



The Early Commitment Program and the New Hire Stipend

March 1-June 16, 2025



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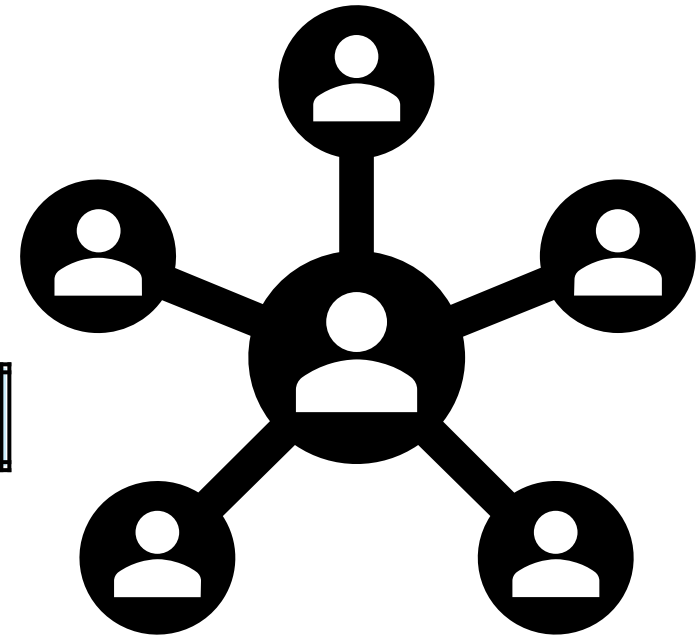
Questions

Office of Teacher Recruitment and Quality (TRQ)

The Office of Teacher Recruitment and Quality (TRQ) is responsible for the recruitment of teachers to meet the staffing needs of NYC public schools as well as initiatives to promote the equitable and quality distribution and retention of teachers across all schools.



The Strategic Partnerships Team and TRQ shape and facilitate a year-round marketplace to achieve optimal matches between schools and candidates. We provide deeper support to schools that need us the most, while ensuring candidates are successful in finding the right, long-term fit.



Early Hiring Facts...

- Schools that made an Early Commitment in 2023 and 2024 were TWICE as likely to open school with ZERO vacancies?
- Early Commitments are made when the teacher candidate pool is at its strongest and largest?
- Traditional teacher candidates often secure positions well before the summer?
- Over 50 Early Commitment stipend opportunities went unclaimed in 2024?

Early Commitment Overview

- Opportunity for schools in select districts to **secure commitments** from candidates **before budgets open**. **Early Commitment runs from March 1 through June 16.**
- Candidates from traditional teacher certification pathways making an Early Commitment by June 16 are eligible to receive a **signing stipend ranging from \$2,000-3,000**
- Early Commitments can now be made to teachers in **ALL subject areas**. **Expanded to support Early Commitment schools and to support hiring to meet class size reduction mandates.**
- **NEW FOR 2025!**
 - Only traditional candidates are eligible for the signing stipend.
 - Hires with NYCPS full-time payroll history are not eligible
 - A principal initiates Early Commitments and must be accepted by the candidate in the New Teacher Finder by **June 16**
- Eligible schools can:
 - **Post** open positions and **search** for candidates using the New Teacher Finder starting now
 - Request candidate lists from TRQ through **HIRE Connections**
 - Attend TRQ-sponsored Early Commitment-only **hiring events**

