

# NYC Teaching Fellows 2017 WELCOME GUIDE



# Your Journey to Becoming a Great Teacher Starts Now

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## Welcome

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**On behalf of our entire staff, I want to congratulate you on your acceptance to the New York City Teaching Fellows. Welcome to your most important job yet!**

While our Fellows come from many different backgrounds, they are united by a shared commitment to the same core values: high academic standards and a desire to become talented teachers that make a profound difference for New York City students. Throughout the application process, we recognized your commitment to these same core values. We admire your dedication to practice and continuous improvement, and believe that you have the passion and knowledge to prepare students for a bright future. We are excited to work with you and help you grow to be a great teacher.

This guide will walk you through our program in detail, including information about the enrollment process, what you can expect at training, and how we will support you in obtaining certification and beginning your teaching career. **Please be sure to read this guide by your enrollment deadline in order to make an informed decision about whether our program is a good fit for you.** We also encourage you to pay particular attention to page 6, which outlines the enrollment process to help you prioritize your immediate responsibilities and plan ahead.

Since 2000, our program has provided the city's students with thousands of talented new teachers. Today, our Fellows work in 80 percent of NYC's 1,800 public schools and represent 12 percent of the city's active teaching force. [Enroll now](#) to join them and help over 100,000 students each year reach their potential.

Shauna Hart  
Project Director  
NYC Teaching Fellows



## Our Vision

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### **We are training a critical mass of great teachers who believe that change starts in the classroom.**

New York City's classrooms reflect the vibrancy of one of the most diverse cities in the world. With more than 1.1 million students, one out of every fifty of our nation's public school students study in an NYC classroom. The NYC Teaching Fellows program prepares college graduates and career changers to become exceptional teachers using the skills and experiences that brought them success in their first careers to ignite students' imaginations—and challenge them to dream big.

Across our city's highest-need neighborhoods, schools struggle to attract and retain the talented teachers that our students deserve. A great teacher in critical subjects like math, science, and special education can have a huge and lasting impact on students' lives, helping them realize their potential and meet their goals. Our training program hones the essential skills new teachers need to be ready to lead a classroom on day one—and make a difference for the students who need them the most. We believe that every lesson has the power to inspire, every hour in the classroom is precious, and every student has the potential to succeed.

Enroll in our program and you will join an exceptional group of educators who prove, every day, that every student can excel. It is the first critical step in your journey toward becoming the kind of great teacher that New York City students need.

**"[As Fellows], we are tasked with nothing less than the most urgent of all callings: to carry out the promise of equal access and opportunity for all."**

Binh, 2000 Fellow

## Our Approach to Preparing Great Teachers

The NYC Teaching Fellows program is one of the country's largest and most selective alternative routes to teacher certification. As a Fellow, you'll train in NYC classrooms, working one-on-one with experienced coaches to get the feedback you need to become a talented teacher, ready to make a profound difference for NYC students. Below, we've shared an overview of what you can expect over the course of the Fellowship:

### Pre-Service Training: Study, Observe, and Practice in the Classroom

Your experience as a Teaching Fellow begins with a rigorous pre-service training program, where you'll focus on the core skills all teachers need to lead a classroom on day one - and for years to come. With a cohort of Fellows, you'll learn and practice essential classroom techniques to prepare for your first day of teaching. Next, you'll work in a real NYC classroom, where you'll practice how to set a vision for student success, build a student-centered classroom, and support student learning and growth.



### Refine your skills at university and in the classroom



After successfully completing pre-service training, you'll go where you are needed most: teaching full-time in a classroom in one of our city's highest-need neighborhoods. Using the skills you honed during training, you'll partner with the local community to help your students reach their potential. While teaching full-time, you'll work towards a master's degree at one of our partner universities and attend professional development sessions to continue building your knowledge and skills.

