

Welcome

Thank you for your interest in teaching in New York City’s public schools. All teacher candidates interested in securing a teaching position with the New York City Department of Education **must complete the online teacher application**. We strongly suggest that all applicants review this guide prior to beginning their application.

Please Note:

If you are a current teacher in the New York City Department of Education, please do not complete this teacher application. If you are interested in transferring schools, you will need to register and apply through the Open Market Hiring System (Open Market) when it opens in mid-April. Call HR Connect (718-935-4000) with questions about Open Market.

The immediate section below is the table of contents. Click on any of the section headers to jump to that information in the guide.

Guide to the Online Teacher Application1

I. Preparing to Apply2

II. Creating an Account3

III. Things to Look for on the Online Application4

IV. Completing the Application: An Overview6

V. Essay9

VI. Sample Resume..... 10

VII. Frequently Asked Questions (FAQ) 11

I. Preparing to Apply

When completing the online teacher application, please be prepared to answer questions about:

- Your professional background (including dates employed and phone numbers)
- Academic history, including your GPA
- Professional references (at least one and no more than three; please include names, work and email addresses, and phone numbers)
- Up-to-date resume and past work experiences
- Sample lesson plan
- Response to the writing prompt (you'll have a chance to review the actual question later in this document)
- [New York State teacher certification](#), or proof that you are on track to meet qualifications for New York State teacher certification by September 1, 2018.

Note on New York State Teacher Certification

- The New York City Department of Education does not issue teacher certifications. For more information on how you may seek certification, please review the [New York State Education Department's certification overview](#).
- We frequently receive inquiries from aspiring teachers like you about certifications. As long as you are on track to receive your New York State Teacher certification by September 2018, you should not hesitate to complete your DOE Online Teacher Application as soon as possible.
- **A piece of advice:** Submit an online teacher application and begin your certification process at the same time. It usually takes about 6 to 8 weeks for the New York State Education Department, Office of Teacher Initiatives to review your completed application for certification.

II. Creating an Account



NYC
Department of
Education

Tuesday, March 14, 2017

Already started an application?
Login below:

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

Password:

LOGIN

[Trouble logging in?](#)

Connect with Us

 Like 17K people like this. Sign Up to see what your friends like.

REGISTER FOR AN ACCOUNT

If you are not yet registered, please complete the information below to create an account. This is the first step in the online application process for teacher, substitute teacher, and paraprofessional service positions.

If you encounter problems of any kind while completing your registration information, email us, or call us toll-free at 1-(877)-DoTeach (368-3224); please DO NOT register again. Thank you

*Fields marked with an * are required.*

*Preferred Email Address: 
(This will be your user name and the email address used to communicate with you.)

*Confirm Preferred Email Address:

*Password:
(6-18 characters)

*Confirm Password:

*Social Security Number: 

Submit Registration

The first step in completing the online teacher application is to create an account by providing your email address and a password, then completing a profile. (Note: If you already have profile, you will need to review and possibly update some of your biographical information.)

- 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 the email address associated with your school** unless you will have access to it for at least a year from the date you submit your application.
- Be sure that your email account is configured to accept emails from the New York City Department of Education (allow domains @schools.nyc.gov and @nyc.teachersupportnetwork.com), to ensure important messages do not end up in your spam or junk mail folder.

III. Things to Look for on the Online Application

The screenshot shows a web application interface for 'ACCOUNT INFORMATION AND WORK ELIGIBILITY'. At the top right, there are five numbered tabs (1-5) and a 'PREVIEW' button. A callout box on the left points to fields marked with an asterisk (*), stating 'Fields marked with an * are required.' A callout box on the right points to the progress indicator, stating 'This part of the screen shows your progress completing the application.' A callout box in the center points to a question mark icon next to a date field, stating 'Click on the "?" icons for helpful information'. The form includes fields for 'Email Address (User Name)', 'Password', 'SSN', 'Prefix', 'First Name', 'Middle Initial', 'Last Name', and 'Suffix'. Below these is a 'WORK ELIGIBILITY' section with questions about legal authorization, date available for employment, and current employment status.

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 your candidate portal and the place where you can find relevant information regarding your application status. On this page, you can also see messages our office has sent you and other useful information.

The screenshot shows the Candidate Portal interface. On the left is a navigation menu with options like 'CANDIDATE PORTAL', 'SPOTLIGHT', 'TEACHING POSITIONS', 'SEARCH ALL POSITIONS', 'POSITIONS OF INTEREST', 'SCHOOLS OF INTEREST', 'VIEW PREK POSITIONS', and 'JOB SEARCH PROFILE'. The main content area includes a 'Profile' section, 'EXISTING APPLICATIONS', and a 'Teacher Application Status' section. The 'Teacher Application Status' section shows a progress bar with stages: APPLICATION STARTED, APPLICATION SUBMITTED, APPLICATION UNDER REVIEW, APPLICATION IN NEW TEACHER FINDER, and HIRED BY SCHOOL. Below this are sections for 'NEW INVITATIONS', 'SCHEDULED EVENTS', and 'EMAIL HISTORY'. Callouts provide context for these sections.

