

Welcome

Thank you for your interest in teaching early childhood in New York City. This application is for candidates who are interested in securing a teaching position at a NYC Early Education Center (NYCEEC) as a study plan lead teacher, assistant teacher, or teacher's aide. We strongly suggest that all applicants review this guide prior to beginning an application.

Please Note:

*If you are a **certified teacher** interested in teaching at a NYCEEC, please DO NOT complete this teacher application. Instead, apply through our [New Teacher Finder](#), the application for certified teachers. In Step 3 you will have the opportunity to indicate your interest in Pre-K for All and 3-K for All; be sure to say 'Yes' to teaching in community-based NYCEECs.*

*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 Transfer System](#) (Open Market) when it opens in mid-April. Call HR Connect (718-935-4000) with questions about OpenMarket.*

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

- I. [Preparing to Apply](#)
- II. [Creating an Account in our Application System](#)
- III. [Things to Look for in the Online Application](#)
- IV. [Completing the Application: An Overview](#) (followed by "Tips for Uploading Documents")
- V. [2020 Written Response](#) (followed by "Tips for Written Prompt Success")
- VI. [Sample Resume](#) (followed by "Tips for an Effective Resume")
- VII. [Frequently Asked Questions](#) (FAQs)

I. Preparing to Apply

- When completing the online teacher application, please be prepared to provide information about your:
 - Professional background (including dates employed and phone numbers)
 - Academic history (including 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 in early childhood and general education settings
 - Sample lesson plan (optional)
 - **Pre-K for All & 3-K for All Study Plan candidates:**
 - Current or anticipated teacher certification program enrollment plan and expected graduation date.
 - Response to the required writing prompt
 - If you are in school or working towards your NY State teaching certification, please include this information at the top of your resume**
 - **Assistant Teacher candidates:**
 - [New York State assistant teacher certification](#), or proof that you are on track to meet qualifications for New York State assistant teacher certification by September 1, 2020.

Note for Study Plan Candidates

- In order to qualify for the NYCEEC Lead teacher opportunity, not-yet-certified candidates must have a Study Plan leading to NY State (NYS) Early Childhood Certification within 3 years of hire. [Study Plan requirements overview](#).

Important Note on New York State Teacher Certification

- The New York City Department of Education does not issue teacher certifications. For more information on the steps towards certification or questions regarding your certification status, please review the [New York State Education Department's certification overview](#).
- If you are on track to receive your New York State Teacher teaching certification by September 2020, you should apply as a certified teacher through the DOE's [New Teacher Finder](#).

II. Creating an Account

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NYC
Department of
Education

Early Childhood Teacher Finder: The Application System for Pre-K Teaching Opportunities at NYC Early Education Centers (NYCEECs)

Wednesday, April 19, 2017


Already started an application?
Login below:

User Name:

(Permanent Email Address for applicants)

Password:

[Trouble logging in?](#)



Thank you for your interest in joining New York City's historic Pre-K for All initiative. Pre-K for All continues to seek enthusiastic and high-quality **study plan lead teacher** and **assistant teacher candidates** to staff Pre-K classrooms across all five boroughs in our NYC Early Education Centers (NYCEECs). NYCEECs are **community-based, independent organizations** that contract with the NYC DOE to provide free, high-quality pre-k programs. There are over **1,200 NYCEECs** that offer diverse Pre-K environments across all five boroughs. Not-yet-certified teachers are only eligible to teach pre-K in NYCEECs; they are not eligible to apply for pre-K positions in NYC public schools. The vast majority of available pre-K teaching positions are in **New York City Early Education Centers (NYCEECs)**.

Be part of this historic initiative: complete the self-assessment below to see if you are eligible to teach pre-K.

Do you hold any of the following NY State certifications in Early Childhood, or will you be certified by September 2017?