### Build a Career Teaching NYC Students

In the following years, you'll continue university coursework while teaching full-time in the classroom. For most Fellows, university coursework takes two to three years to complete. Once you've met all the university and state requirements for certification, you'll be eligible to earn New York State Initial Certification and continue your career helping NYC students meet their goals.



# The NYC Teaching Fellows Enrollment Experience

## The Enrollment Process

Becoming a teacher through the NYC Teaching Fellows program starts with completing your enrollment. While enrollment is a busy period of time completing each one brings you another step closer to the classroom. Below, we've provided information to help you navigate these requirements and begin your certification process. Stay tuned for updates about additional resources like webinars, workshops and Accepted Applicant Events leading up to the start of pre-service training that will further support you to complete requirements for our program.

- 1 Accept your offer and enroll as a Fellow**

To complete this step, log into your TeacherTrack account. Select the "Enrollment" tab and click "Accept" to enroll. You will then be asked to fill out a brief survey. Make sure you complete this step by the enrollment deadline listed in your acceptance message.
- 2 Provide eligibility documents and begin fingerprinting process**

After enrolling, you will receive the NYC Teaching Fellows Onboarding Guide. This guide will outline several critical steps that you must complete in order to finalize your enrollment. These include but are not limited to:

  - Collecting and submitting your proof of eligibility documents.
  - Beginning the fingerprinting process
- 3 Take and pass your NY State teacher certification exams**

All enrolled Fellows must pass the required New York State teacher certification exams. Additional information on testing requirements can be found on page 7 of this guide.
- 4 Complete Certification and Online Coursework**

To complete your certification, you will need to complete the SAVE and Mandated Reporter courses as well as the online enrollment and special education courses. These will be available through your MyPortal account after you enroll.
- 5 Take GRE for enrollment at your university**

The GRE is a requirement for admission to all university programs. All Fellows must take the GRE by May 1, 2017 (or by May 12 if you received your offer to join NYCTF after April 18). You will receive your university assignment in May.

## Certification and New York State Required Exams

In addition to helping you develop the skills you need to help students grow, the NYC Teaching Fellows program supports you in earning the certification you need to launch your teaching career. As alternative certification teachers, Fellows receive an entry-level certificate, known as a [Transitional B certificate](#), while completing their master's degrees. This certificate is valid for up to three years if a Fellow remains in good standing with the program. Upon completion of the master's degree and additional state requirements, Fellows are eligible to apply for an [Initial Certificate](#) to continue their careers as teachers. In order to be eligible for a Transitional B Certificate, all Fellows must pass the following New York State certification exams:

Test Name	Content
<b>Educating All Students (EAS)</b>	This exam measures the professional and pedagogical knowledge and skills necessary to teach all students effectively in New York State public schools. More information on the EAS exam can be found <a href="#">here</a> .
<b>Content Specialty Test(s) (CST)</b>	These exams measure knowledge and skills in the content area of a candidate's field of certification. The exact exam that Fellows must take is determined by their subject certification area. More information about these tests can be found on the <a href="#">NYSTCE website</a> as well as your subject area guide.

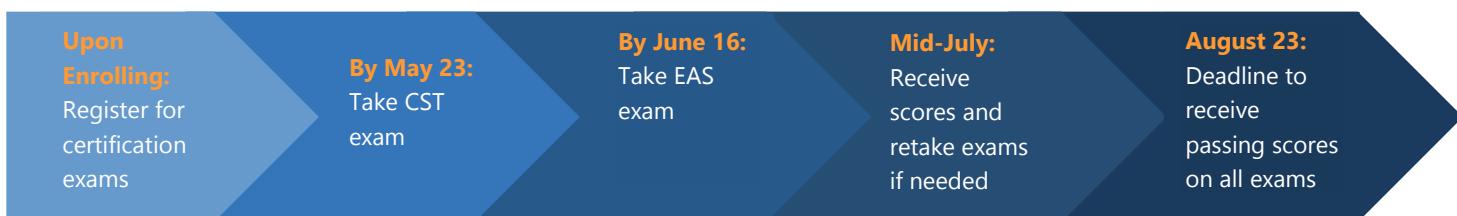
Please note, candidates for teacher certification in New York State will no longer be required to take and pass the ALST (Academic Literacy Skills Test) for certification as of March 14, 2017.

