

NEW YORK CITY DEPARTMENT OF EDUCATION SOCIAL WORKER APPLICATION AND HIRING PROCESS

PUPIL PERSONNEL SERVICES (PPS) – SCHOOL SOCIAL WORKER

Candidates interested in securing employment as a **School Social Worker** in the New York City public school system must possess a current and valid New York State certification as a School Social Worker or be on track to meet qualifications for this certificate by **September 1, 2021**. This certification may be either provisional or permanent. If you already possess NYS certification as a School Social Worker, the application process described below is for you. If you have filed an application with the New York State Education Department (NYSED) and are awaiting the issuance of your certificate, you may also apply to New York City Department of Education (NYCDOE) using the process below.

APPLICATION

Gather Your Application Materials:

Prior to completing your application, it is important to gather all materials you may need. Depending on your certification status, you may be required to submit transcripts, proof of workshops, or other documents related to your preparation. In all cases, you are required to submit a resume with your application. Although you will be able to save and return to your started application, we recommend gathering all relevant materials first.

Register and Complete an Online Application:

To be considered for employment as a School Social Worker for the NYCDOE, you are required to complete an online application. Please follow these steps:

- Go to www.teachnyc.net.
- Click on the **Pathways to Teaching** tab.
- Then click on the **Other School Positions** tab.
- Once there, scroll down to **Pupil Personnel Services (PPS)** and click the link. This is the NYCDOE's PPS page. Scroll down and click **Online Application**.
- This will lead you to the [Teacher Support Network's Online Application Portal](#) to begin the registration and application process.
- Log into the online application using your user ID and password. If you do not already have a user ID and password, you must click **Register Now** and register as a new user before you can log in.
- Complete the application according to the instructions. As you complete the application, please note the following:
 - Be sure to use an email that will accept communication from the NYCDOE.
 - You will be required to upload a resume with your application. Other documents may be required after you submit your application.
 - Please be sure to select your borough(s) of choice. This will assist us in targeting your application to the appropriate schools and districts.
 - Ensure that all information in the application is accurate and current.
 - Review the Application Preview for accuracy. If the preview is accurate, make sure to **SUBMIT** the application, by clicking on that button.
- Once you submit your application, you will receive an automated email confirming that you have successfully submitted the application.

NOTE: Additional instructions on how to complete the application are provided on the Teachers Support Network application/registration site. If you experience any technical difficulty during the application process, please contact the Teachers Support Network at: nycsupport@teacherssupportnetwork.com or call 1.877.368.3224.

HIRING PROCESS

- Once received, your application will be reviewed and verified to ensure you meet the School Social Work eligibility and minimum requirements.
- Eligible School Social Worker candidates will be placed in the **New Teacher Finder**. This search tool allows principals to review all approved applicants for school-based positions. The tool also allows schools to post their positions. Approved candidates may also search for vacancies and apply directly to schools with posted positions through the New Teacher Finder. These positions typically get posted during the summer months and before the start of the school year. They are also be posted at any time during the school year.
- Inclusion in the New Teacher Finder also gives you access to Information Sessions, Career Fairs, and regular information from our office regarding vacancies and other opportunities. ***It is important to keep your application current at all times.***
- Because principals will have access to your application and resume, you may be contacted for an interview by a principal, HR director, or staff supervisor as vacancies occur within the DOE.
- If you are selected for a position, the school is responsible for your hiring process. The school will begin that process with a nomination. You will receive an email outlining the steps to be hired. At that point, you should be in close communication with the school or its designee to ensure you complete the hiring process quickly. All offers of employment are contingent on the completion of all background checking procedures, including fingerprinting/criminal background investigation and previous employment verification.

PLEASE NOTE:

If you are a Licensed Social Worker (LCSW, LMSW), but do not possess NYS Certification as a School Social Worker you may apply to the NYCDOE. However, we cannot consider you for a position until you hold the School Social Worker certification. You can find additional details about how to become a School Social Worker by visiting this page: <https://www.schools.nyc.gov/careers/social-workers-guidance-counselors-and-psychologists>.

You can also visit NYSED's Certification page at: <http://www.highered.nysed.gov/tcert/certificate/pathways.html>.

Candidates from out-of-state may also be considered, provided they fall within the guidelines for interstate reciprocity as defined on the New York State Education Department website. For additional information regarding Interstate reciprocity, please visit <http://www.highered.nysed.gov/tcert/certificate/teachrecother.html>.

For additional questions regarding the NYSED Certification process, please email the Office of Teaching Initiatives at: tcert@nysed.gov.

If you have any additional questions regarding the NYCDOE School Social Worker Application and Hiring Process, please contact us at: PPS@schools.nyc.gov.