- Early Childhood (Birth - Grade 2);
- Nursery, Kindergarten and Grades 1-6;
- Prekindergarten - Grade 6 certification; or
- Students with Disabilities (Birth - Grade 2)
- I am NYS certified in another subject area

☐ Yes ☒ No

Are you interested in pursuing a "study plan" lead teacher position? (Please note that if you are hired as a lead teacher, you will need to develop a study plan that explains how you will obtain NYS Early Childhood Certification within 3 years.)

☒ Yes ☐ No

Are you currently a NYS certified Assistant Teacher (Levels I, II, III, Pre-Professional, or Child Development Associate [CDA])?

☒ Yes ☐ No

Would you like to apply to a community-based NYCEEC looking for early childhood educators?

☒ Yes ☐ No

- Before accessing the application, you will be asked if you currently possess NY State certification in Early Childhood, or if you will be certified by September 2020. Your answer to this question should be "No".
 - Note: If you answer "Yes" to this question, you will be automatically redirected to the DOE's New Teacher Finder for certified teachers.
- You will then have the opportunity to specify other areas of interest and certification.
 - If you want to be considered for lead teacher positions, you must indicate "Yes" to interest in pursuing a study plan position.
 - All candidates should answer "Yes" to applying to teach at community-based NYCEECs.



Early Childhood Teacher Finder: The Application System for Pre-K Teaching Opportunities at NYC Early Education Centers (NYCEECs)

Wednesday, April 19, 2017

Already started an application?
Login below:

User Name:

(Permanent Email Address for applicants)

Password:

LOGIN

[Trouble logging in?](#)

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.

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



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- The first step in completing the online early childhood teacher application is to register an account by providing your email address and a password. You will then complete a profile.
 - Your email address will be your username. Please note that all communications and status updates are sent 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 folders.

III. Things to Look for in the Online Application

The screenshot displays the 'ACCOUNT INFORMATION AND WORK ELIGIBILITY' section of an online application. At the top, a progress bar shows five steps, with the second step (Account Information) highlighted in green and labeled 'PREVIEW'. A callout box points to the first step, stating: 'Fields marked with an * are required.' Another callout box points to the progress bar, stating: 'This part of the screen shows your progress towards completion.' The form is divided into two main sections: 'ACCOUNT INFORMATION' and 'WORK ELIGIBILITY'. The 'ACCOUNT INFORMATION' section contains fields for *Email Address, *Password, SSN, Prefix, *First Name, Middle Initial, *Last Name, Suffix, and Other name used on documents or maiden name. A callout box points to the * fields, stating: 'Please fill out ALL * fields on the page before pressing "save & continue".' The 'WORK ELIGIBILITY' section contains questions about legal authorization to work in the United States, date available for employment, and current employment status. A callout box points to a question mark icon next to the 'Date available for employment' field, stating: 'Click on the "?" icons for helpful information'.

ACCOUNT INFORMATION AND WORK ELIGIBILITY

1 2 3 4 5 PREVIEW

Fields marked with an * are required.

Please fill out ALL * fields on the page before pressing "save & continue".

This part of the screen shows your progress towards completion.

Click on the "?" icons for helpful information

*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 allow the NYCDOE to determine if you are eligible to work in our schools. 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 required.

*Legally authorized to work in the United States?

If "Yes", please indicate your authorization status.

*Date available for employment (MM/DD/YYYY)

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.

Have you ever been employed by the NYCDOE?

If so, in what capacity?