## Preparing for Certification Exams and Testing Timeline

Our students deserve the very best and brightest educators. New York State's certification exams set a high bar for success. Fellows are encouraged to begin studying for these exams as soon as possible and our program will provide additional resources to help you prepare for your exams in the spring. We also recommend that you share resources with other Fellows and form study groups early on as enrolled Fellows will be required to take each exam prior to pre-service training. To ensure that you receive your Transitional B certification before the start of the school year, **you must have passing scores for all required certifications exams by August 23, 2017**. Given the challenging nature of these exams and the amount of time it takes to receive a score report, we require that you test early enough to have the opportunity to test twice, if needed, and have set the following deadlines to make sure you have scores by August 23, 2017:

- **You must take your CST exams by May 23, 2017**
- **You must take your EAS exam by June 16, 2017**

We've provided the basic timeline below to help you plan and highly recommend that you begin studying as soon as you enroll. Information on the fees associated with each exam can be found on **page 13** of this guide.



## Enrollment and Certification Coursework

**You will need to complete two online courses before the start of pre-service training.** Completing this independent coursework will help you get ready to go where you are needed most: teaching full-time in a classroom in one of our city's highest-need neighborhoods. Our enrollment coursework introduces you to the core skills all teachers need to lead a classroom on day one and helps you prepare for your training experience. As part of this work, you can expect to engage in readings, video observations, and reflections. You do not need to complete these courses in one sitting, and you may save portions and continue at your convenience. Coursework will include:

- **Enrollment course for PST** (typically takes 20 hours to complete)
- **Special Education Course for PST** (typically takes 10-12 hours to complete)



**You will also need to complete two mandatory courses, the SAVE (Safe Schools Against Violence in Education) and Mandated Reporter, for your New York State Certification.** The Enrollment, SAVE, Mandated Reporter, and Special Education courses will be made available through an online learning platform called MyPortal. Details about how to login into MyPortal and complete this independent coursework will be provided once you enroll in the program.

## NYC Teaching Fellows Events

In spring, you will be invited to attend a series of webinars to discuss:

- Onboarding
- Hiring Supports
- Pre-service training

Additional optional enrollment activities such as Accepted Applicant Events will provide you with opportunities to network and discuss the program with current Fellows and training staff. Keep an eye out for invitations to these events as they become available through your [Teacher Track](#) account.

You will also receive an invitation to the 2017 New York City Teaching Fellows Facebook group after enrolling. We encourage you to start connecting with your peers through this group right away, so you can begin building relationships with other Fellows across subject areas.

**Our annual Welcoming Event for Fellows will be held on the first day of pre-service training, Thursday, June 15.** This mandatory event is an exciting opportunity to hear from NYCDOE leaders, meet other Fellows, and begin your training experience.

## Fellow Hiring Support

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As a NYC Teaching Fellow, you will have the opportunity to find a position at a school that is a good fit for you and where you can grow and develop in your career. Teaching Fellows are not assigned to schools by the Fellows program, they are instead hired through a process of mutual consent, meaning that both the principal and Fellow agree to the hiring decision. This process facilitates successful matches for both schools and teachers, and is a major reason why 78% of Fellows are still teaching in New York City public schools after three years.

