your search, please consider some of the special programs, initiatives, and school districts throughout the New York City Department of Education.

Pre-K for All

During the 2015-2016 school year, New York City successfully enrolled more than 68,000 children in high-quality, full-day pre-kindergarten. New York City’s pre-K teachers work in one of three settings:

NYC Early Education Centers (NYCEECs) are independent, community-based organizations that contract with the NYC Department of Education to provide free pre-K programs. There are 1,200 NYCEEC sites offering diverse options for families across all five boroughs.

Pre-K Programs at New York City Public Schools are offered at more than 600 district public elementary schools across the City. These classes are fully integrated into their school community and operate similarly to other grades in the building. Pre-K teachers in the public schools must have New York State teaching certification in early childhood and are employees of the City of New York / Department of Education (DOE).

A NYCDOE Pre-K Center is a district operated program that serves only pre-K students and is staffed by NYCDOE personnel. Pre-K Centers are located either in new buildings that are designed specifically to serve pre-K classes or existing district school buildings.

For more information, please visit [http://teachnycprek.org](http://teachnycprek.org) or call the Pre-K Staffing Support Team at 718-935-4627.
High Needs Schools

We are always looking for teachers who can help students in high-need schools reach their full potential. Teachers in New York City’s high-need schools help the students most in need of great teachers overcome unique learning challenges, often working in schools in low-income neighborhoods, such as central and southern Brooklyn and the Bronx, or in schools that serve large numbers of English language learners (ELLs) and special education students.

District 75 (The Citywide Special Education District)

District 75 provides educational, vocational, and behavior support programs for students who are on the autism spectrum, emotionally challenged, multiply disabled, speech and language impaired, intellectually disabled, and learning disabled. The district provides services to approximately 25,000 students in a variety of supported environments that include: multi-sited special education schools, home and hospital instruction, institutional facilities, and inclusive settings in community schools and community-based vocational training sites.

Teaching in District 75

NYS certified teachers are needed in the following subjects:

- Students with Disabilities: All Grade Levels and Bilingual Languages
- Speech and Language Disabilities
- Deaf and Hard of Hearing
- Blind and Partially Sighted subjects
- English to Speakers of other Languages
- Physical Education
- Vocational Subjects
- Art, Music, and other core subjects

For more information:
Visit http://schools.nyc.gov/D75
Email D75info@schools.nyc.gov

District 79 (Alternative Schools & Programs)

District 79 is the citywide, alternative instructional district that was created to ensure that every student has the opportunity to earn a high school or General Education Development (GED) diploma. District 79 serves high school students, young adults, and students with unique needs (e.g. incarcerated youth or adults pursuing a GED) who require alternative pathways to a quality education. Recognizing that many students need additional support, District 79 was established to help these students succeed by providing diverse and innovative educational opportunities that combine rigorous academic instruction with meaningful development.
Hiring Timeline

There are several factors leading to a teacher vacancy (available teaching position) at a school. For example, each year, some teachers will either retire or resign, while others will choose to transfer internally to another school within the NYC Department of Education. Additionally, new schools may add a grade level or increase their size and enrollment. Because of different timelines for these events, schools may not have specific information on available positions until late spring or summer.

Teacher candidates who understand the job search process and properly prepare themselves will be more confident and successful in their efforts to locate and secure a teaching position. Many schools begin the interview and hiring process as early as April, so it is important to start to prepare for and begin your job search in the spring. As a note, teachers are hired by individual school principals, not by central office, and each school has its own approach to hiring. You can start contacting schools as early as March 2017.

Reach out to principals directly to learn more about their open positions. Simply indicate that you that you are interested in their school and would like to have the opportunity to discuss your qualifications. If you are a candidate in the hard to fill areas of mathematics, science, foreign language, or special education, you should consider making employer contacts early or take advantage of our Select Recruits Early Hiring Program.
Select Recruits Early Hiring Program

The Select Recruit Early Hiring Program gives candidates the opportunity to:

**Join a strong community** of passionate and collaborative educators teaching students in the Bronx.

**Spark opportunity** and inspire students where you’re needed.

**Develop a career** as an educator in a diverse and dynamic community.

Candidates accepted to the Select Recruits Early Hiring Program receive exclusive hiring and career supports and can accept offers from Bronx schools as early as March 1. Select Recruits are certified or on track to be certified in New York State by September 1, 2017 and are dedicated to building a career and community in the Bronx by accepting an early hiring commitment for the 2017-18 school year. For more information email selectrecruits@schools.nyc.gov.

