



NEW TEACHER WEEK 2022

FREQUENTLY ASKED QUESTIONS

(Updated on 7/27/22)

General Information

1. What is New Teacher Week?

- a. The New York City Department of Education (NYCDOE) is hosting New Teacher Week on August 29-31, 2022.
- b. These three days of professional learning are mandatory for classroom teachers newly hired to the NYCDOE and will be teaching this fall.
- c. Day 1: New Teachers will attend an in-person Main Stage Conference event that will include keynote addresses by Chancellor David Banks and United Federation of Teachers (UFT) President, Michael Mulgrew. The event will be held at [Kings Theatre](#), located at 1027 Flatbush Avenue, Brooklyn, NY 11226..
- d. Day 2 and Day 3: New Teachers will attend online professional learning sessions to learn about key policies of the NYCDOE, engage with the UFT and NYCDOE district and central office representatives, and participate in various content specific sessions. Teachers should report to their school building or attend remotely with their principal's approval to engage in online professional learning.

2. When is New Teacher Week and where will it be held?

- a. Dates: Monday August 29, Tuesday August 30, Wednesday August 31
- b. Time: 8:30am-3:30pm with 50-minute lunch each day
 - i. Light breakfast and lunch options will be provided. Participants are welcomed to bring their own refreshments and water bottle.
- c. Locations:
 - i. Day 1 | Monday, August 29: Teachers will report to the in-person Main Stage Conference event at [Kings Theatre](#), located at 1027 Flatbush Avenue, Brooklyn, NY 11226..
 - ii. Day 2 & 3 | Tuesday, August 30 and Wednesday, August 31: Teachers should report to their school building or attend remotely with their principal's approval to engage in online professional learning.

3. What is the schedule and format of New Teacher Week?

- a. Sessions will be from 8:30-3:30pm with a 50-minute lunch each day.
- b. Day 1 | Monday, August 29: New Teachers will attend an in-person Main Stage Conference event that will include keynote addresses by Chancellor David Banks and United Federation of Teachers (UFT) President, Michael Mulgrew. The event will be held at [Kings Theatre](#), located at 1027 Flatbush Avenue, Brooklyn, NY 11226.

Tentative Schedule for Monday, August 29	
8:30-9:30am	Participant Check-in and Light Breakfast
9:30-11:30am	Keynote and Main Stage Speaker Talks
11:30am-12:20pm	Lunch
12:30-2:30pm	Main Stage Speaker Talks
2:30-3:30pm	Share Fair

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- c. Day 2 & 3 | Tuesday, August 30 and Wednesday, August 31: New Teachers will attend online professional learning sessions where valuable information and resources for new teachers will be provided by DOE and UFT facilitators. There will be both a set or required and optional professional learning options on Aug 30-31. The daily schedule is designed to provide teachers with flexibility (see below).
 - i. Teachers should report to their school building or attend remotely with their principal’s approval to engage in online professional learning.
 - ii. For new teachers reporting to their school building on August 30-31, we encourage you to arrive early to ensure you have access to WiFi and a laptop. Please email your principal if you will need a laptop.

Daily Schedule for Tuesday, August 30 and Wednesday, August 31	
8:30-8:50am	Tech Set-up
9:00am-12:00pm	AM Professional Learning Time Block
12:00-12:50pm	Lunch
12:50-1:00pm	Tech Set-up
1:00-3:00pm	PM Professional Learning Time Block
3:00-3:30pm	Reflection and participant survey

Registration Information

4. Who must register for New Teacher Week?

- a. Grades 3K-12 NYCDOE newly hired classroom teachers are contractually required to attend New Teacher Week sessions, except:
 - i. New teachers who have three years of experience in the last five years as a full-time pedagogical employee of the NYCDOE.
 - ii. New teachers hired by New York City Early Education Centers (NYCEECs) should reach out to DECEPL@schools.nyc.gov for more information about new teacher support.
 - iii. Social workers, occupational and physical therapists, and speech therapists do not have to attend New Teacher Week.
- b. New teachers must have a NYCDOE email address (@schools.nyc.gov) in order to register by August 24, 2022 and access the professional learning sessions during New Teacher Week.

