

## Guide to the NYC Online Teacher Application

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Updated December 2019

### 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 are required to complete the NYC Online Teacher Application. We strongly suggest that you review this guide prior to beginning your 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.*

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## I. Preparing to Apply

Please Note: If you completed a Teacher Application between December 2018 and November 2019, and you were admitted into the New Teacher Finder, you will receive an email with specific instructions on how to reactivate your application. Otherwise, you will need to complete a new application.

When completing the 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
- 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, 2020.

### 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 2020, you should not hesitate to complete your NYC Online Teacher Application as soon as possible.
- **A piece of advice:** Submit a 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:

[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 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, update and confirm 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.teacherssupportnetwork.com](#)), to ensure important messages do not end up in your spam or junk mail folder.

### III. Things to Look for on the Common Profile

The screenshot shows a web form titled "ACCOUNT INFORMATION AND WORK ELIGIBILITY". At the top right, there are navigation buttons labeled 1, 2, 3, 4, 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." Another callout box on the right points to the progress indicator, stating "This part of the screen shows your progress completing the application." A third callout box points to a question mark icon next to a date field, stating "Click on the '?' icons for helpful information".

**ACCOUNT INFORMATION AND WORK ELIGIBILITY**

Please complete your Account Information by answering the questions below.

\*Email Address: (User Name) test23@test.com  
\*Password: \*\*\*\*\*  
SSN: 098765432  
Prefix: Mr.  
\*First Name: Daniel  
Middle Initial: K  
\*Last Name: Test  
Suffix: IV  
Other name used on documents or maiden name:

**WORK ELIGIBILITY**

Please complete the following questions. These questions will also be used for background checks. 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 completed.

\*Legally authorized to work in the United States?  
If "Yes", please indicate your authorization status: National of the United States

\*Date available for employment (MM/DD/YYYY) 02/18/2015

Are you currently a NYCDOE employee? If you are currently a DOE teacher, please do not complete this application. You will need to register and apply through the Open Market Hiring System when it opens in mid-April. Yes No

Have you ever been employed by the NYCDOE? Yes No

If so, in what capacity? Select

Once you have completed your common profile information, you will be able to see your portal.

## Portal

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 '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 with a 'View/Edit Profile' link and a note: *\*Please note: This profile must be completed by all non-supervisory candidates. If you are applying for a position as a principal, assistant principal, education administrator, or supervisor, click the link below to access the School Leader/Supervisory Candidate Profile.* Below this is an 'EXISTING APPLICATIONS' section with a 'Teacher' link. A callout box points to this section, stating: "This section tells you the most up to date status of your application, and any relevant next steps." The 'Teacher' link leads to a progress bar titled 'YOUR APPLICATION HAS BEEN ADDED TO THE NEW TEACHER FINDER!' with stages: APPLICATION STARTED, APPLICATION SUBMITTED, APPLICATION UNDER REVIEW, APPLICATION IN NEW TEACHER FINDER, and HIRED BY SCHOOL. Below the progress bar, it says: "Congratulations! Based on the quality of your application, you have been added to the NYC Department of Education's New Teacher Finder tool. To learn more about the New Teacher Finder functionalities and how to use them, please see the [NTF Guide](#). For more information, please see your email history below." A second callout box points to the progress bar, stating: "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." Below the progress bar are sections for 'TeachNYC Academy Recordings', 'NEW INVITATIONS' (with a note: "Invitations which must be accepted or declined within 30 days. There are no New Invitations at this time."), and 'SCHEDULED EVENTS' (with a note: "There are no Scheduled Events at this time."). At the bottom is an 'EMAIL HISTORY' table:

From	Subject	Title	Sent
NYC DOE Office of Recruitment	NYC Department of Education - Application Update	Teacher	Mon, 02 Oct 2017 2:41 PM
NYC DOE Office of Recruitment	Welcome to the New Teacher Finder!	Teacher	Mon, 25 Sep 2017 11:57 AM
NYC DOE Office of Recruitment	Reminder: Pre-K Hiring Fair on August 16	Teacher	Wed, 09 Aug 2017 5:26 PM
NYC DOE Office of Recruitment	Sign Up Today - Bronx Schools are Looking to Hire You!	Teacher	Thu, 15 Jun 2017 12:58 PM
NYC DOE Office of Recruitment	Cancellation: Complete Your Online Teacher Application with Us (Thursday, April 13th)	Teacher	Wed, 12 Apr 2017 6:01 PM
NYC DOE Office of Recruitment	Invitation: Complete Your Online Teacher Application with Us (Wednesday, April 19th)	Teacher	Thu, 06 Apr 2017 1:58 PM
NYC DOE Office of Recruitment	Invitation: Complete Your Online Teacher Application with Us (Thursday, April 13th)	Teacher	Thu, 06 Apr 2017 1:58 PM
NYC DOE Office of Recruitment	List of Schools Registered for Monday's Select	Teacher	Fri, 10 Mar 2017 5:36 PM

A third callout box points to the 'EMAIL HISTORY' table, stating: "Here you can access the emails sent to you related to your application." On the right side of the portal, there are sections for 'SPARK OPPORTUNITY TEACH NYC', 'Teacher Resources' (with a link to 'District Profile: Brooklyn North High Schools'), and 'Did You Know?' (with text about 6,000 new teachers hired in 2015 and 57% of new hires in the Bronx or Brooklyn).

## Completing the Application: An Overview

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

### A. The Common Profile

Below are the steps to complete the common profile section of the 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” positions. 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 to work in New York City, 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. NOTE: If you do not disclose the work authorization status, your application will not move forward.
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. We encourage you to upload your resume as a PDF to preserve your formatting. As you progress through the 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 portal 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.

### **Teacher Application**

After logging in to their portal, teacher applicants who have completed their profile can access the “Start New Application” section and select the “Teacher” application. The teacher application is broken down into the following steps:

1. Job Search Profile
  - 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.
2. Experience and Certification
  - Applicants will have the opportunity to share what motivated them to seek a teaching career with the NYC DOE, edit the professional experience information in their 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 provide proof that they are on track to be certified by September 1, 2020. 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 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.
3. Resume and Essay
  - If applicants wish to upload a teaching specific resume, they have the opportunity to do so in this step.
  - See the next section of this guide for more information about the Essay portion of the application.
4. Preview
  - This is the step where candidates can review all information they have entered before selecting “Complete” to submit the application. Please make sure to review each section completely.

- Once submitted, applicants can no longer edit their essay response, but they can update other areas of their teacher application.

#### IV. 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 the three required questions below. We ask that you concisely respond in three separate paragraphs between 400-700 words in total.

**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.

- 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.)?*
- 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?*
- 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 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, you must provide appropriate citations.
- We recommend composing and editing your essay response in Microsoft Word or a comparable word processing program. Make sure to check 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.



## V. 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 14 business days since you applied, you may contact our office at [teachnyc@schools.nyc.gov](mailto:teachnyc@schools.nyc.gov). In your email, please include as many details as possible regarding your inquiry,

### **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](mailto:teachnyc@schools.nyc.gov).

### **Q: Can I upload additional resumes?**

A: Yes, you can upload up to two resumes to your teacher application. You can do so in the Profile page, as well as on the 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 designed, 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 spacing between paragraphs. If you have separate response for each section, make sure that you only have one 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](mailto:teachnyc@schools.nyc.gov).