Focusing your Search

In order to generate a list of schools you are interested in applying to, you will need a clear understanding of how to research and evaluate schools within the New York City Department of Education. You may not know what a good match for you looks like, so it is important to remain open to different types of districts, schools, grade levels, and settings.

**Districts**

New York City is comprised of 32 geographic school districts. When searching for a position it is helpful to familiarize yourself with where each school district is located on the NYCDOE district map. The NYCDOE maintains a comprehensive list and map of the schools it operates and you can use the map to focus your search. Click here for a map of NYC’s school districts.

**District Borough Number (DBN)**

Every public school in New York City is assigned a unique “District Borough Number”, commonly referred to as its “DBN”. Familiarizing yourself with how to read these codes will make your job search process easier—many hiring representatives (principals or school-based administrators) use these codes, and it will help you quickly determine if a school is in the neighborhood and/or district you are searching for.

Each code begins with the district number that the school is located in, followed by the borough code, and ends with the school number. For example, the DBN for the Millennium Art Academy
is 08X312. 08 is the district in which the school is located; X is the borough code for the Bronx; and 312 is the school code.

<table>
<thead>
<tr>
<th>Borough</th>
<th>Code</th>
<th>Borough</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brooklyn</td>
<td>K</td>
<td>Manhattan</td>
<td>M</td>
</tr>
<tr>
<td>Bronx</td>
<td>X</td>
<td>Staten Island</td>
<td>R</td>
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<tr>
<td>Queens</td>
<td>Q</td>
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</table>

**Navigating the www.teachnyc.net**

The New York City Department of Education website is www.teachnyc.net. It’s designed to provide you with information about our schools, current initiatives and upcoming events. On the NYCDOE website, you can find schools in neighborhoods you’ve identified and become familiar with those schools’ demographics and statistics. One tool you will find useful to accomplish this is called the “School Search” tool.

**DOE Search Tool:** Through the ‘School Search’ tool, you can search for schools by school name, school code, address, grade level, or borough. If you search for schools by entering an address, your “Search Results” will be all the schools zoned for students at that address. Searching for schools by borough or grade level will produce an alphabetized list. You can then narrow your search by school size, accessibility, school type, and interest areas or organized by district.

**School Websites:** Clicking on an individual school’s link will take you to that school’s website or portal, where you will find specific information about the school. The sidebars will contain the school’s name, address, district, grades it serves, and links to additional mapping features, the school’s website, and the Statistics page.
Using the ‘Statistics’ Page: This page provides access to a school’s many reports. These reports provide insight into a school’s learning environment, mission, student and staff population demographics, strengths, year-to-year progress, and suggestions for improvement. The statistics page is useful for pulling a particular report on an individual school, or for quick access to all of them.

Learn more about other NYCDOE Tools

After researching specific neighborhoods and districts, and gaining a better understanding of the NYCDOE, you should begin to look more closely at individual schools before reaching out to them to express interest.

To begin researching schools, visit schools.nyc.gov. Here, you can use the School Search tool to look for schools by name, grade level, or district. From there, you can view each school’s address and phone number. You can also access their progress reports, learning environment surveys, and quality reviews, which are explained in detail in the chart below:

<table>
<thead>
<tr>
<th>Tool</th>
<th>Purpose</th>
<th>How to Use It</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Quality Guide</td>
<td>The school quality guide includes multiple years of data so that a school’s progress can be shown over time. It captures a school’s practices, environment and performance. A more concise version, called the School Quality Snapshot, is also available.</td>
<td>This helps parents, teachers, principals, applicants, and school communities understand schools’ strengths and weaknesses.</td>
</tr>
<tr>
<td>NYC School Survey</td>
<td>Every year, all parents, all teachers, and middle and high school students take the School Survey. Survey questions assess the community’s opinions on academic expectations, communication, engagement, and safety and respect.</td>
<td>The information captured by the survey is designed to support a dialogue among all members of the school community about how to make the school a better place to learn. In a cover letter or interview, consider acknowledging</td>
</tr>
</tbody>
</table>
**Direct Outreach to Schools**

