Your Journey Begins Now.

In this guide, we’ll introduce you to the NYC Teaching Fellows program in more detail, including the steps in our enrollment process, what you can expect during pre-service training, and information on the supports that we provide as you start teaching full-time and begin your university coursework.

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Welcome!

On behalf of our entire staff, I want to congratulate you on your acceptance to the New York City Teaching Fellows. Welcome to the greatest profession in the world!

While our Fellows come from many different backgrounds, they all share the same core values: the belief that every student can achieve, the commitment to practice and continuous improvement, and the desire to go where they are needed the most, including urban neighborhoods where too many children have fallen behind and are struggling to catch up.

Throughout the application process, we recognized your commitment to these same core values. We believe that you have what it takes to make a great teacher for the students in New York City who need you most.

Now, we would like to invite you to train with us. Since 2000, the NYC Teaching Fellows program has provided New York City students with thousands of talented new teachers. Today, Fellows work in 88 percent of New York City’s 1,800 public schools and represent 10 percent of the city’s active teaching force. With a network that is more than 9,000 strong, Fellows are demonstrating the transformative power of great teaching and making extraordinary gains for students in NYC public schools.

We can’t wait for you to begin and hope that you [enroll today](mailto:enroll@teachingfellows.org)!

Shauna Hart, Project Director
NYC Teaching Fellows
Our Mission: Preparing Great Teachers for the Students Who Need Them Most

The NYC Teaching Fellows program is preparing a critical mass of exceptional teachers committed to a better future for the NYC students who need them most.

More than sixty years after Brown vs. Board of Education ended segregation in our schools, poor and minority students still receive a second-rate education, with unequal access to the resource that matters most: great teachers.

The results are predictable. In New York City, less than 65% of black and Latino students graduate in four years. This rate is even lower for students classified as English Language Learners. Many of these students will struggle to graduate at all, often closing the door to a college degree or a successful career.

You Can Make a Difference

Fortunately, we know that this achievement gap can be closed – and we know what we must do if we want to make progress toward this goal: ensure that there is a great teacher in every classroom.

There is no shortage of research on the importance of good teaching. For decades, studies have shown that there are large differences in performance from one teacher to another.

In 2012, a landmark study that tracked 2.5 million students over 20 years found that students with even one top teacher “are more likely to attend college, earn higher salaries, live in better neighborhoods, and save more for retirement. They are also less likely to have children as teenagers.”

Effective teachers have a huge and lasting impact on students’ lives, and students grappling with the challenges of poverty need great teachers more than anyone.

By enrolling in our program, you will be joining 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.¹

“A great teacher can offer an escape from poverty to the child who dreams beyond his circumstance.”
President Barack Obama, State of the Union Address, January 24, 2012

Our Approach to Preparing Great Teachers

Our teachers believe in the power of practice. Fellows engage in rigorous training so that they hit the ground running on day one, and they have the passion to continue improving for years to come.

As a participant in our program, you will be trained like a professional athlete, with ample opportunity to practice, reflect, and improve, until essential teaching techniques become second nature.

At every step, you will be held to the highest standards because your students are counting on you to deliver game-changing results, even in your first year.

Of course, we don’t expect you to do this on your own. Our staff and coaches will be right beside you, ensuring that you develop the essential classroom management and instructional skills necessary to help your students succeed.

Once you begin teaching, you will discover the immense need for exceptional educators in our city’s schools. We know that you understand that teaching our students is a privilege, and a tremendous responsibility. Remember that every lesson has the power to inspire, every hour in the classroom is precious, and every student has the potential to succeed.

We cannot wait to see the impact that you will have on the students of NYC for years to come.

“I believe that, in any area of life, you can always grow. This is especially important as a teacher. The feedback that I received from the Fellows training staff was very actionable, and I had the opportunity to implement any changes immediately in my classroom.”

Ariel, 2014 Fellow, Cohort 25
The NYC Teaching Fellows Enrollment Experience

The Enrollment Process

Enroll as a Fellow in TeacherTrack within three weeks of receiving your offer

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 enrollment survey which asks for some additional information including but not limited to:

- Your Social Security Number
- Your signature of the NYC Teaching Fellows Commitment Form

Provide additional documents to finalize your enrollment

After enrolling, you will receive the NYC Teaching Fellows Onboarding Guide in June. 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 documents that confirm your eligibility for the program (I-9 Employment Eligibility Verification documentation)
- Next steps to be fingerprinted for a background check by the NYC Department of Education

Complete your enrollment coursework and attend NYCTF events.