5. How do teachers register for New Teacher Week?

- a. Registration will be open from August 1-24, 2022.
- b. New teachers will receive an email from NewTeacherSupport@schools.nyc.gov, which will include the registration link.
- c. New teachers must have a NYCDOE email address (@schools.nyc.gov) in order to register by August 24, 2022 and access the online professional sessions during New Teacher Week.

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6. What should I do if I cannot register because I do not have a NYCDOE (@schools.nyc.gov) email address yet?
 - a. If new teachers do not have a NYCDOE email address (@schools.nyc.gov) by the final day of registration on August 24, they will be able to participate in the make-up period during the fall. All NYCDOE professional learning sessions will be available online during the make-up period. UFT sessions will be offered periodically throughout the school year. Instructions for participating in the make-up period will be emailed to teachers' NYCDOE email addresses (@schools.nyc.gov) in September.

7. What if a new teacher cannot attend New Teacher Week?
 - a. For those who cannot attend August 29-31, information regarding the make-up period will be emailed to teachers' NYCDOE email addresses (@schools.nyc.gov) in September.

8. How do I get a NYCDOE email address?
 - a. New teachers are issued DOE email addresses (@schools.nyc.gov) once they have completed all their requirements in the Applicant Gateway, and up to 72 hours after they are finalized in Galaxy by their principal.

Attendance, Teacher Stipend, CTLE Credit

9. Am I required to attend New Teacher Week?
 - a. Grades 3K-12 NYCDOE newly hired teachers are contractually required to attend New Teacher Week sessions, except:
 - i. New teachers who have three years of experience in the last five years as a full-time pedagogical employee of the NYCDOE.
 - ii. New teachers hired by New York City Early Education Centers (NYCEECs) should reach out to DECEPL@schools.nyc.gov for more information about new teacher support.

10. What if a new teacher cannot attend New Teacher Week?

- a. For those who cannot attend August 29-31, information regarding the make-up period will be emailed to teachers' NYCDOE email addresses (@schools.nyc.gov) in September.
- b. If new teachers are unable to attend one or more days, they are required to participate in the make-up period. Information regarding the make-up period will be emailed to teachers' NYCDOE email addresses (@schools.nyc.gov) in September.

11. Will teachers be paid for attending?

- a. Teachers will receive a stipend of \$51.70 for each day they attend. The stipend will be distributed through payroll in the fall semester. In order to get paid, new teachers must complete the attendance sheet for each professional learning session you attend.
- b. If new teachers are unable to attend one or more days, they are required to participate in the make-up period. Information regarding the make-up period will be emailed to teachers' NYCDOE email addresses (@schools.nyc.gov) in September. Upon completion of the make-up session, new teachers will receive \$51.70 for one day of training.

12. Will we receive Continuing Teacher and Leader Education (CTLE) credits for participants in New Teacher week?

- a. Continuing Teacher and Leader Education credits (CTLE) will be provided for eligible sessions only. On the registration page, click on 'view details' to see descriptions of sessions and CTLE eligibility. If new teachers are unsure if their teaching license requires CTLE, please review the [CTLE requirements](#).
- b. CTLE credits will be distributed in the form of an e-certificate in the fall semester.

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13. How will attendance be taken? Do I need to complete an attendance form in every session?

- a. In addition to registering for New Teacher Week during August 1-24, 2022, new teachers will check-in on Monday, August 29 at the Main Stage Conference at [Kings Theatre](#). On August 30 and August 31, all attendees will complete the electronic attendance forms provided to participants during the online professional learning sessions. This is a requirement to obtain stipends and CTLE certification.