It will be important for you to reach out to lots of schools without yet knowing if they have open positions. This will take effort, but it may well lead to a job offer. We recommend emailing, calling, and visiting schools. Maximize your outreach by calling to schedule a visit or find the best time. If you student taught in New York City, you can start by contacting the principal at your placement school to see if they have openings. You can reach out to your former education professors for recommendations of schools that may be hiring. If you are a recent graduate, talk to the career services office at your college or university. If you have connections in New York City, ask friends, family, and colleagues if they know of any openings. And even without prior connections, you can reach out to schools.

**Making Cold Calls**

You can find a school’s phone number on schools.nyc.gov by using the School Search feature at the bottom of the page. When calling a school, ask to speak to the school secretary. Be prepared to confidently provide your name, certification area, and express your interest in the school. You can ask the school secretary about the protocol for contacting the principal or assistant principal regarding the school’s hiring needs. Ask if you can come in person to drop off a resume or if email or mail is preferred. If possible, quickly include some relevant information to show that you are familiar with the school and have researched it. A quick pitch could be: “I believe I could use my science background to support the work your school is doing with inquiry-based learning.”
Visiting Schools
You can drop off your resume in person. It’s recommended to call first to find the best time to make the visit. Dress professionally and aim to make a positive first impression. You should not expect to get face time with the principal. You can let the school secretary know that you are very interested in the school. Be prepared to explain why you would be a good fit for the school (this is where your research comes in handy). It is important to follow-up with a school afterwards. Principals have incredibly demanding schedules and hundreds of resumes may land on their desk every month. An email followed by a phone call is a good idea. Clearly state your name, certification area and inquire as to where they are in the hiring process; ask if you can provide any supplemental information, like a sample unit plan or letter of recommendation.

Additional Tools and Resources
The Office of Teacher Recruitment & Quality (TRQ) will provide you with access to additional tools and resources to help you secure a job, including the following:

- Referrals to principals and hiring representatives and invitations to school interview events and NYC Department of Education recruitment events.
- A series of webinars and workshops designed to target specific job search strategies and skills including resume creation, interviewing, and demonstration lesson planning.
- Exclusive access to the NYC Department of Education New Teacher Finder (NTF), a database for candidates to connect with schools and access job postings and other resources. In addition to help with the job search, New Teacher Finder members have access to hiring resources and exclusive networking events.
You will be able to log in and use the New Teacher Finder in several ways.

1. It will give you access to Teach NYC academy, a series of job search webinars exclusive to candidates in the NTF.
2. Your application profile will become viewable to principals and recruiters.
3. You’ll be able to search for teaching positions — it’s important to know that not all principals list positions in the NTF, but many do, and this will give you a sense of what’s out there. Principals may not post positions, but they could be looking reviewing resumes to see which candidates can be a good fit for their schools.
4. If you’re certified in a high need subject area, you may receive invitations to DOE sponsored recruitment events during the spring or summer.

**Maximizing Networking Events**

Each year, the Office of Teacher Recruitment and Quality (TRQ) host a variety of events including recruitment fairs, principal panels, and other networking events. Candidates will have the opportunity to meet and network with principals and hiring managers from across the city. Invitations are reserved for the strongest candidates in select subject areas, so be sure to draft a quality resume. Please dress professionally or in business casual attire. Bring multiple copies (15-30) of your resume and cover letter. The Recruitment Team will have a table at each event so you can check in or ask questions.

- The events take generally place on weekday afternoons, generally between May and August
- They are typically in Brooklyn, Manhattan, or the Bronx
- They will have anywhere from 20 - 100+ principals present, from all boroughs
- Events are one of the single most effective ways for you to get your resume directly into the hands of principals who are hiring.
- Prepare a short pitch about yourself to engage in Conversations with principals.