This introductory coursework provides you with a solid foundation for success in the classroom even before beginning pre-service training. Additional information on this coursework can be found on page 7 of this guide.

Enroll at your assigned university and take the GRE.

You will receive your university assignment and information on how you can enroll in July. More information about our university partners can be found on page 8 of this guide.

Pass your NY State Teacher Certification Exams and complete other certification

All enrolled Fellows must pass the required New York State teacher certification exams. Additional information on testing requirements can be found on page 13 of this guide.

“[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
Enrollment and Certification Coursework

Our enrollment coursework introduces the most fundamental elements of effective instruction, helps prepare you for certification exams and directs you to additional resources to prepare for the training experience. Completing this independent coursework before you begin pre-service training is an important step toward becoming a successful new teacher.

As part of this work, expect to engage in readings, video observations, reflections, and application activities. It will take approximately **40 hours** to complete the courses. You do not need to complete the courses in one sitting, and you may save portions and continue at your convenience. Coursework will include:

- Enrollment course for PST (~20 hours)
- Special Education Course for PST (10-12 hours)

You will also need to complete two mandatory state courses, Safe Schools Against Violence in Education (SAVE) and Mandated Reporter, towards your certification.

The Enrollment, SAVE, Mandated Reporter, and Special Education courses will be made available through an online learning platform called My Portal. Details about how to complete this independent coursework will be provided once you officially enroll in the program.

NYC Teaching Fellows Events

In the summer, in addition to the enrollment coursework, we will help you prepare for pre-service training through a series of virtual and in-person events to get you familiar with the NYC Teaching Fellows program, New York City, and our schools.

In August, you will be invited to attend various webinars to discuss the job search, and PST. Additional optional enrollment activities such as Accepted Applicant Events will provide you with opportunities to network and discuss the program with current Fellows and coaches. Invitations to these events will be available in your Teacher Track account.

In addition, you will receive an invitation to the Fall 2016 New York City Teaching Fellows Facebook group after you enroll. We encourage you to start connecting with your peers through this group right away, so you can begin building relationships with other Fellows in your subject area.

Our annual Welcoming Event for Fellows will be held on the first day of pre-service training on August 26, 2016. This mandatory event is an exciting opportunity to hear from NYCDOE leaders, meet other Fellows, and begin your training experience.
University Coursework

One of the benefits of the Fellows program is enrollment in a subsidized master’s degree program. As a NYC Teaching Fellow, you will be assigned to one of our partner universities, where you will pursue a master’s degree concentrating in your assigned subject area. Fall 2016 Fellows are required to register for and take the GRE during by end of PST.

You will complete your master’s degree while working as a full-time teacher in a NYC public school. 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. Fellows can expect to attend university courses a few evenings each week. Most Fellows complete their degree within 2-3 years, depending on their subject area and grade level of study.

University assignments are based on many factors, including educational background, subject area, and the programs available to Fellows at our partner schools. While university partners for Fall 2016 are still being finalized, you can expect to find out your university assignment in August. At that time, you will also receive more information about the degree program and university program requirements. Due to the size of the cohort, university assignments are made by the program office and individual preferences cannot be taken into account.

Universities may 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.
NYC Teaching Fellows: Your Journey Begins Today!

Your pathway to becoming a fully certified teacher consists of many interactions with our program office and your university and other offices within the NYCDOE. Below is an outline of this journey.

**Preparation**
Now - August 2016

**Before Pre-Service Training**
- Complete pre-work for pre-service training

**Pre-Service Training**
August - November 2016

**Teacher Training**
- Learn fundamental teaching strategies in NYCTF Skill Building Sessions
- Gain teaching experience by attending your training at a NYC public school
- Complete university coursework as required

**Job Search**
- During December find and secure a full-time teaching position with support from NYCTF and by reaching out to principals with vacancies in your subject area

**Testing and Certification**
- Prepare for and take New York State Certification Exams
- Register for and take the GRE

**Year 1**
January 2017 - June 2017

**Full-Time Teaching**
- Teach full-time in a NYCDOE school for the second semester of the 2016-17 school year
- Attend school and district professional development sessions

**Testing and Certification**
- Re-take and pass certification exams, if necessary, to meet NYCTF testing deadlines.

**University Coursework**
- Attend coursework at your university 1-2 per week
- Meet all university requirements and deadlines to remain enrolled in your certification program

**Year 2+**
August 2017 - Graduation

**Ongoing**
- Continue teaching full-time in a NYCDOE school
- Complete your master’s degree program and apply for your initial certification with the support of your university
Fellow Hiring Support

As a NYC Teaching Fellow, will have the opportunity to find a position at a school that is a great fit, where you can grow and develop in your career. Teaching Fellows are not assigned to schools by the Fellows program, they are hired through a process of mutual consent, meaning that both the principal and Fellow agree to the hiring decision. This process facilitates better long-term matches for both schools and teachers, and is a major reason why over 55% of Fellows are still teaching in New York City public schools after five years.