Eligible Districts

THE BRONX



BROOKLYN

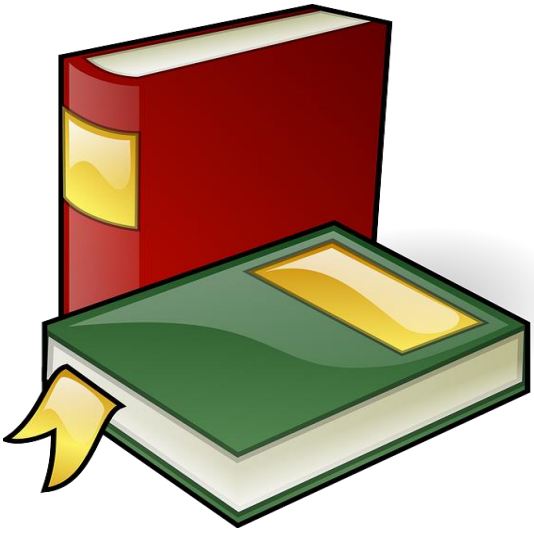


QUEENS



- All Bronx (**Districts 7-12**)
- Brooklyn North (**Districts 16, 19, 23, 32**)
- Brooklyn South, **District 17**
- Queens South, **District 27**
- **District 75** (Citywide)
- ACCESS schools in the **geo districts** above
- **NEW!** Select special education early childhood expansion sites

Eligible Subjects



- **Formerly**
 - Special Education (All Levels)
 - Science
 - Math
 - ENL/ESL
 - Bilingual Subjects
 - World Languages
 - CTE
 - District 75 ONLY: Physical Education



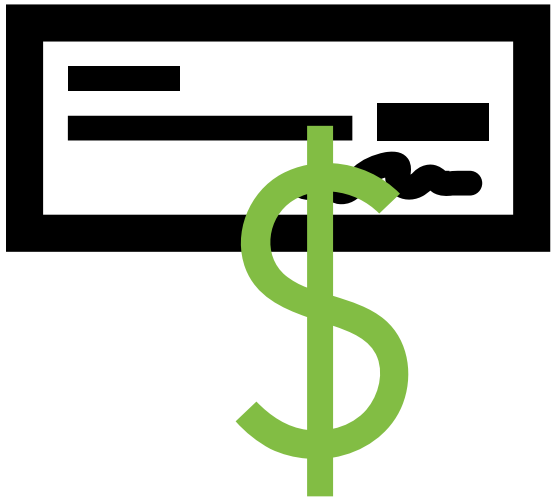
- **Now**
 - **ALL Subjects**



The Stipends

Subject Area	Stipend Amount	Number of Stipends Available
Special Education (all levels)	\$3,000	250
Bilingual/ENL/ESL	\$3,000	125
Math and Science	\$2,500	150
World Languages	\$2,500	50
CTE	\$2,500	50
All other subjects (Common Branches, Early Childhood, ELA, Social Studies, Physical Education, the Arts, etc.)	\$2,000	225

Early Commitment Stipend



- Is a check to be distributed to traditional teacher candidates making an Early Commitment.
- **NEW!! Principals must initiate the Early Commitment form in the New Teacher Finder, and candidates must accept before June 16 to be eligible.**
- Use as a marketing tool to promote your vacancy to candidates!
- Retroactive stipends will be available
 - (March 1-May 1 hires)

How to Make an Early Commitment?



1. EXTEND OFFER

- Extend your written or verbal offer to the teacher candidate.



2. CONFIRM ACCEPTANCE

- Search for the candidate in the NTF and initiate the Early Commitment. Candidates will receive an email notification to accept or decline.



3. COMPLETE FORM

- Candidates will receive reminders, and you will be notified once their form is complete. The candidate will then be “hidden” from other schools and will not receive event invitations or vacancy lists.



4. FINALIZE!

- Finalize your candidate in Galaxy once your budget is confirmed.



5. NEXT STEPS



- Onboard your new hire and welcome them into your school community!


Step 1: Search for the Candidate in the New Teacher Finder (NTF)

Log in to the [New Teacher Finder](#) and search for the candidate. Please note that you will only be able to proceed to the next step with candidates who are eligible to be hired under [Early Commitment](#). If you are having trouble logging in to your NTF account, contact the Office of Teacher Recruitment and Quality through [HIRE Connections](#).

Step 2: Select the Candidates Hiring Commitment Tab

Click the Hiring Commitment link to view the Hiring Commitment tab by clicking on the Hiring Commitment link as indicated below.