Our program will help you navigate the school hiring process by directing you towards resources that are outlined in greater detail below. While admission to NYC Teaching Fellows does not guarantee a teaching position, **last year, 99% of eligible Fellows were hired by the first day of school.**

### Hiring Support Resources

The NYC Teaching Fellows provides a wide range of resources to support you in finding a position. These include, but are not limited to:

- A comprehensive Hiring Support Guide and overview webinar
- Invitations to hiring workshops on topics including resume revision and interview best practices
- Invitations to New York City Department of Education Networking Events
- Resume sharing with NYC principals
- Access to the NYC Department of Education New Teacher Finder
- Data on schools in NYC and guidance to determine if a school is high-need

### Finding a Position in a High-Need School

In alignment with the mission of our program, you will focus your job search to the city's highest-need neighborhoods, where too many schools struggle to attract and retain the talented teachers our students deserve. Fellows work in low-income communities at schools with high populations of students with disabilities or English language learners, because they know that their skills and experiences can significantly raise student achievement.

### Bronx Cohort

Fellows who join our Bronx Cohort will be part of a sub-group of Fellows selected to train and teach in the Bronx and will enjoy special benefits within the NYC DOE. If you elect to be a part of our Bronx Cohort, you must pursue and secure a teaching position in a high need school in the Bronx for two years. Many Fellows have already joined the Bronx Cohort and we invite those of you who haven't to learn more [here](#).

### Next Steps for School Hiring

You will receive more information about the hiring process from our office in the spring. Please refrain from contacting schools and principals about potential teaching positions until next steps are provided.

# Pre-Service Training

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## The NYCTF Model

We train with a clear purpose, focusing on what matters most: developing the skills new teachers need to help students learn and grow. Your experience as a Teaching Fellow begins with a rigorous pre-service training program, where you'll focus on the core skills all teachers need to lead a classroom on day one—and for years to come. With a cohort of Fellows, you'll learn and practice essential classroom techniques to prepare you for the classroom.

## Intensive Practice

During pre-service training, you'll work in a real NYC classroom, where you'll practice how to set a vision for student success, build a student-centered classroom, and support student learning and growth. These classrooms will be located at an NYCTF-run Training Academy hosted by an NYC summer school. You'll also have the opportunity to develop new skills through daily skill-building sessions, where you will learn proven instructional and classroom management techniques, practice these new skills with your peers, and then immediately apply them in the classroom the very next day. Skill-building sessions are taught by a Lead Instructor, who will model teaching skills and provide specific, direct feedback to help you improve. Together with trained NYCTF staff and other Fellows, you will grow and develop as a teacher and make a difference for New York City students.

## Fellow Expectations

Our training sets a high bar because we know that teacher quality is the most important factor in raising student achievement. Only Fellows with proven potential to be successful new teachers will earn the privilege of entering the classroom at the end of pre-service training. **You must demonstrate that you have gained the foundational skills necessary to raise student achievement in order to meet our performance expectations and begin teaching in the fall.**

## Individualized Support

Throughout pre-service training, you will work one-on-one with skilled coaches to get the feedback you need to improve quickly. All coaches are experienced NYC educators, eager to help you develop the skills you need to make a difference for students. Your Coach will support you by observing and actively coaching you in your classroom, providing you with direct, specific feedback, and giving you the opportunity to practice new skills before trying them in front of students.

## Pre-Service Training Schedule

**Pre-service training officially starts following the Welcoming Event (mandatory for all Fellows) on Thursday, June 15 and will continue through early August.** After pre-service training ends, you may be expected to participate in additional professional development opportunities for NYCTF, your university, or your hiring school. We are currently collaborating with our university and summer school partners to finalize the pre-service training calendar, and we will provide you with additional information as details become available in the spring.

**Fellows participating in the Science or Math Immersion program will be required to report to their university on June 5, 2017** for content coursework which will continue until the Welcoming Event. Please note that participation in all components of Immersion coursework is mandatory.

**Fellows supporting students in District 75 schools will also have mandatory specialized training that begins on June 12, 2017.**

Pre-service training is a full-time commitment, running from approximately 7:00 AM to 7:00 PM Monday through Friday. Because our training program is concentrated into a just few weeks, it's critical that Fellows are present and participating fully every day. Fellows will find that the training schedule is too intense to hold a separate job during the training period and our program does not allow for absences unless in the case of an emergency. Individual pre-service training schedules will vary but below we've provided an outline so you can know what to expect and plan accordingly.