Callout 1: This section tells you the current status of your application, and any relevant information.

Callout 2: 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.

Callout 3: Here 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 for eligibility and quality. Applicants will be contacted via email regarding the status of their application and for any relevant information that may be needed.
- Applicants can log in to their application to make updates throughout the hiring season. Please note: you will not be able to edit the written responses to the essay after you have submitted your online teacher application.
- Teacher applicants must be deemed eligible to work in New York City public schools based on a background check that will need to be completed after you are nominated (offered a position) by a school. For more information on eligibility to teach in New York City, visit [TeachNYC.net](https://www.teachnyc.net).

IV. Completing the Application: An Overview

The online teacher application is a multi-step process. Applicants must complete their **profile** before starting an **online teacher application**. This can be completed in one sitting, or saved and completed at a later time.

A. The Profile

Below are the steps to complete the profile section of the online teacher application. The information entered can be used to apply for a number of different career paths with the New York City Department of Education (NYCDOE) including “Teacher” roles. In the profile section you will be asked to provide:

1. Account Information and Work Eligibility
 - This step asks for basic contact information and a few questions regarding work eligibility. To be eligible, you must meet citizenship and/or residency requirements. You must complete all parts of the eligibility question, especially if you answered “Yes” to the work authorization status and indicate your specific work authorization status.
2. Education
 - Teacher applicants must enter their education history for both high school and postsecondary education. Candidates holding advanced or multiple degrees must first enter undergraduate degree information before entering any additional advanced degrees.
3. Experience and References
 - The work experience information entered in this section can be used to help inform the starting salary of teacher candidates when they are hired. For this reason, the accurate input of professional experience is very important.

4. Additional Information

- Applicants can attach their resume in this section. Attachments cannot exceed 1 MB in size, and we strongly encourage you to upload your resume in PDF format in order to preserve formatting. As you progress through the online teacher application, you can customize your resume when you complete your profile and apply for specific positions.

5. Disclaimer and Release Statement

- Read through the Disclaimer and Release statement to acknowledge submission of information into the application system.
- Once you have submitted your profile, you will then be taken to your landing page to start the “Teacher” application under the “Start New Applications” header.

Please Note:

If you are interested in a role other than a traditional teacher position in a New York City public school (e.g. Guidance Counselor, School Psychologist, Attendance Teacher, Speech Pathologist, etc.) please make sure you select the appropriate item in the ‘Start New Application’ drop-down menu when completing your profile.

B. Online Teacher Application

In the portal/homepage after logging in, teacher applicants who have completed their profile can access the “Start New Application” section and select for the “Teacher” application. The online teacher application is broken down into steps:

1. Experience and Certification

- On this page, applicants will have the opportunity to share what motivated them to seek a teaching career with the NYC DOE (New Teacher Application Survey), edit on the professional experience information that they’ve entered in the Profile, and upload supporting documents regarding their certification status.
- Certification – To secure a position with a NYC DOE school, applicants must currently hold a valid New York State teacher certification or proof that they are on track to be certified by September 1, 2018. In this step, applicants will have the opportunity to upload supporting documents:
 - *For out of state candidates: Valid Certification from Another State*
 - For teacher candidates still enrolled in an accredited program: A signed **confirmation letter** from their college or university’s education program on the institution’s official letterhead.*
- Some applicants may be eligible to obtain certification to teach Career and Technical Education (CTE) subjects as full time NYC DOE teachers based on previous professional experience. If you have at least 1 (one) year paid, full-time, professional experience in one or more CTE subjects/industries in which the certificate is sought. Please fill out the `Additional Expertise` section.

2. Resume and Essay

- If applicants wish to upload a teaching specific resume, they have the opportunity to do so in this step.
- See the section below for more information regarding the Essay.

3. Job Search Preferences

- The NYC DOE is one of the largest districts in the country, operating over 1,800 schools in the five boroughs. Your answers to the questions in the Job Search Preferences step will help us better understand what you are looking for.

4. Preview

- This is the step where candidates can review all information they have entered before selecting “Complete” to submit the application.
- Once submitted, applicants can no longer edit their essay response, but they can update other areas of their application.

V. Essay

Instructions: Reflecting on your current or past teaching experience(s) [including student teaching], your professional experience(s), educational background and pedagogy, construct an original response to the scenario and three required questions below. We ask that you concisely respond in three separate paragraphs ranging, in total, between 400-700 words.

Scenario: You have recently been hired to teach at a New York City public school. Prior to your first day of school, you receive some background on your new class. Reviewing the information you see that roughly 30% of your expected students are currently performing below grade level.