	Quality 	Name Email / Phone	Status	Title	Qualified Subject (Grade / Bilingual)	Links	Select
1.		Test One akalahasty@yahoo.com (111) 111-1111	Empire State Residency	Teacher	English Language Arts (B-2 (Early Childhood) / No)	Resume Application Spotlight HR History My Notes Hiring Commitment	<input type="checkbox"/>



Note: ONLY Principals can submit a Hiring Commitment

Step 3: Complete the Hiring Commitment Form

Complete all fields on the Hiring Commitment form (see below) and select submit.

ResumeApplicationSpotlightCertificationHR HistoryMy NotesHiring Commitment

Hiring Commitment

Candidate Name: Test One

Directions: Please answer the following questions to confirm your selection of the above-named candidate.

1. My hiring team and/or I...

Have met with the candidate in-person or virtually prior to submitting this form.

Believe the candidate is a good fit for our school community.

Selected the candidate based on her/his interview performance.

Offered the candidate a full-time teaching position for next school year in the subject in which they are/will be certified.

Understand that we must add the candidate to our Table of Organization within five business days after receipt of our budget.

Understand that, if any of the above steps are skipped, the candidate has the right to decline the offer and/or TRQ can rescind the hiring commitment.

Affirm each statement by checking each box

☐☐☐☐☐☐

2. What subject area are you hiring the candidate for?

Select

3. What grade level will the candidate be teaching?

Select

SUBMIT

Step 4: Check the Status of Your Hiring Commitment

The form will close and relaunch the Hiring Commitment tab, showing the status of your offer to that candidate.

Resume	Application	Spotlight	Certification	HR History	My Notes	Hiring Commitment
Hiring Commitment						
Early commitment offers						
Date Sent 03/05/2025		School ABC Test School (0123)			Status No response from candidate	

Step 5: The Candidate Will be Notified by Email and Complete Their Hiring Commitment Form

After you submit the Hiring Commitment form, the candidate will receive an offer email from the Office of Teacher Recruitment and Quality with a unique link (see below). Candidates have five business days to accept or decline their offer.



Step 5 continued...

When the candidate clicks the offer link, they will be prompted to log in to their New Teacher Finder account and taken to their Early Commitment offer page. Here they can either accept or decline the offer. Below is an example of what the candidate will see in their NTF account.

Wednesday, March 5, 2025

Early Commitment Offer

Congratulations on your offer to teach in NYC Public Schools for the 2025-26 school year!

Please complete this form after receiving an email offer from a principal or other school hiring manager for a full-time teaching position. If the offer is made and accepted before June 16, it is considered an [Early Commitment](#) and is contingent on the school receiving its final budget.

☐ Accept Offer

By accepting this form, you acknowledge that you are accepting the offer and understand that you are making a commitment to teach in that school and that the school is making a commitment to hire you contingent on their final budget. Once the form is submitted and approved, your profile will be hidden from view by other hiring managers within the New Teacher Finder, and the hiring manager will be notified of your acceptance.

If you are a NYC Teaching Fellow, please make sure that you have completed the following steps before submitting:

1. Confirm that the position is within your certification area and conforms to hiring parameters for your specific subject area. If you have any questions, contact your assigned university and the NYCPS Online Support Center.
2. Communicate with the relevant contact for your assigned university regarding your intention to take this position. Your university must be aware of your job offer and sign off before you accept the position. Please share your name and position details, as universities maintain this information to help assign field consultants to observe you once you start teaching. If you are unsure who to contact, please consult your university profile (these were sent via email when you received your university assignment).

The NYCPS Office of Teacher Recruitment and Quality will track and review all hiring commitments. Principals and candidates may be asked to cancel the hiring process if the necessary steps are not completed.

Final staffing is contingent on budget and passing a NYC Public Schools background check and fingerprinting. Your expected start date is (insert start date). NYC Public Schools will determine compensation and benefits according to the UFT salary schedule for your job title. If your plans change and you can no longer accept this position, you must notify both the hiring manager and the Office of Teacher Recruitment and Quality as soon as possible.