Location	Time	Activity
Training Academy	7:00-7:30 AM	Arrive at Training Academy Site
	8:00-8:30 AM	Rehearse Lesson
	8:30-9:30 AM	Participate in a Responsive Coaching Session
	9:30-10:30 AM	Teach Lesson
	10:30-12:00 PM	Lesson Plan
	12:00-12:30 PM	Meet with Coach
	12:30-1:00 PM	Attend Training Academy Meeting
Training Academy or University	1:00-3:00 PM	Attend Skill-Building Session
University	3:00-7:00 PM	Complete Additional Sessions/University Coursework
N/A	After 7:00 PM	Review student work and complete lesson planning

# University Coursework

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## Overview and Schedule

Great teachers are life-long learners, constantly finding new ways to reach their students. As a Teaching Fellow, you'll pair your practice in the classroom with subsidized university-based training to become an effective teacher who can make a difference. Based on your subject area, you will complete coursework that is specialized to meet New York State requirements for certification in the subject you were assigned to teach.

The unique schedule at our partner universities allows for Fellows to pursue their full-time career as teachers during the day and attend classes during the evenings and/or weekends. University coursework takes two to three years to complete. Once you've met all the university and state requirements for certification, you'll be eligible to earn New York State Initial Certification and continue your career helping NYC students excel.

## University Costs and Requirements

**The NYC Department of Education subsidizes the cost of tuition (excluding books and materials) at its partner universities.** The remaining balance is deducted over time from your paycheck in 44 installments after you begin teaching full-time. **2017 Citywide Cohort Fellows will be responsible for \$11,500 toward the cost of their master's degree; Bronx Cohort Fellows will receive further subsidies and be responsible for \$9,000 towards the degree.**

In addition to the master's degree coursework, New York state teacher certification regulations require that all teachers have coursework in a range of liberal arts subjects. While each university's requirements vary, some Fellows may need to take additional coursework to satisfy these requirements. Any cost associated with liberal arts coursework is the responsibility of the Fellow. Fellows in our Immersion science or math programs may incur additional costs dependent on their university assignment and credits required for those subject areas.

New York State recently instituted a new requirement for graduate education programs which mandates that applicants take the Graduate Record Examination (GRE). If you received your offer to join NYC Teaching Fellows before April 18, you must take the GRE by May 1, 2017 in order to be eligible for the master's degree program at one of our university partners. If you received your offer to join NYC Teaching Fellows program after April 18, we have worked with universities to extend your deadline to take the GRE to May 12, 2017.

You can find more information about what the exam includes and preview the schedule of when the exam is offered on the Education Testing Service, ETS website [here](#). The universities that we partner with do not have a minimum GRE score requirement. Your score on the exam will have no bearing on your candidacy for admissions at one of our partner universities.

Universities may also require confirmation from your health care provider that your immunization records are up to date. We recommend getting these records together early for an efficient university enrollment process.

## **University Assignments**

Last year, our list of partner universities included: Brooklyn College, City College, Hunter College, Lehman College, Long Island University, Pace University, Relay Graduate School of Education, and St. John's University. **While university partners for 2017 are still being finalized, you can expect to find out your university assignment and degree program in May.** University assignments are based on many factors, including educational background, home address, subject area, and the programs available to Fellows at our partner schools. Due to the size of the cohort, university assignments are made by the program office and individual preferences cannot be taken into account.

## **Financial Information**

### **Pre-Service Training Stipend**

You will receive a pre-service training stipend of \$2500 dollars, untaxed. This stipend will be distributed in increments (totaling \$2500) over the course of training. Please note that NYCTF does not provide housing, health insurance, or transportation benefits during pre-service training.

