Enter search text

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admin essential

Creating New Staff - School Level

Please remember these important facts when working in the SIS.

The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.

A. Staff Information

- Step 1. Go to Admin>Staff Info> Find/Add Staff
- Step 2. Always search for the staff member first, to make sure they are not already in the SIS from a previous employment

								Recent Pages 👻		Students	~	2
Admin	Reports	'Schools'	Teachers	Portal	Help					Type to q		find
Search L	ist											
Higgins Last Name All Primary Cla Export CS	First I	All Staff Job Classi Search	Middle Name flication	Local ID © as 0 03/ today 0 20 oyed Staff)	or State ID of 03/14/2016 14/2016 16 - 2017 V Add New Staff	Reset to tod thru 03/14/2016	tay Reset to			6	Embedded	Files (3)
								O Add file Mana	ige			
				L :	STAFF EMERG	GENCY CARD.pdf						
					Staff Informatio	on Form - Blank docx	x					
					Staff informatic	on Form - Blank pdf						

- Step 3. If they are not in the system, click ADD NEW STAFF
- Step 4. Complete as much information on the Demographics, Education, District Information and Language Fluency tabs as possible. In the District tab, the Staff Login will be completed in step B
- Step 5. SAVE after completing final tab

Admin Rej	ports 'Schools'	Teachers	Portal	Help		Type to quick p
Search List						
(Transmitting)	Education (Nativities) Lance	and Danasa Canada Ca	1			
dd/Edit Staff	Concercion Construct and Canifor	age room of Considered on				
emographics *						
• First Name	Middle Name	* Last Name	Gender	* Birthdate		
			Select	×	Note the fields that	
AKA First Name	AKA Middle Name	AKA Last Name	_	<hr/>	required fields and	
					marked by asterisks in	
Teacher Numbe	r State Educator ID	Emergency Conta	act		the sis.	
(type "suggest" to a	select the next available tea	icher number)				
Address	City	State 7	n Code			
Address	City	Select V	p code			
Home Phone	Cell Phone	Fax Number	Contact F	Phone		
1.1						

B. Employment Data

• Step 1. Complete the employment tab. You will know if the employment tab has not been completed if the staff member is highlighted in red on the staff list. Click on Employment

	Higgins, 4200	123234380	11/09/2015	e Phone e	ailey@schoolpathways.com	73880 Highway 70	Employment
ep 2	. Click Add S	Staff Empl	ovment Rec	ord			- (<u> </u>
	List Stafflets Job /	lass Lasimments	Credentials (NCLB	inment Nationale	ns Dashbased		
0001	Con Contraction 2004	and a reasonable from the	creating of the creating of th	ayment - normcast	ne vesnovev		
	Staff Employment						
Add staff	Marianna Higgins	Stat	T Number: 123234380		Contact Phone:		
picture	73880 Highway 70	Ger	ider: E		Work E-Mail: balley@schoolpa	athways.com	
	Portola, CA 96122	dol	Classification: Teacher				
	Pontola, GA 96122	hop	classification: <u>Teacher</u>				

• Step 3. Fill in required fields which are: Start date, Hiring Terms, and Time Base. SAVE

Admin	Reports	'Schoois' Te	achers Por	tal Help			
Search	List Staff Info		Credentials / NC		Notifications Dashboard		
	Staff Employm	nent					
Add staff	Marianna Higgins	5	Staff Number: 123	234380	Contact Phon	8:	
picture	73880 Highway 70		Gender: E	Tranker	Work E-Mail:	bailey@schoolpathways.com	
	Pontoia, CA 96122		pop classification:	leacher			
mploym	ent Entry			_			
	beginning	date of Employment	03/14/2016				
	((MM/DD/YYYY))			
		Timo Roser	CHOOSE V				
		Purchase.	Choose				
		Supervised by.	Choose / No Supen	Asor V			
		Position Title:					
	Averag	e Weekly Work Hours:	0				
	Perce	nt Administrative Time:	0 %				
	P	ercent Teaching Time:	0 % (if specifi	ed, this value will ow	erride the available percentage for	r teaching assignments)	
		Hiring Notes:					

C. Job Classification/ Assignment Information

To complete information for highly qualified and classified staff for State Reporting-CALPADS, complete the following:

• Step 1. Click on the Job/Assignments tab

		and class resignments		Engregittere	Trende offe		
	Job Classifica	tions & Non-Classro	om Assignments				
Add staff	A staff Marianna Higgins		Staff Number: 123234380			Contact Phone:	
picture	ure 73880 Highway 70		Gender: E			Work E-Mail: bailey@schoolpathways.com	
	Portola, CA 96122		Job Classification: Teac	her			
ist of Job	Classifications / A	ssignments					
Add a ne	w job classification						

- Step 2. Choose add new job classification
- Step 3. Select the Job Classification field. If a teacher, enter the FTE (what % of their day is spent teaching.) If a Classified member, choose the Job Classification and then select from one of the checkboxes below. Do NOT enter an FTE for a classified staff member.