☐ Decline Offer

By declining this form, you have decided not to accept the position as offered. The hiring manager will be informed of your decision, and your application will remain in the teacher candidate pool. No further action is needed currently.

SUBMIT

Step 6: Wait for an Email Notification that Candidate has Accepted or Declined Your Offer

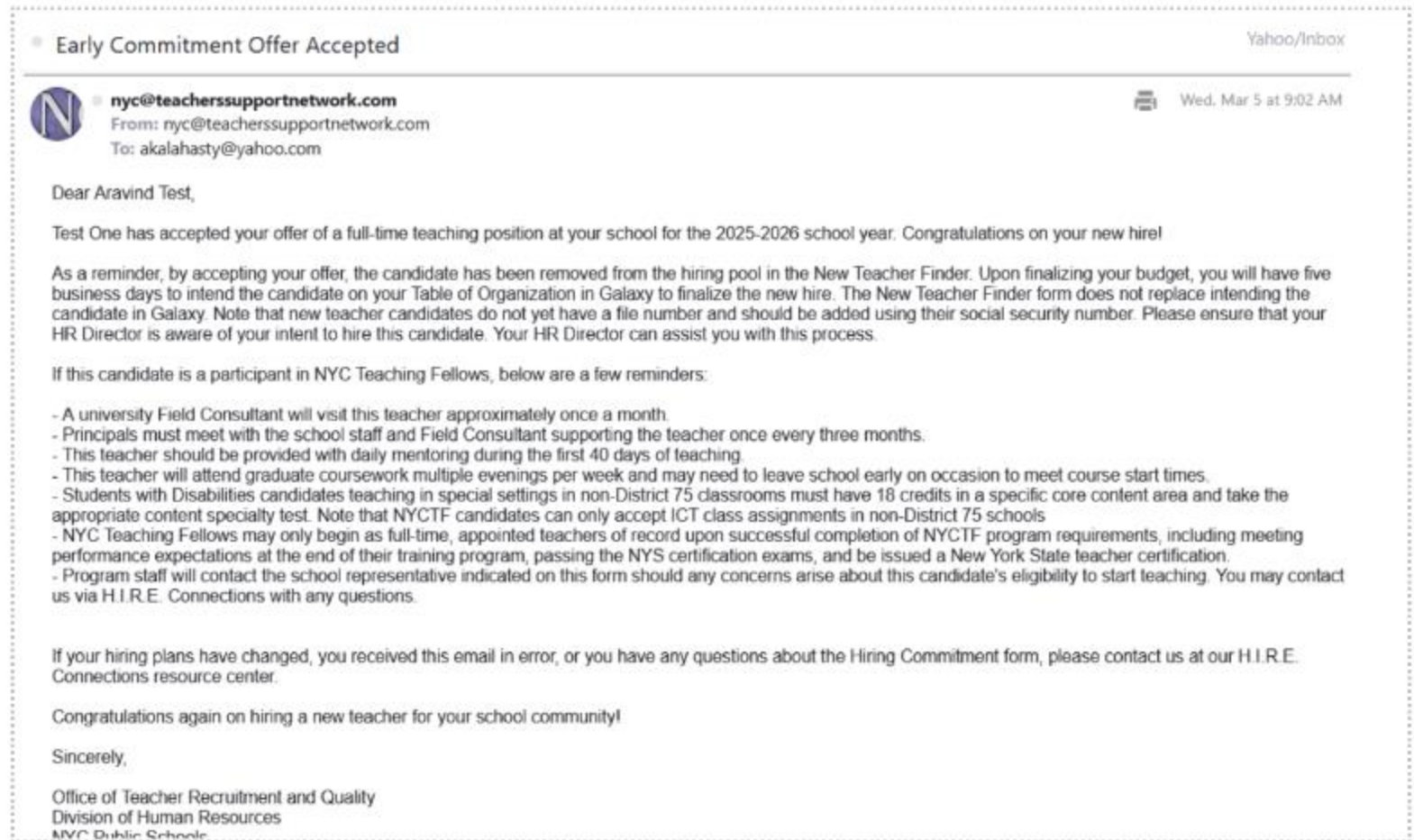
Candidates will receive a confirmation of their submission. If they do not respond within five business days, they will receive a reminder email. If they do not respond within 15 days, the offer will be rescinded, and you and the candidate will be notified.