Online Professional Learning Days

14. What are New Teacher Week online professional learning days?

- a. NYCDOE is providing professional learning during New Teacher Week from August 29-31, 2022. Day 1 of New Teacher Week is an in-person Main Stage Conference event and new teachers will report to [Kings Theatre](#), located at 1027 Flatbush Avenue, Brooklyn, NY 11226 at 8:30am.
- b. Days 2 and 3 will be online professional learning days where new teachers will learn about key policies of the NYCDOE, engage with the UFT and NYCDOE district and central office representatives, and participate in various content specific sessions.
 - i. On the online professional learning days, the schedule is designed to provide teachers with flexibility by offering a menu of required and optional sessions.
 - ii. Online professional learning sessions will be held on NYCDOE Zoom and WeLearnNYC. New teachers must have a NYCDOE email address (@schools.nyc.gov) and register by August 24 to access NYCDOE Zoom and WeLearnNYC during New Teacher Week.



- iii. Principals are encouraged to welcome their new teachers into the school building on August 30-31, so they can attend the online professional learning days from their school. If the school building is not accessible, new teachers may participate remotely with approval by their principal/supervisor. Principals must also ensure that their new teachers have a DOE email address (@schools.nyc.gov) in order to register for New Teacher Week.

15. What do teachers need to participate during online professional learning days?

- a. Online professional learning sessions will be held on NYCDOE Zoom and WeLearnNYC. New teachers must have a NYCDOE email address (@schools.nyc.gov) and register by August 24 to access the online professional learning sessions during New Teacher Week.
 - i. Please login to [NYCDOE Zoom](#) as soon as possible and no later than at least two (2) days prior to the start of New Teacher Week, as you will need to login with your NYCDOE email address (@schools.nyc.gov) to participate in all sessions.
- b. For teachers reporting to their school building, please ensure your principal has equipped you to engage with the professional learning content beginning August 30. This may include:
 - i. Bringing your own device and receiving school WiFi credentials;
 - ii. Setting-up socially-distant viewing or projection spaces in an auditorium, library, or large room for all new teachers to participate;
 - iii. Having access to an existing desktop computer station in the school building; or
 - iv. Receiving school devices, if available.
- c. For new teachers reporting to their school building on August 30-31, we encourage you to arrive early to ensure you have access to WIFI and a laptop. If you need a school device, please contact your principal.

16. Can I use someone else's NYCDOE email address (@schools.nyc.gov) or session link to attend and access online professional learning sessions?
- New teachers must have a NYCDOE email address (@schools.nyc.gov) to register for New Teacher Week, select online professional learning sessions, and verify their attendance in order to receive the daily stipend and CTLE credits for eligible professional learning sessions.
 - If they do not have a NYCDOE email address (@schools.nyc.gov) by the final day of registration on August 24, they will be able to participate in the make-up period during the fall. All NYCDOE professional learning sessions will be available online during the make-up period. UFT sessions will be offered periodically throughout the school year.
 - For new teachers who may wish to attend the online professional learning sessions with colleague(s) while sharing a NYCDOE email address (@schools.nyc.gov) or session link at your school, please follow the instructions provided by your professional learning session facilitators on how to sign-in so we can verify your attendance and eligibility to receive the stipend and/or CTLE credits.

Troubleshooting and Resources

17. How do I get a NYCDOE email address?
- New teachers are issued DOE email addresses (@schools.nyc.gov) once they have completed all their requirements in the Applicant Gateway, and up to 72 hours after they are finalized in Galaxy by their principal.
18. How do I log on to NYCDOE Zoom and WeLearnNYC (New Teacher Week online professional learning platforms)?
- New teachers must have a NYCDOE email address (@schools.nyc.gov) and register by August 24 to access the online professional learning sessions during New Teacher Week.
 - [How to Guide on Accessing Zoom](#)
 - [WeLearnNYC One-Pager](#)



19. Who should I contact if I need additional support?

- a. Email NewTeacherSupport@schools.nyc.gov for specific queries.
- b. For 3K-Prek specific inquiries please contact DECEPL@schools.nyc.gov.
- c. For questions regarding Human Resources concerns, please contact HRConnect@schools.nyc.gov.
- d. For questions regarding payroll, please contact your school payroll secretary.
- e. For questions regarding UFT membership, please visit:
<https://www.uft.org/get-involved/uft-campaigns/join-union>