Hiring Activities

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

- A comprehensive Hiring Support Guide and overview webinar
- Invitations to hiring workshops on topics including resume revision, interviewing best practices, and demonstration lesson creation and facilitation
- Resume sharing with NYC principals

Finding a Position

For critical shortage areas such as special education and English as a Second Language, students need supportive and committed educators who believe in them and who will set high expectations for their academic success. Unfortunately, there is a year-round need to attract and retain talented teachers in these subject areas, and this challenge is especially great in low-income communities, particularly in Brooklyn and the Bronx. To meet this need, you will focus your job search on finding a position at a school with a critical shortage area vacancy.

While we expect Fellows to be actively engaged in the job search process and seek their own opportunities to interview for positions, the unique nature of mid-year vacancies allows us to provide additional support to help you identify where current vacancies exist. Fellows applying for mid-year positions may have the opportunity to visit potential hiring sites during the school day. This will allow you to meet faculty and students, and get a sense for the culture of the school; these are important factors when determining fit.

While admission to NYC Teaching Fellows does not guarantee a teaching position, the need for quality teachers in high need subject areas remains high.

You will receive specific next steps regarding the hiring process from the NYC Teaching Fellows program office in the fall. Please refrain from contacting schools and principals about potential teaching positions until next steps are provided.
Pre-Service Training

The NYCTF Model

Pre-service training is designed to provide you with the necessary experiences, practice, coursework, and resources so that you’re able to raise student achievement from your first day in the classroom. Our narrow focus on key instructional techniques is designed to help you practice the most essential skills that you need to begin the rest of your journey as an educator. Throughout PST, you will observe and analyze exemplary models of these techniques, rehearse them with peers, receive coaching from outstanding teachers, and practice them with actual students in school classrooms.

Classroom Experience

Fellows in the Fall 2016 Cohort will be provided the unique opportunity to work with, learn from, and grow with a Collaborative Coach in a NYC school during the traditional school year. All Collaborative Coaches are experienced NYC teachers with a strong record of success, providing you with the chance to observe, study, and interact with a successful mentor. With support from your Collaborative Coach, you will gradually increase the amount of time you spend planning for instruction, providing you invaluable experience to teach full school days with standard curriculum. During Fall PST you will have the opportunity to work closely with students with special needs and English Language Learners, and spend time learning about the diversity of abilities and needs of students. Collaborative Coaches will observe you and provide immediate, constructive feedback that helps you improve in real time.

You will also attend skill-building sessions to learn proven instructional and classroom management techniques, practice these new skills with your peers, and then immediately apply them when working with your students. Skill-building sessions are taught by a Lead Instructor, who will model teaching skills and provide specific, direct feedback to help you improve in the moment. Together with these trained NYCTF staff, other Fellows, and experienced NYC teachers, you will be responsible for teaching and supporting the growth of NYC students.

Fellow Development

Throughout pre-service training, your coach and Lead Instructor will work together to help you develop quickly in the foundational skills that you are learning, with the goal of preparing you to deliver rigorous instruction. We hold our Fellows to high expectations for performance during pre-service training, and 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 winter.
High Expectations

Our training is tough, but that’s because we know that teacher quality is the most important factor in raising student achievement. Only individuals with clear potential to raise student achievement in their first year will earn the privilege of entering the classroom at the end of pre-service training. By holding a high bar and helping you to meet it, we ensure that the students of New York get the great teachers they need and deserve.

Training Schedule

Pre-service training is a full-time commitment each weekday and some weekend days with the expectation that you complete lesson planning and grading after the school day. Your mornings will begin at a school where you will follow the same schedule as your Collaborative Coach, including any activities, professional development, or planning time that they typically use in their day. During the day, you will also receive support from your coach, which may include lesson planning review, lesson rehearsal, and debriefing lead teaching time. Some weekday afternoons and evenings will include skill building sessions.

Some Fellows may also be expected to attend courses after the school day, depending on your subject assignment and university program. Because our training program is concentrated, it’s critical that Fellows are present and participating fully every day of training. Our program does not allow for absences.