You can see the status of an offer by returning to the candidate's Hiring Commitment tab in the NTF. Options are "No Response from Candidate," "Accepted," or "Declined."

Resume	Application	Spotlight	Certification	HR History	My Notes	Hiring Commitment
Hiring Commitment						
Early commitment offers						
Date Sent 03/05/2025	School ABC Test School (0123)		Status Accepted			

Step 6 continued...

Once a candidate accepts your offer, you will receive a confirmation email with more information (see below). Note that the confirmation email will come from nyc@teachersupportnetwork.com so please mark this as a safe sender and check your spam or junk mail folder if you do not see the confirmation.



If the candidate declines your offer, you will receive an email notification.



Step 7: Finalize and Onboard Your New Hire

If the candidate accepts your offer, congratulations! You have made an Early Commitment hire for your school. Your next steps are onboarding and welcoming them into your school community. TRQ will review all Early Commitments received by June 16, 2025 for stipend eligibility.

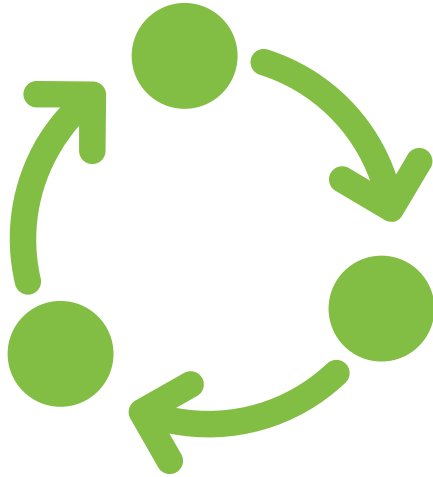
You should intend your new teacher on your Table of Organization in Galaxy once your budget is confirmed. Please notify the candidate and TRQ immediately if you need to rescind your Early Commitment offer.



Next steps for TRQ and candidates...

- From June 17-20, TRQ will review Early Commitments to confirm eligibility.
- TRQ will submit stipend check requests and notify candidates about their stipend amount and pick-up instructions – likely during New Teacher Week and/or at 65 Court Street in August.
- TRQ will monitor the New Hire File, but please inform us if you or the candidate rescinds the Early Commitment. Notify the candidate immediately if you cannot move forward with their hire.
- Candidates will be held harmless if a school rescinds because of a lack of budget.
- If a candidate rescinds, they will not receive their check and TRQ will support you in identifying a new candidate.
- Note that 98% of all Early Commitments finalize.

Early Commitment Supports



- Virtual and In-Person Hiring Events
- School Tours organized by TRQ
- Monthly Early Hiring Principal Newsletter with announcements and candidate lists
- Special Education-specific supports starting next week
- Vacancy lists (pulled from the Hiring Projections Survey, the NTF and Galaxy) shared with high-need subject area candidates
- 1:1 support through HIRE Connections (ZenDesk) and Talent Acquisitions Associates

TEACHER HIRING BEST PRACTICES



Be **proactive** and engage early with candidates



Prioritize **hiring in high need subject areas** (Special Education, STEM, Bilingual, ENL)



Post vacancies in the NTF (new candidates), Galaxy and use the Open Market Transfer (OMT) system