**Teacher Chats**

These sessions are a great way to learn more about teaching in New York City. Our Teacher Chats are a terrific opportunity to hear from New York City teachers currently in the classroom.
They will share their experiences of what it is like to teach in New York City. These sessions are free, but registration is required to reserve a virtual seat. Please visit www.teachnyc.net/events to register for an upcoming Teacher Chat.

- Tuesday February 28, 2017 5:00-6:00pm
- Tuesday March 28, 2017 5:00 – 6:00pm
- Thursday April 27, 5:00-6:00pm

Preparing Your Resume

As a representation of your cumulative personal and professional experiences, a polished resume that shares your strengths with principals and other hiring agents is important. If your resume is already in great shape, you may not need to adjust much. Here are some helpful tips for you to consider when preparing your resume:

- **Provide a professional email address.** When in doubt, create an email address using your first and last name. It should not sound childish or comical.

- **Ensure that a principal will get a good impression of you if they call the number listed on your resume.** Record a clear and succinct voicemail message.

- **List your certification near the top of your resume.** If you have more than one certification, each of these should be listed. Example: New York State Initial Certification: Childhood Education (1-6), Students with Disabilities (1-6).

- **Use powerful verbs in your bullet point descriptions of your work experience.** Examples of these verbs include: created, analyzed, devised, evaluated, directed, planned, implemented, coordinated and conducted. Avoid weaker verbs if possible, like: assisted, worked, or helped.

- **If you have experience with specific curricula or assessments, say so.** For example, explain how you have used programs like Balanced Literacy, Everyday Math, the Workshop Model, Understanding by Design, Literature Circles, Running Records, etc.

- **If you have data that shows how you have made academic gains with students in the past, say so.** For example, describe how you helped students move two grade levels in reading as measured by Running Records, or explain that you increased your students’ mastery of multiplication tables by 200% during a six week math unit. Only share quantifiable data like this if you have it.

- **Allow multiple people to proofread your resume.** Check for grammatical and spelling errors. Use a consistent font in readable size, and avoid fancy fonts.
Cover Letters That Work

Your cover letter is your chance to show your personality and highlight specific skills. It should have three paragraphs and be addressed to the principal. Avoid sending a generic form letter; you’re far more likely to get a response with an explanation of your specific interest in a school.

Paragraph one should be 3-4 sentences. You should:

- State which position you are applying for
- Sum up your experience and where you are coming from
- Show strong interest in the school and the position
- Highlight relevant experiences or skills that you will discuss in the next paragraph

I am writing to apply for the position of ESL teacher. Earlier this week I spoke with Principal Jeanette Rogers at the recruitment fair, and I was excited to learn about MS 123. As a progressive educator, I strongly believe in your mission to educate the whole child, and I believe my outgoing personality, teaching experience, and familiarity with athletics and the arts make me a strong candidate for the position.

Paragraph Two explains the credentials and skills that make you the right fit:

- Pick out key experiences from your resume to highlight; explain your skills
- Include measurable achievements instead of listing all of your prior work experience
- Explain how these highlighted skills and experiences are relevant to the position

You will find that my resume covers my past accomplishments in detail. My teaching experiences have allowed me to work with a wide variety of pupils, from elementary-aged children to married adults, native English-speakers to transitional English-speakers, and both special and general education students. By teaching at all levels and serving in a variety of locations—from Minnesota, to New Jersey, to Japan— I have gained valuable experiences in understanding the needs of my students, curriculum planning and assessment. Over eighty percent of my beginning and intermediate ELLs passed last year’s NYSESLAT as proficient or better. I am a fast learner who takes initiative, and I constantly strive to enrich my professional development by collaborating with other teachers. I would relish the opportunity to be an ESL teacher at your school, where I know that over a third of the students are English Language Learners.
*Optional – you can also add a summarizing sentence to the end of paragraph 2. Paragraph three is where you summarize your main points and present next steps:

- Quickly restate your interest in the position, the school, and your skills
- Thank the reader and show your appreciation

I would appreciate the opportunity to tell you more about my work experience and discuss how I could contribute to MS 123. I would be happy to supply strong references at your request. I look forward to discussing the position with you and will follow up with a phone call next week. Thank you for your time and consideration.