Pre-service training officially starts for all Fellows following the mandatory Welcoming Event on August 26, 2016, and will continue throughout November. During the fall, there will be additional professional development opportunities in which you will be expected to participate for NYCTF, your university, and possibly your hiring school. We are collaborating with our university and school partners to finalize the calendar, and we will provide you with additional information as details become available throughout the summer.
New York State Teacher Certification and Required Exams

In order to work in NYC public schools, all teachers must hold a valid certificate approved by the New York State Education Department (NYSED). As a Fellow, you will work towards an entry level certificate, known as a Transitional B certificate, while completing your master’s degrees and teaching as a full-time appointed teacher. This certificate is valid for up to three years as long as you remain in good standing with the program. In order to be eligible for a Transitional B certificate, you must have passing scores for all three New York State teacher certification exams. The required exams are listed in the chart below.

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Content</th>
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<tbody>
<tr>
<td>Educating All Students (EAS)</td>
<td>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="http://">here</a>.</td>
</tr>
<tr>
<td>Academic Literacy Skills Test (ALST)</td>
<td>This exam measures the reading comprehension and critical thinking skills necessary to teach effectively in New York State public schools. More information on the ALST exam can be found <a href="http://">here</a>.</td>
</tr>
<tr>
<td>Content Specialty Test(s) (CST)</td>
<td>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 certification area. More information about these tests can be found on the <a href="http://">NYSTCE website</a> as well as your subject area guide.</td>
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Preparing for Certification Exams

The NYC Teaching Fellows program will provide you with additional resources to help you prepare for your exams once you enroll in the Fall 2016 Fellowship. The links above also include preparation guidelines for the exams and we encourage you to share resources with other Fellows and form study groups. In order to ensure that you receive your Transitional B certification, you must pass all required certifications exams by June 30, 2017. Given the challenging nature of these exams and the amount of time it takes to receive a score report, you are required to take all three exams by no later than November 23, 2016. We’ve provided the basic timeline below to help you plan out your next few months, 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 14 of this guide.
Financial Information

Sample Breakdown of Fellow Finances

After securing a full-time teaching position, you will earn the same competitive salary and benefits as other beginning teachers. Fellows with a bachelor’s degree can expect to earn an annual starting salary of $49,908, and upon completion of their master’s degree, $56,104.

<table>
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<tr>
<th>Date</th>
<th>Period in Program</th>
<th>Finances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late August 2016 - November 2016</td>
<td>Pre-service training</td>
<td>Three stipend checks, together totaling $2,500 - untaxed</td>
</tr>
<tr>
<td>January 2017</td>
<td>Beginning of full-time teaching</td>
<td>First teaching paycheck from The City of New York, with deduction for fingerprinting (if applicable)</td>
</tr>
<tr>
<td>January 2017- December 2018</td>
<td>First two school years</td>
<td>Bi-weekly paychecks from The City of New York, with deductions for university coursework</td>
</tr>
</tbody>
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University and Certification Expenses

Fall 2016 Fellows will be responsible for $8,000 toward the cost of their master’s degree, which is deducted from each DOE paycheck in 44 equal installments starting in February 2017. Fall 2016 Fellows will also be required to register for and take the GRE. The cost to register for the GRE is approximately $160. In some cases, Fellows may be responsible for completing additional subject specific coursework independently. As referenced on page 7, Fellows are also responsible for registering and passing multiple state certification exams before June 30, 2017. Each exam incurs a cost to the Fellow. Fees vary by exam, but Fellows can expect to spend $352 to $581 on exams depending on their subject area. There are additional certification expenses for workshop registration and setting up a certification exam account ($50-$150). More information about these expenses will be available in the Onboarding Guide that you will receive after you enroll in June.

Pre-Service Training Expenses

Once you secure a full-time position, you can look forward to a competitive salary and excellent benefits; however, making the transition into the classroom requires careful and proactive financial planning for many candidates. While we do award Fellows a stipend totaling $2,500 to offset the costs of living expenses during the weeks of pre-service training, we encourage Fellows to be prepared to live in NYC for three to four months with limited income, particularly since the first paycheck for teachers is not distributed until several weeks after you have secured a full time position. Many Fellows find that they incur additional expenses while teaching as a result of purchasing supplementary classroom materials. Please note that NYCTF does not provide housing or health insurance during pre-service training. You are responsible for securing and paying for your own living, health insurance, and transportation expenses during pre-service training and the school year.
Next Steps

Every day, in schools throughout the City, NYC Teaching Fellows are changing lives. They’re teaching the knowledge and skills our students need to be successful. But 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. We can’t wait for you to join us.

**Login to your TeacherTrack account to enroll today.** If you would like to speak with a NYCTF staff member regarding your offer, please contact us [here](#).

Congratulations again on your acceptance and we look forward to welcoming you to the Fall 2016 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