

NYC DOE Division of Early Childhood Education  
2018-2019 Lead Teacher Incentive Program

## Program Overview and Requirements

### Program Overview

Pre-K for All is excited to offer the Lead Teacher Incentive Program for the 2018-2019 School Year. This program aims to attract and retain certified lead teachers in full-day (six hours and twenty minutes) Pre-K for All programs at New York City Early Education Centers (NYCEECs), including Administration for Children's Services (ACS) EarlyLearn programs and charter schools. **Please Note:** The Lead Teacher Incentive Program for the 2018-2019 School Year is open to Pre-K for All Teachers ONLY. We are unable to offer this program to 3K teachers at this time.

### Program Eligibility Requirements

All programs must meet the following requirements to be eligible to receive incentive payment:

- Continuously in operation through **February 8, 2019;**
- In good standing as determined by the contracting agency (DOE or ACS); and
- Programs choosing to participate in the Lead Teacher Incentive Program must offer all eligible lead Pre-K for All teachers at their pre-K program an opportunity to apply.
- Programs must opt-in to participate; lead teachers cannot apply on their own behalf.

### Application Process

The Lead Teacher Incentive application requires coordination between the lead teacher and program. Please allot ample time for this coordination in order to meet application deadlines.

**\*\*NEW\*\* Programs must submit an online application through SurveyMonkey Apply.**

This is a new online application portal where programs will complete and submit each lead teacher candidate application with supporting documentation.

An application will not be considered complete if any of the required information or documentation is missing from either the program representative or the lead teacher.

Programs choosing to participate must submit a Pre-K for All Lead Teacher Incentive Program electronic application for **each** Lead Teacher Incentive teacher candidate, along with required documents by the deadline.

## Application Deadline

The deadline for the 2018-2019 Lead Teacher Incentive Online Application is **Friday, October 5, 2018.**

- The online application will not allow new applications to be submitted or edits to existing applications after 11:59pm on the application deadline.
- All applications must be submitted through SurveyMonkey Apply; paper applications will not be accepted.
- The NYC DOE will *not* accept applications after this deadline.
- Please be sure to submit all applications and uploads before the application deadline.

## Types of Lead Teacher Incentives

The Pre-K for All Lead Teacher Incentive Program offers **two types of incentives** for certified lead teachers employed in full-day Pre-K for All classrooms, a **Retention Incentive** and a **New Hire Incentive**.

### Type 1: Retention Incentive

- Offers a **\$3,500 incentive** for certified, returning lead teachers who were employed as a lead teacher in a full-day classroom at the **same** pre-K program (or umbrella organization) during the 2017-2018 school year.

### Type 2: New Hire Incentive

- Offers a **\$2,500 incentive** for certified, newly hired lead teachers in a full-day classroom at a pre-K program.
- These are lead teachers who were not employed at a NYCEEC during the 2017-2018 school year and are certified by October 5, 2018.

## Pre-K Lead Teacher Eligibility Requirements

All pre-K classroom lead teachers must meet the following requirements to be eligible for either lead teacher incentive type:

- **Employed as a lead teacher** in a full-day (six hours and twenty minutes) Pre-K for All classroom for the 2018–2019 school year.
- **Comply with all security clearances** required by the Pre-K for All contracting agency (DOE or ACS) and DOHMH by employment start date (i.e. PETS, DOI, \*SCR). *\*SCR requirements are for Group Family Day Care (GFDC) and Article 47 programs only.*
- Possess by October 5, 2018 a required **New York State teaching license or certificate** valid for service in:
  1. Early childhood grades (Birth–Grade 2 or Nursery–Grade 6); **OR**
  2. Students with disabilities in early childhood grades (Birth–Grade 2 or Nursery–Grade 6).

- Maintain **continuous employment** as a lead teacher at the pre-K program submitting the incentive application through **February 8, 2019**.
- **Retention applicants only:** Employed as a lead teacher in a full-day classroom at the same pre-K program (or umbrella organization) during the 2017–2018 school year.
- **New Hire applicants only:** Not previously employed as a lead teacher in a full-day pre-K program during the 2017–2018 school year.

### SCR Clearance Letter Requirement

**Group Family Day Care (GFDC)** and **Article 47** programs are required to submit SCR letters along with each lead teacher candidate application.

- The DOE's expectation is that all Pre-K for All teachers possess and maintain valid and continuous security clearances throughout the school year.
- **Lead teachers not SCR cleared by October 5, 2018, are not eligible for the lead teacher incentive.**
- SCR request forms will not be accepted.
- Please note: due to the high volume of SCR report requests during the early part of the school year, processing time may take longer than average.

### Stages to an Approved Incentive Payment

#### Stage 1: Programs Submit Lead Teacher Application and Supporting Documents (Sept – Oct)

- Programs inform all eligible lead teachers of the Lead Teacher Incentive Program requirements.
- Program representative and lead teacher candidate(s) collaborate to complete the Lead Teacher Incentive online application and submit supporting documents (including notarization of affirmation page) by the application deadline.

#### Stage 2: DOE Conducts Evaluation and Verification of Applicant Eligibility (Oct-Jan)

- The Pre-K for All contracting agency (DOE or ACS) conducts evaluation and verification of candidate application and supporting documents to determine incentive eligibility.
- Programs will receive preliminary lead teacher application approval in January 2019.

#### Stage 3: Programs Submit Verification of Lead Teacher Continuous Employment (Feb)

- Pre-K programs submit proof of lead teachers' continuous employment through February 8, 2019.
- Program will receive lead teacher approval for incentive payments in the Spring of 2019.

#### Stage 4: DOE Disbursement of Lead Teacher Incentive Funds (Spring 2019)

- Upon approval, pre-K programs will receive incentive funds from the Pre-K for All contracting agency (DOE or ACS).
- Incentive payments must be made to each approved lead teacher applicant within the program's first payroll cycle after receipt of DOE or ACS Lead Teacher Incentive funds.

### Stage 5: Programs Submit Disbursement Verification (Summer 2019)

- Programs must submit proof of disbursed teacher incentive funds to the Pre-K for All contracting agency (DOE or ACS).
- If a DOE program fails to submit proof of disbursement, the lead teacher incentive funds will be deducted from the program's 2019–2020 budget.

#### Important Program Information

1. In the first year that a pre-K teacher moves from one NYCEEC to another NYCEEC, they become **ineligible** for the incentive for that school year. This eligibility requirement has been in effect since the beginning of the program in 2015 and has **not** been modified.
2. Incentive funds may **not** be used as a basis for deducting payment from a lead teacher's annual salary.
3. The Pre-K for All contracting agency (DOE or ACS) will issue approved lead teacher incentive payment type amount plus program specific fringe rate.
4. Fringe funds disbursed to programs are for programs to cover benefits.
5. The gross amount of Lead Teacher Incentive funds (\$2500 or \$3500) must be distributed to the lead teacher within the first payroll after receiving funds from the Pre-K for All contracting agency (DOE or ACS).
6. If the status of a lead teacher candidate changes (i.e. role or employment) and affects the eligibility of his/her lead teacher incentive payment, the program **must notify** the Pre-K Lead Teacher Incentive Program team and the Pre-K for All contracting agency immediately.
7. If the status of a program representative responsible for submitting the Lead Teacher Incentive application at a program changes during the course of the 2018-2019 school year, it is the program's responsibility to inform the Pre-K for All Lead Teacher Program Team ([prekteacherincentive2019@schools.nyc.gov](mailto:prekteacherincentive2019@schools.nyc.gov)) as soon as possible.