Preparing for Interviews

Interviewing for a teaching position is a unique experience and may be different from what you are used to in a typical interview. This section will share information about what to expect so that you can set yourself up for success.

Every principal has the autonomy to make his or her own decision about which candidate will be the best fit for his or her school. Some principals may require demo lessons, others may have you interview with an assistant principal, and still others may conduct group interviews in front of a hiring committee of current teachers and administrators. We hope that the guidance you will find here will be helpful no matter what the specific interview process is like at any particular school.

Below you will find some sample interview questions. You should spend some time preparing and rehearsing your answers to questions like these. Remember:

- Be ready to share examples from your past experiences that highlight your strengths.
- Never fall into the trap of blaming outside forces. Do not blame a “lazy” cooperating teacher, “out of control” students, or a “stubborn” supervisor for obstacles you have faced. Focus on how you solve problems and adapt to tough and demanding situations.

<table>
<thead>
<tr>
<th>Content Knowledge</th>
<th>• How would you make your content area relevant to daily life?</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>• What are the 3 important components of a successful curriculum?</td>
</tr>
<tr>
<td></td>
<td>• What’s the most important topic or skill in your content area?</td>
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<tr>
<td>Instructional Practice</td>
<td>• What specific strategies do you use for classroom management?</td>
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<tr>
<td></td>
<td>• How do you measure student performance in your classroom?</td>
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<td></td>
<td>• How do you know if your lessons are rigorous or engaging?</td>
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<tr>
<td></td>
<td>• Describe your approach to lesson planning.</td>
</tr>
<tr>
<td></td>
<td>• How have you worked with Common Core State Standards?</td>
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<tr>
<td>Beliefs and Strengths</td>
<td>• Why did you become a teacher?</td>
</tr>
<tr>
<td></td>
<td>• How do you evaluate your own teaching performance?</td>
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<tr>
<td></td>
<td>• What are three words to describe you as a teacher?</td>
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<td></td>
<td>• If hired, what can you bring to our school?</td>
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<tr>
<td></td>
<td>• Describe a time when you had to adjust your working style to complete a project. Why was it necessary to make adjustments?</td>
</tr>
</tbody>
</table>
## Collaboration

- How do you feel about collaborative teaching and planning?
- What are the characteristics of a good co-teacher?
- What is a strength (or weakness) you bring to a co-teaching relationship?
- Describe a time when you led a group or team. How did you keep members involved and motivated? What were the group/team goals?
- How do you respond to feedback? Can you give an example?

## Understanding Students

- Does a student’s background influence his or her achievement?
- Have you worked with students like ours before?
- What do you think [elementary school/middle school/high school] students need to be successful in school?

### Tips and Best Practices: Demonstration Lessons

As part of the interview process, a hiring representative may ask you to conduct a demonstration lesson. A demonstration lesson is a mock lesson that you teach to another teacher’s class or to a group of administrators. The purpose of a demonstration lesson is to see how well prepared you are to teach a lesson, how you present yourself, and how you engage students.

Principals will look for your ability to break a complex topic down into a series of learnable steps, your poise and comfort in front of a group, how well you check for student understanding, and how well you adjust when students don’t understand. In addition, they will look for your ability to manage a classroom and your lesson planning skills. You may be asked to work with a small group or full class of students, as teachers and staff members observe the lesson.

Be sure to clarify what you are being asked to do and what the principal or hiring representative’s expectations are for your lesson. Before your interview, you may want to ask the questions below.

1. Where should I report for the demonstration lesson, and who should I ask for?
2. What grade level will I be teaching?
3. How many students will be in the class?
4. How much time will I have set up? Time for the lesson?
5. Is there a specific objective you would like me to teach or a particular Common Core standard you would like me to align my lesson to? (If not, what are the students currently learning so I can tailor my lesson to the current lesson?)
6. What materials or technology are available in the classroom (You should prepare to teach a demonstration lesson that does not require technology such as a SMART board or projector) Always have a backup plan!