- A. *What steps will you take during the first few days/weeks of school to orient yourself to the needs and context of your students and to familiarize yourself to the school community (e.g. co-workers, administration/principal, parents, etc.)?*
- B. *Describe your end of academic year goals for your students. What do you hope they will be able to achieve? How will you know if you are successful? How might you adjust your goals and strategies to meet the needs of learners below grade level or learners with other special academic needs?*
- C. *What specific strategies or next steps would you pursue if your instructional efforts are not yielding your expected results by the first-half of the school year?*

Tips for Written Prompt Success

- Remember that the online teacher application Essay writing prompts can change year to year. Be sure to consider and respond to the current year's questions if you applied in the past.
- Original essay responses are preferred; however, if you do use text from other sources to support your points, providing appropriate citations is mandatory.
- We recommend composing and editing your essay response in Microsoft Word or a comparable word processing program. Be mindful of your grammar, punctuation, spelling and word count.
- It is a good practice to read your response aloud as you refine your work. Save a copy of your finalized essay response for your records.
- Copy and paste your completed response in your online teacher application, save, and submit your work. Please note, once you submit your application you will not have another opportunity to make additional revisions.

VI. Sample Resume

Jane Doe
123 Anyplace Dr.
City, ST 10000
(800)867-5309
j.doe@email.com

Summary of Qualifications

- 3 years of full-time public school teaching
- 2 years as ESL instructor abroad
- Graduated *summa cum laude*; *Phi Kappa Phi Honor Society* (2012)

Professional Certifications

- English for Speakers of Other Languages (K - 12)
- English (9-12)
- Bilingual extension (French)

Teaching Experience

- **English Language Arts, William McKinley High School, Lima, OH (9/2014 to present)**
Grades 9-12
 - Established in a school-wide literature dramatization program that increased the percentage of students receiving 4 or better on English-related AP exams by 68% across 2 years.
 - Modeled prosocial behaviors and communication skills to prepare students for success and confidence in college interviews.
- **English Language Arts, Central High School, Port-au-Prince, Haiti (9/2012 to 5/2014)**
Grades 9-12
 - Improved my students' overall writing skills (e.g. strong claims or theses, text-based evidence, proper citations, effective structure).
 - Sourced contemporary news and pop culture articles from the United States and Great Britain to prepare ESOL students to converse authentically.

Academic Background

- **M.Ed. in Curriculum & Instruction (2012), The University of Southern California – Los Angeles (Los Angeles, CA)**
 - 3.4 GPA
 - Concentration: *English Language Arts*
- **B.A. in Communications (2008), Georgia Institute of Technology (Atlanta, GA)**
 - 3.7 GPA
 - Study Abroad, *Belgium* (2006)

Tips for Effective Resume Composition

- Give a snapshot of your specific skills and certification areas instead of writing a general statement.
- Use strong verbs in succinct bullet points that shine a light on your positive attributes and accomplishments.
- Limit the bullet points under each position on your resume to 2-3. Focus on key achievements rather than a list of duties.
- Provide simple but consistent formatting that does not distract from content.
- Present clear dates and locations of each position you have held.
- Be mindful of grammar, spelling and typographical errors.
- Have a colleague look at your resume. Ask them to give feedback on how you present your skills and experiences.

VII. Frequently Asked Questions (FAQ)

Q: Can I choose to submit a paper application?

A: No. You can only 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 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 10 business days since you applied, you may contact our office at teachnyc@schools.nyc.gov. In your email, please include as many details as possible regarding your inquiry,

Q: Do I have to answer all parts of the application?

A: Yes. All parts of the application need to be completed before you submit it.

Q: I am having trouble attaching my resume and I tried several times. What can I do?

A: Save your resume in a PDF format (low or medium resolution) and attempt to re-upload it. After following these steps, if you have additional questions or continue to have technical issues, please email us at teachnyc@schools.nyc.gov.

Q: Can I upload additional resumes?

A: Yes, you can upload up to two resumes to your teacher application.

Q: Do I need to add a lesson plan? If so, what type of lesson plans do you recommend?

A: Adding a lesson plan to your application is not mandatory. If you do choose to include one, we recommend you select a plan that you have originally composed, and ideally, used in a classroom setting.

Q: I am having trouble with my written response. I have less than 700 words but I keep on getting an error. What should I do?

A: If you wrote your writing response in Microsoft word, eliminate all double taps in between paragraphs. If you have separate response for each section, make sure that you only have 1 space between paragraphs. Here are some trouble-shooting directions:

1. Save your response in a Word document.
2. Delete everything you copied to your response box in the online teacher application.
3. Save the box when it is empty. (Make sure that the right hand corner that shows word count is "0".)
4. Close the teacher application.
5. Open the teacher application again and go to part 2.
6. Copy your written response back into the box, make sure the word count is correct, and save.

Should you have additional questions or if you continue to have technical problems, please email us at teachnyc@schools.nyc.gov.