

# Principal Talent Management System

**Board of Regents Meeting  
December 10, 2019**

- Background and Purpose of Principal Talent Management System (PTMS)
- PTMS Process Overview
- Example Scenario
  - Log In and Home Screen
  - Search Pages
  - Filter Page
  - Solicitation Process
- List of Search Criteria
- Benefits of the System

- ❖ With the generous support of the Wallace Foundation, the Department and the Regents Research Fund have developed a Principal Talent Management System (PTMS).
- ❖ **Purpose: To enable district leaders to potentially tap into a larger pool of certified School Building Leaders who have experience and credentials aligned to the school district's needs for a specific building leadership position.**

Superintendent  
logs in and enters  
specific criteria

Search generates  
anonymous list of  
possible candidates  
who meet criteria

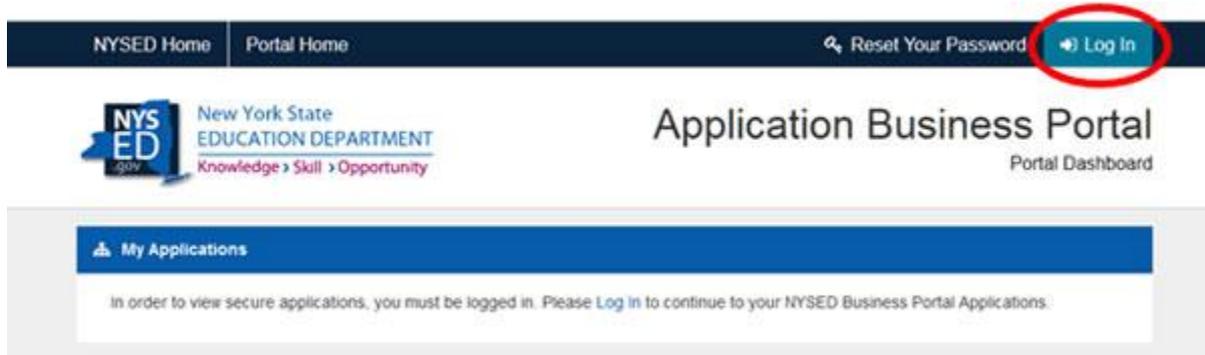
Email sent to anonymous list of  
potential candidates, inviting  
them to inquire about the  
position if they are interested

Superintendent does NOT see any names from search

A superintendent in a rural high needs district is looking for a high school principal. She is seeking candidates with:

- ✓ a background in mathematics
- ✓ experience with economically disadvantaged students
- ✓ experience in rural setting
- ✓ experience in secondary school

- ❑ Superintendent logs into secure NYSED Business Portal (<https://portal.nysed.gov/>) by clicking on 'Log In' button located at the top right-hand corner.
- ❑ Superintendent may choose to delegate search permissions to Human Resources director through delegated system (SEDDAS)