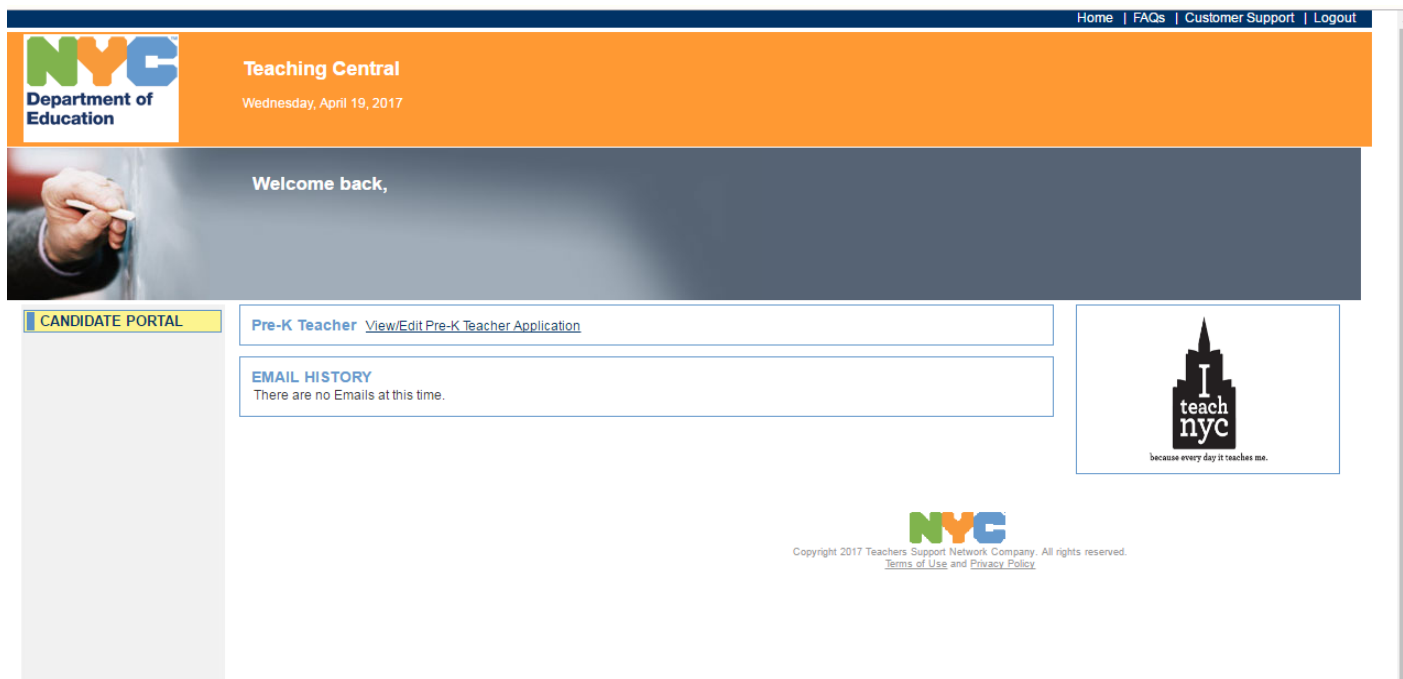
Yes No

Yes No

Select

Candidate 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. Messages from our office will also appear on this page.



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 any additional information that may be needed.
 - **Note:** You will receive an automated email upon application submission. If you do not receive that email, please check your junk/spam folder and log into the portal to ensure the application was successfully submitted.
- 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 response to the essay after you have submitted your online teacher application.

IV. Completing the Application: An Overview

Below are the steps to complete your Early Childhood application profile. It is a multi-step process which can be completed in one sitting, or saved and completed at a later time.

1. Account Information and Work Eligibility
 - This step asks for basic contact information and work eligibility. To be eligible, candidates must meet citizenship and/or residency requirements.
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. Resume
 - Applicants should attach a resume in this section. Attachments cannot exceed 1 MB in size, and must be one of the following supported file types: .doc, .docx, .pdf, or txt. We strongly encourage you to upload your resume in .PDF format in order to preserve formatting.
4. Professional Experience, References, and Certification
 - In this section, you must include at least one paid work experience and reference. The information entered in this section will be seen by NYCEEC hiring managers. Please only include information that is relevant to working in an early childhood or educational setting.
 - In this step, candidates applying as certified Assistant Teachers will have the opportunity to upload supporting documents regarding their certification status.
5. Study Plan
 - As a study plan candidate, you are committing to working towards earning your teacher certification within 3 years of being hired. In this section, please specify how far along you are in your certification process. You will be expected to answer questions regarding the school that you are enrolled at (or plan to enroll in), credits that you have earned in early childhood education, and your anticipated graduation date.
 - Use [this checklist](#) to identify completed Study Plan requirements and plan next steps.
6. Preview
 - This is where candidates can review all information they have entered before selecting "Complete" to submit their application.
 - Once submitted, applicants can no longer edit their essay response, but they can continue to update other areas of their application.