Having the answers to these questions will help you gain insight into the class and allow you to build your lesson around what the students are already learning. Be sure to carefully review your lesson plan so that you are familiar with the content. Plan ahead! Gather all of the materials you...
will need to support your instruction. You should plan on making any necessary copies ahead of time instead of relying on the schools copier. Interviewing can be stressful, so do your best to prepare for your demo lesson in advance.

**On the Day of Your Interview: Make or Break It!**

On the day of an interview, you can make or break it by the impression you give and how you present yourself. Here are some tips to keep you on track.

- **Be professional.** Be sure to keep all scheduled appointments, notifying principals at least 24 hours in advance if you need to cancel or reschedule. Map out directions to the school, giving yourself enough time for potential travel delays. Making a good first impression is an important part of the interview process, so try to make interview cancellation a last resort.

- **Be polite, personable, and gracious to everyone** you meet, including the school secretary, students, or anyone who may be around. After you leave, different people who have interacted with you may come together to share their impressions.

- **Be energetic and SMILE.** Calm your nerves and remember that you are a qualified and highly capable candidate! The principal and other members of the hiring committee will sense your confidence and poise—or your discomfort and unease. You want to show them that you are excited to work with their students and that you will be a steady and positive presence in their school community.

- **Dress appropriately in business attire.** No jeans, short skirts or flip flops.

- **Make sure your cell phone is turned off during the interview.**

- **The principal and/or hiring committee wants to get a sense of how much initiative you will take and how well you bounce back from challenges and setbacks.** Never act discouraged or at a loss, no matter how difficult the question that is asked.

- **Show that you are a constant learner.** Demonstrating that you are looking forward to developing your teaching practice over time is important. Are you looking forward to going to teacher workshops, reading books and articles for educators, collaborating with colleagues, or observing veteran teachers?

- **Have 1-3 planned questions to ask the interviewer.** The questions should show that you have done your research on the school and that you want to know more about their mission, instruction, and community.

- **After the interview, sincerely thank the person or people who interviewed you.** You can never go wrong by showing your appreciation.
• Ask when you should expect to hear back from the school regarding the position.
• Ask to have the interviewer’s business card or contact information so that you can send a thank you note within 24 hours. (A thoughtful email is fine.)

Frequently Asked Questions:

Q. Is it ok to drop my resume to schools?
A. Our schools are very busy, so walking in to drop off your resume could prove challenging, but it could also lead to an opportunity to differentiate yourself from other candidates. You are encouraged to communicate with principals through New Teacher Finder. While principal email addresses are not public, many schools have their own individual website with directions on how to contact the school.

Q. What is the purpose of Teacher Recruitment Events?
A. The purpose of Teacher Recruitment Events is to give principals, school hiring representatives, and NYC DOE teacher candidates—traditionally certified candidates, current teachers, and other candidates in alternative certification programs—an opportunity to meet with each other and network in one place at one time.

Q. Will I get invited to job fairs?
A. The Office of Teacher Recruitment and Quality (TRQ) hosts invite-only targeted networking events from May-August based on school needs with limited capacity. All candidates in the NTF will be considered to be invited to these fairs but invitations are not guaranteed. Invitations are based upon current needs of schools that are hiring.

Q. What should I do during the networking event?
A. During the networking event, you should introduce yourself to as many hiring representatives as possible and drop off a resume regardless of whether or not the school has a vacancy in your subject area; they may be accepting resumes for vacancies that are likely to arise later in the summer. Make sure to take note of their contact information for follow up.

Q. My application is in the New Teacher Finder and I haven’t found any positions matching my subject area. Is there anything else I should be doing?
A. While not all principals post positions in the New Teacher Finder, they do use the system to search for candidates to match for possible openings at their school and may contact you directly. We recommend you utilize your network and identify schools that are of interest with you while you continue to check NTF for potential openings. If you don’t see a position matching your certification, you may want to consider expanding your search beyond your
preferences especially if you are dually certified in high-need subject areas. You should also be open to pursuing positions in boroughs where we anticipate having more opportunities such as the Bronx and Central Brooklyn.