# Principal Talent Management System (PTMS) Home Screen

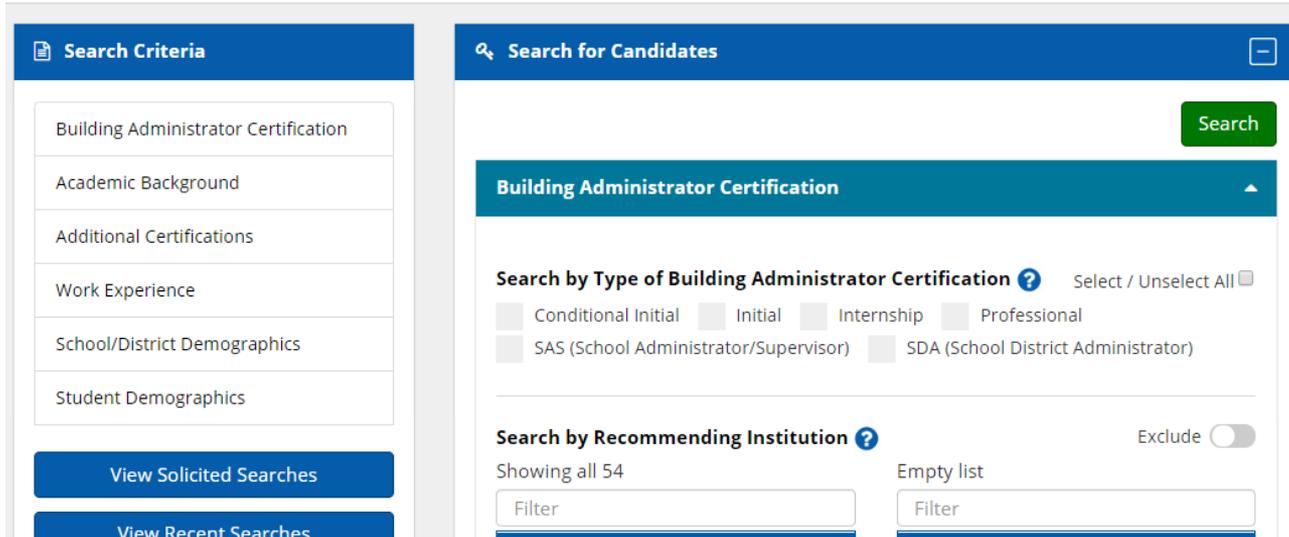
NYSED Home

Portal Home



## Principal Talent Management System

Welcome jkaur!



The screenshot displays the PTMS Home Screen interface. On the left, there is a 'Search Criteria' sidebar with a list of filters: Building Administrator Certification, Academic Background, Additional Certifications, Work Experience, School/District Demographics, and Student Demographics. Below this list are two buttons: 'View Solicited Searches' and 'View Recent Searches'. The main content area is titled 'Search for Candidates' and features a 'Search' button. Below the search bar, there is a section for 'Building Administrator Certification' with a dropdown arrow. Underneath, there are two search filters: 'Search by Type of Building Administrator Certification' and 'Search by Recommending Institution'. The first filter includes options for Conditional Initial, Initial, Internship, Professional, SAS (School Administrator/Supervisor), and SDA (School District Administrator), with a 'Select / Unselect All' checkbox. The second filter includes an 'Exclude' toggle. At the bottom, there are two 'Filter' input boxes. The status of the search is shown as 'Showing all 54' and 'Empty list'.

➤ Once logged in, Superintendent is directed to PTMS Home Page, where search parameters are displayed.

➤ Search Criteria list (left side) helps users navigate to desired sections faster.

# Search Criteria

[NYSED Home](#) | [Portal Home](#)

## Search Criteria

- Building Administrator Certification
- Academic Background
- Additional Certifications
- Work Experience
- School/District Demographics
- Student Demographics

[View Solicited Searches](#)

[View Recent Searches](#)

### Search by Specialization ?

Showing all 162

Filter

Select All >>

- Administrative
- Adolescence
- Aeronautical
- Agriculture
- Alternative Teacher Certification
- Alternative Teacher Certification: Transition

Showing all 1

Filter

<< Unselect All

- Mathematics

### Additional Certifications

#### Search by Additional Certifications ?

Filtered 0 from 286

math

Select All >>

Showing all 1

Filter

<< Unselect All

- Mathematics

- ❑ Superintendent enters search criteria based on needs of the District.
- ❑ In this example, she is looking for candidates with a math background.

## Search by Building-Level Worked in

Select / Unselect All

- Elementary  Junior High  Junior-Senior High  K-12  Middle  
 PreK Only  Senior High  Special

## School/District Demographics

## Search by N/RC (Need/Resource Capacity) Category

Select / Unselect All

- Average N/RC Districts  High N/RC: Large City Districts (Big 4)  
 High N/RC: New York City  High N/RC: Rural Districts  
 High N/RC: Urban-Suburban Districts  Low N/RC Districts