Tips for Uploading Documents

- All attachments must be saved as one of the following supported file types: .doc, .docx, .pdf, or txt. Applicants will not be able to upload any other file types. (Any .jpeg files can easily be converted to .pdf using a PDF converter.)
- Attachments must be smaller than 1 MB in size.
- For applicants uploading proof of certification:
 - You may take a screenshot of your Certification as it appears in your Teach account and upload it to your profile.
 - If you have a hard-copy of your Certification but do not have access to a scanner, we recommend downloading the free Genius Scan application to easily upload a digital copy to your account.

V. Written Response

Instructions: Use this space to tell the Early Childhood Team why you want to become a pre-K and/or 3-K teacher in a community-based NYCEEC.

Take your time to ensure that you are answering all parts of the question, using specific examples from your previous teaching experiences and/or coursework.

Why do you want to become an early childhood teacher in a community-based NYCEEC?

- Describe any professional strengths or skills which you believe contribute to your success as an educator.
- Tell us about your classroom management style.
- How do you gauge a successful lesson?
- What leadership qualities do you bring to a community-based organization?

(250-500 words)

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.
- *Any plagiarized material will result in an automatic disqualification of your application.* 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 (max. 500 words).*
- 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.
- **IMPORTANT:** Ensure that your essay is no more than 500 words and is submitted all in one paragraph. Do not write multiple paragraphs or use bullet points, as this will go over the word count and not allow you to proceed.

VI. Sample Resume

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

Teaching Certifications

- Working towards NY State Early Childhood B-2 Initial Certification; Expected: December 2019.

Education

- **MAT in Early Childhood Education**; Expected Graduation: December 2019.
 - *3.4 GPA*
- **B.A. in Communications (2008), Georgia Institute of Technology (Atlanta, GA)**
 - *3.7 GPA*
 - *Study Abroad, Belgium (2006)*

Teaching Experience

- **Teacher's Aide, The Archdiocese of New York (9/2014 to present)**
 - Assist with connecting parent's needs and expectations to classroom goals and learning objectives
 - Set up and maintain a safe and healthy learning environment
 - Develop curriculum and materials
 - Handle emergencies
- **JumpStart volunteer (7/2013 to 9/2014)**
 - Implement the Jumpstart curriculum in a preschool classroom
 - Serve as an aid to teachers

Tips for an Effective Resume

- Give a snapshot of your specific skills and anticipated certification area(s) 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.
- DO NOT: Include a picture, graphics, word art or various formats and fonts.

VII. Frequently Asked Questions

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 take between 2-3 weeks. Please note that our team receives a high volume of applications daily, and we review each one thoroughly. Thank you for your patience.

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.

Q: I am having trouble attaching my resume and tried uploading it 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, please contact technical support between 08:30AM and 5:30PM at 1-877-368-3224 and 609-921-3950, if you have additional questions or continue to have technical issues. If problems persist, you may email our office at teachnycprek@schools.nyc.gov.

Q: Do I need to add a lesson plan? If so, what type of lesson plan 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 created, and ideally, have used in a classroom setting.

Q: I am having trouble with my written response. I have fewer than 500 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 responses 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 as a single paragraph. In Word, eliminate any extra spaces between paragraphs, periods, and the first words of each sentence.
2. Delete everything from the written response box of your application.
3. Save the box when it is empty. (Make sure that the word count in the right hand corner 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.

If applicants continue to experience technical difficulties, we recommend trying to submit your application from a different browser. (I.e. if you have been using Internet Explorer, try Google Chrome or Firefox.)

For more help resolving technical issues, please call 1-877-368-3224 and 609-921-3950 between 08:30AM and 5:30PM or e-mail nycsupport@teachersupportnetwork.com.

Should you have questions regarding your application requirements, please email us at teachnycprek@schools.nyc.gov