### **Full-Time Teacher Salary and Benefits**

After securing a full-time teaching position, you will earn the same competitive salary and benefits as other first year teachers. **Fellows with a bachelor's degree can expect to earn an annual starting salary of at least, \$54,000, and upon completion of their master's degree, \$60,704.** From 2015 to 2018, all salary steps will increase about 13 percent, with the most experienced teachers earning \$119,000 annually. As mentioned in the university coursework section on page 12, 2017 Citywide Cohort Fellows will be responsible for \$11,500 toward the cost of their master's degree; Bronx Cohort Fellows will receive further subsidies and be responsible for \$9,000 towards the degree. These costs will be deducted from each DOE paycheck in 44 equal installments beginning in October 2017.

### **Certification and Enrollment Expenses**

Making the transition into the classroom requires careful and proactive financial planning for many Fellows. While the stipend can help offset the costs of living expenses during the weeks of pre-service training, we encourage Fellows to be prepared to live in NYC for at least three months with limited income, particularly since the first paycheck for teachers is not distributed until several weeks into the school year.

More information about expenses will be available in the Onboarding Guide you will receive after you enroll. To forecast these expenses and help you plan ahead, we've included the table on the next page that outlines the costs mentioned above as well as the expenses related to your certification exams.

## Certification and Enrollment Expenses Full Breakdown

Category	Expense	Details
<b>Fingerprinting Fee</b>	\$122	Required for working at the NYC Department of Education. You will receive further instructions about completing fingerprinting in your Onboarding Guide.
<b>Certification Exams</b>	\$352 - \$581	Required for certification. Fees may vary depending on CST subject.
<b>TEACH Account Creation</b>	\$50	Required for certification.
<b>GRE</b>	\$205	Required for graduate school admission. On the day of your exam, you will have the option to send your scores directly to up to four universities at no additional cost. Additional score reports can be ordered for a fee of \$27 dollars per report.
<b>Undergraduate/Graduate Official Transcripts</b>	Varies	Required for graduate school admission.
<b>University Tuition</b>	\$9,000 or \$11,500	2017 Citywide Cohort Fellows will be responsible for \$11,500 toward the cost of their master's degree; Bronx Cohort Fellows will receive further subsidies and be responsible for \$9,000 towards the degree. These costs will be deducted from each DOE paycheck in 44 equal installments starting in October 2017.
<b>Additional University Coursework</b>	Varies	Some Fellows may need to take additional coursework to satisfy New York State teacher certification regulations, including liberal arts credits (also known as "the general education core") or subject-specific program prerequisite coursework for subjects like math or science. Any cost associated with this coursework is the responsibility of the Fellow.
<b>Supplementary Classroom Materials</b>	Varies	Fellows may have additional expenses while teaching summer school to purchase supplementary classroom materials.

## Next Steps

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Every day, in schools throughout New York City, NYC Teaching Fellows are changing lives. They're teaching the knowledge and skills our students need to be successful. They're also teaching pride, resilience and integrity. By making the decision to enroll in the NYC Teaching Fellows, you are joining an elite group of educators who are proving what's possible in public education.

**Login to your [TeacherTrack account](#) to enroll today. Upon enrolling, look forward to further updates from our program and revisit page 6 for your immediate next steps.**

If you would like to speak with a NYCTF staff member regarding your offer, please contact us [here](#) or call us at 718-935-4147 during our phone hours (Monday – Thursday 3PM – 6PM, Fridays 3PM – 5PM).

From all of us at NYC Teaching Fellows, congratulations again on your acceptance. More than 9,000 Fellows are currently helping more than 100,000 NYC students reach their potential and we can't wait for you to join them. Welcome to the 2017 NYC Teaching Fellows cohort!



*"People often ask me how I could have given up such a lucrative career after working so hard to attain it. My response is that I have given up nothing and I've gained everything."*

Marcia, 2003 Fellow