# Search Criteria

NYSED Home

Portal Home

## Search Criteria

Building Administrator Certification

Academic Background

Additional Certifications

Work Experience

School/District Demographics

Student Demographics

View Solicited Searches

View Recent Searches

### Search by Economically Disadvantaged Students ?

greater than

50 %

100%

### Search by Students Receiving Free and Reduced-Price Lunch (FRPL) ?

greater than

0 %

100%

### Search by Student Gender Distribution ?

Female  Male

greater than

0 %

100%

### Search by Students with Disabilities ?

greater than

0 %

100%

### Search by Percentage of English Language Learners (ELL) ?

greater than

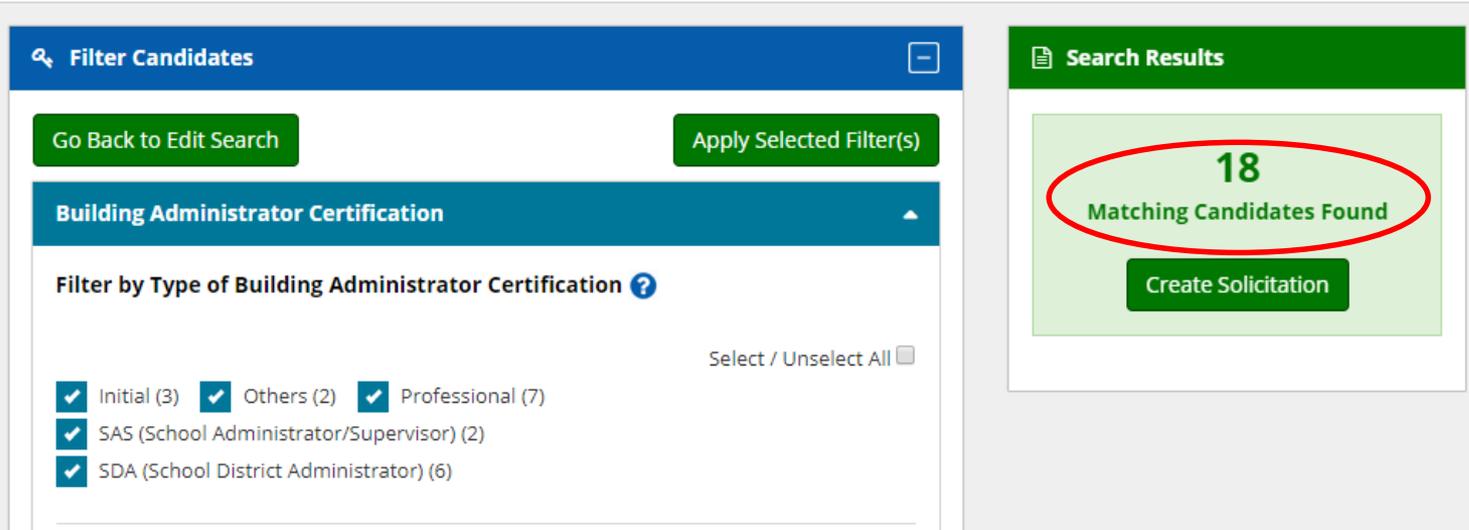
0 %

100%

## Principal Talent Management System

Welcome ssunder!

❑ The filter page displays the search results.



The screenshot shows the 'Filter Candidates' page on the left and the 'Search Results' page on the right. The filter page has a search bar, a 'Go Back to Edit Search' button, and an 'Apply Selected Filter(s)' button. Below these is a dropdown menu for 'Building Administrator Certification' with a 'Filter by Type of Building Administrator Certification' section. This section includes checkboxes for 'Initial (3)', 'Others (2)', and 'Professional (7)', and a 'Select / Unselect All' option. The search results page shows a green box with '18 Matching Candidates Found' circled in red, and a 'Create Solicitation' button below it.

❑ Superintendent sees how many candidates meet the criteria, but no personally identifiable information.

- If Superintendent is satisfied with search results, she can click “Send” and a system-generated email will be sent to the list of candidates, inviting them to visit a link where information about the position is posted.
- If a search returns fewer than 10 candidates or more than 200 candidates, an email cannot go out, and the Superintendent will be prompted to broaden or refine the search criteria.
- SBL-certified individuals will have the opportunity to opt out of receiving PTMS emails.

Users will be able to search using criteria such as:

- **Building Administrator Certification**
- **Academic Background**
- **Additional Certifications**
- **Work Experience**
  - ✓ Number of Years of Experience (Teacher)
  - ✓ Number of Years of Experience (Principal/Assistant Principal)
  - ✓ Number of Years of Experience within a Single Building
  - ✓ Number of Districts Worked In
  - ✓ Subject(s) Taught
  - ✓ Building Level (Elementary, Middle School, High School)
- **School/District Demographics**
  - ✓ N/RC (Need/Resource Capacity) Category
  - ✓ School Accountability Status
- **Student Demographics**
  - ✓ Total School Building Enrollment
  - ✓ % Economically Disadvantaged Students
  - ✓ % Students Receiving Free and Reduced-Price Lunch (FRPL)
  - ✓ % Students with Disabilities
  - ✓ % English Language Learners (ELL)
  - ✓ % Students in Foster Care
  - ✓ % Students with Parent(s) in Armed Forces

- Enables district leaders to identify School Building Leader certified individuals with the experience and credentials that meet the specific needs of their schools.
- Enables Superintendents from all parts of the state to tap into a larger talent pool.
- Enables Superintendents to add/modify criteria in real time to fine-tune the pool.
- Ensures confidentiality, so the names of people in the pool are not revealed to the individual conducting the search.
- Sends a notification to the pool of candidates meeting the search criteria that they have been identified as a potential candidate and, if interested, the candidate may click the link(s) to get further information or apply for the position.
- Makes certified individuals aware of opportunities they would not otherwise have known about.

*Thank You!*