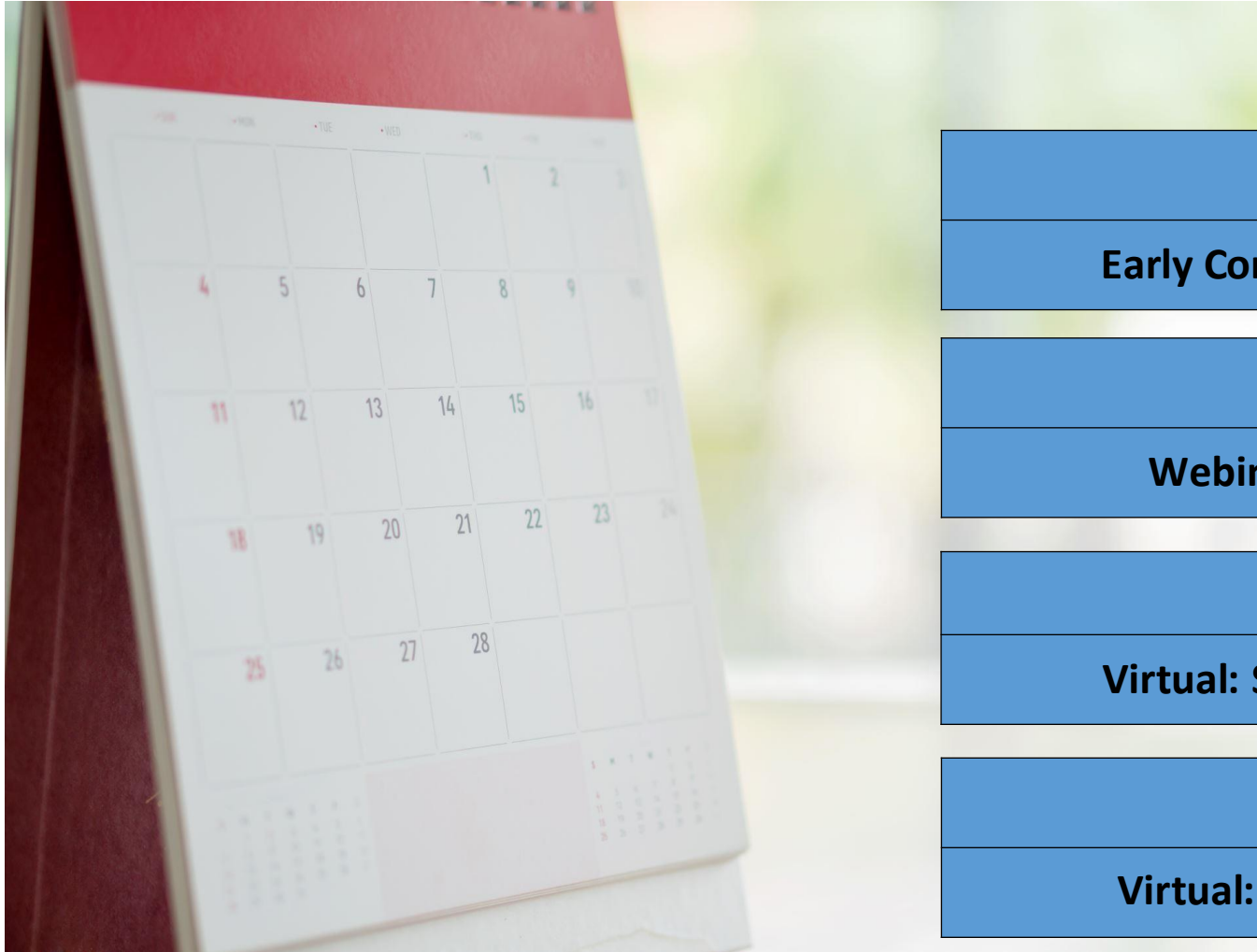


Include **detailed descriptions** on both OMT and NTF postings. Include a second point of contact!



Use **hiring committees**. TRQ provides guidance on organizing school hiring committees on our site H.I.R.E. Connections.

Upcoming Events



May 20

Early Commitment – Secondary Schools

May 28

Webinar: Staffing to Support MLLs

May 29

Virtual: Special Education - Elementary

June 3

Virtual: Special Education - Secondary

Questions?

- More resources available on HIRE Connections, including a section on Early Commitment.
- Use the [CONTACT US](#) button to submit a question, request candidate lists, and troubleshoot the New Teacher Finder.