Add Job Classifications and Non-Classroom Assignments

Job Classification: Select		
FTE Percentige: %		
Select all non-classroom assignments for this staff memb	er under his job classification and click Save when done	
0100 Superintendent	0209 Other medical professional	142 Admin environmental education
0102 Deputy or associate superintendent (general)	0211 Special ed speech pathology/therapy/hearing	143 Admin instructional television
 0103 Administrative assistant (general) 	0212 Special ed audiology	145 Admin year-round schools
0104 Admin finance/business	0213 Special ed physical therapy	146 Admin summer schools
0105 Admin instructional/curriculum services	0214 Special ed vision therapy	147 Admin alternative education
0106 Admin public relations/information	0215 Special ed guidance counselor	148 Admin independent study
0107 Admin staff personnel services	0216 Special ed psychologist	149 Admin physical education
0108 Admin pupil personnel services	0217 Special ed parent counseling/training	150 Admin proficiency/competency
0109 Admin program evaluation/research	0218 Special ed nurse	151 Admin region/area
0110 Admin staff development	0219 Special ed social worker	152 Admin integration/desegregation
0111 Admin food services	0220 Special ed recreation therapy	153 Admin government relations/legal services
Add & date and a second and	and Consist of disconsists shaft	T 484 Admin wests ownering a structure

D. Credentials/NCLB

• Step 1. Complete as much information as possible. SAVE

Search	List Staff Info .	tob Class / Assignments Credentials / NCLB Employment Notifications	Dashboard
Add staff picture	Marianna Higgins 73880 Highway 70 Portola, CA 96122	Staff Number: <u>123234380</u> Gender: <u>F</u> Job Classification: <u>Teacher</u>	Contact Phone: Work E-Mail: bailey@schoolpathways.com
Add / Edit	Credential		
	Type of Credential:	CHOOSE V	
Cred	dential Description:	CredentialMatches List: 30 DAY SUB DESIGNTD SUBJ VOCED Or, search for credential description by keyword / partial word (2 characters minimum to search):	~
Associated (for report	Education Degree: ting purposes only)	CHOOSE V	
N	lame on Credential	Last Name: First Name:	
	Document Number:		
1	Last effective date:	(MM/DD/YYYY) - Leave blank if credential never expires.	

• Step 2. On Credentials/NCLB tab choose Edit NCLB Status. Check the courses the teacher is qualified to teach. Set how they are qualified to teach. Set how they are qualified. You can set all at the same time by using the fields at the top. SAVE

E. Staff Login

Step 1. Admin»Settings»Security»Security Choose Define Users



Last update: 2017/01/24 01:00 plsis:creatingnewstaff https://schoolpathways.com/knowledgebase/doku.php?id=plsis:creatingnewstaff&rev=1485219653

Step 2. Click Add New User				
Staff Accounts Pubhouseholds Accounts Parents Accounts Students Accounts Unlinked Accounts Unlinked Accounts	log	in Name or User Name		
Account Options?				
Only Active Accounts Only Disabled Accounts Only Disabled Accounts Only Non-Human Accounts Both Active & Disabled Accounts Both Human & Non-Human	Accounts			
Update				
1				
Showing - 57 of 57 total.				
Login Login Name	Edit Login	Jump As User	Group List / Set Permissions	
36814 1806	Set Details	Jump		(View Permissions)
Add New User Update Danice			Teachare Chierman Industries all'orrigidaes	Done

• Step 3. Type in the first initial and last name of the new staff member for the Username

Add/Edit User

	Login Id:			
	Last Login:	Never		
	Login Name:	adumbledore		
	Password:	BumbleB33*	Strong	
	Login Linked To:	To link accounts to this login, first the new user infor		
(L	Disabled as of: Leave blank if active)			
	Password Expires:	03/14/2016		
	Human:	 Human Non-Human 		
You must create a MEDIUM password before you sav 8 letters long. At least 1 lower-case letter.	ve. To make a strong pa	ssword, you must do all of these:		

- Step 4. Choose a simple password by following the instructions on that page. We typically enter a simple password to get the staff member started in the system as they will be required to set a new password on first access to the system. SAVE
- Step 5. Back on the list of staff names, slick on the "Unlinked Accounts" button, click UPDATE then find the new staff member in the list. To the right of the staff member's name, click on set details
- Step 6. Click on the EDIT LINK TO icon
- Step 7. Find the staff member's name in the list on the right. Click on the green circle button next to the staff member's name. This links the staff member's file the log in. If there is not matching name, steps A and B has not been completed.

- Last Updated by Max Williams on 2016/03/14 18:55

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