**Once You’re Hired**

**Salary and Benefits:** In the 2017-2018 school year, starting salaries ranged from $54,000 (bachelor’s degree, no prior teaching experience) to $81,694 (master’s degree, eight years teaching experience, plus additional coursework). New teachers with a master’s degree but no prior teaching experience can expect to earn $60,704. Earn additional compensation for teaching in demanding environments or during after-school or summer school programs. You will be able to choose from 10 health insurance plans—some of which require no employee contribution. You’ll also be covered for dental, vision and prescription drug expense through your membership with the United Federation of Teachers (UFT).

**Onboarding:** New teachers get a DOE email account and receive lots of important information as soon as they are hired. Teachers and staff receive email updates from Chancellor Carmen Farina, and a monthly teacher newsletter with advice from experienced teachers, professional development opportunities, teacher resources and HR guidance. For specific HR questions, the Human Resources support hotline (HR Connect) can be reached at 718-935-4000, and general new hire resources for teachers can be found at [http://schools.nyc.gov/Teachers](http://schools.nyc.gov/Teachers).

**Preparing for Common Core Learning Standards:** Put our students on the path to college, careers, and a lifetime of learning. New York State teachers prepare students in pre-K to grade 12 to meet Common Core State Standards and engage with the entire school community to help their students achieve their potential. To see a sampling of some of the teaching resources available to you as a New York City teacher, see [http://schools.nyc.gov/Academics/CIPL/](http://schools.nyc.gov/Academics/CIPL/).

**New Teacher Support:** Once hired, you will become part not just your school community but also a network of 75,000 educators. The list below outlines the supports that are provided to new teachers in the NYCDOE. We want to ensure that all our new teachers have resources and support during their first year of teaching in order to best transition to their schools and make a positive impact with their students.

* **New Teacher Week**: An *Introduction to Professional Learning*: Five days of workshops led by DOE experts and specifically tailored for new teachers.

* **First Class**: A monthly digital bulletin for first-year teachers that spotlights vetted resources, teaching tips, and answers common new teacher questions.
* New Teacher Affinity Groups: Connect with new teachers across the DOE to collaboratively problem – solve shared challenges and illuminate sustainable teaching practices.

* School-based Mentoring: New hires with an Initial or Transitional B license are assigned an experienced and trained Mentor teacher to support professional growth throughout Year 1.

Beyond Your First Year

There are many professional development and leadership opportunities that will allow you to evolve your practice as an educator and expand the scope of your impact. Some programs support teaching and leadership practice while you stay in the classroom, while others prepare you for school leadership positions. To learn more, visit http://schools.nyc.gov/AboutUs/workinginNYCschools/leadershippathways/Opportunities

Rewards and Recognition

Recently hired teachers working in select high-need schools may be eligible for an annual award of $3,400 for up to four years through the Teachers of Tomorrow (TOT) program. Teachers who are eligible for a TOT award will be emailed more information about how to enroll. TOT schools and requirements vary by year. It is a good idea to ask a school where you are interviewing if they are a part of the TOT program. Many schools in the Bronx participate in this program.

Each year we recognize teacher excellence through the Big Apple Awards. Based on a citywide call for nominations and a rigorous review process, up to ten outstanding teachers are named Big Apple Award recipients. Recipients receive a classroom grant and serve as citywide ambassadors to the New York City Department of Education over the course of the following school year, while continuing to teach. For details and to learn about last year’s recipients, visit http://schools.nyc.gov/Offices/BigAppleAwards/HowitWorks/default

Resources

From the NYC Department of Education:
(718) 935-4000
www.TeachNYC.net
http://schools.nyc.gov/Teachers
http://schools.nyc.gov

Reach HR Connect, the hotline for human resources-related inquiries.
Log into your online application to access the New Teacher Finder.
Learn more about Common Core, teacher effectiveness, mentoring, and more.
Access the New York City Department of Education web portal. Once you’re hired, this is where you will access Employee Self-Service (ESS) and your Department of Education email account.

Other Resources:
www.nysed.gov
www.uft.org

Apply for your New York State teacher certification.
Review the benefits of being a United Federation of Teachers (UFT) member.