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, 2017.

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
- Response to the writing prompt (you’ll have a chance to review the actual question 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 university/college’s email 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 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 must complete their Common Profile before starting an Online Teacher Application. This can be completed in one sitting, or save it and return to complete it at a later time.

A. Common Profile

Below are the steps of the Common Profile. The information entered can be used to apply for a number of different career paths with the New York City Department of Education including “Teacher”.

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. If you have already been fingerprinted by the NYCDOE, a background check will also be conducted upon submission of an application.

2. Education
   - Applicants can enter their education history for both high school and higher education. Please note that candidates holding advanced or multiple degrees must first enter undergraduate degree information before entering any additional or advanced degrees conferred.

3. Professional Experience
   - The work experience information entered in this section can be used to help inform salary step determination for hired teachers. Accurate input of experience information is of utmost importance.

4. Resume and Additional Information
   - Applicants can attach their resume in this step. Attachments cannot exceed 1 MB in size, and we strongly encourage you to upload your resume in PDF format in order to preserve formatting. Attachments in Microsoft Word (.doc) format are accepted but not ideal. Later in the Online Teacher Application, you will have an
opportunity to customize your resume further when you complete your Common Profile and apply for specific titles.

5. Authorization/Release Statement
   - Please read through the Disclaimer and Release statement to acknowledge submission of information into the application system.

B. Online Teacher Application

In the portal/homepage after logging in, applicants who have completed a Profile can access the “Start New Application” section and select for the Teacher application. The Online Teacher Application is broken down into 4 steps.

1. Experience and Certification
   - New Teacher Application Survey
   - Experience
   - Certification
     i. Current students who are not yet certified, but expect to be by September 1, 2017, must secure a confirmation letter from their college or university’s education program.
   - Additional expertise

2. Resume, Essay, and Lesson Plan

3. Job Search Preferences

4. Preview
   - This is the step where candidates can review all information entered before clicking “Complete” to submit the application.
   - Once submitted, applicants can no longer edit the essay response.

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 situation and three required questions below. Concisely respond in three separate paragraphs ranging, in total, between 400-700 words.

School Environment: 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 40% of your expected students are performing below grade level.

A. Given what you know about your new students and school, what steps will you take during the first few days/weeks of school to orient yourself to the academic needs of all your students and to familiarize yourself to the school community (e.g. co-workers, administration/principal, parents, etc.)?
B. Considering your recently acquired knowledge of your students’ prior academic performance, in detail, describe your end of academic year goals for your students performing below and at grade level.

C. What specific strategies will you employ if your instructional efforts are not yielding your expected results by the first-half of the school year for your students identified as performing below grade level?

Things to Look for on the Online Application

This part of the screen shows your progress completing the application.

Fields marked with an * are required.

Look for the “?” icons and click on them to get helpful information.
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.

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.