

[admin](#), [admin essential](#), [staff records](#), [webinar wednesday](#), [staff info](#), [staff assignments](#), [student dashboard](#), [video](#)

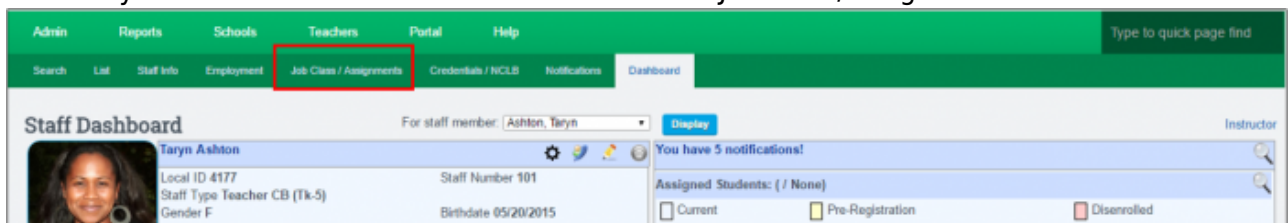
# Staff: Support Staff Oversight Setup

There is now an updated method of tracking staff positions and staff that oversee other staff. With this update, searching for staff members that “belong to me” becomes easier too.

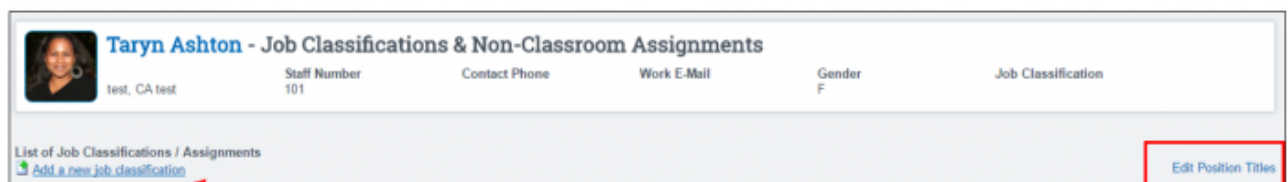
[2017-02-22\\_10.01\\_staff\\_oversight\\_setup\\_and\\_new\\_position\\_titles.mp4](#)

## Part I. Create Position Titles

1. Go to any staff member’s dashboard and click on the Job Class/Assignments tab.



2. Click to Edit Position Titles



3. If you don't have any Position Titles or want to add new, click the **Add Staff Position Title** link.



If you used staff titles in the deprecated version of the employment tab, you will get a list of the titles you've used in the list (as shown above).

1. Add the Position Title
2. Who the supervisor of the position is
3. If it should be hidden from view for future use
4. Check if the position can be assigned to a student. **THIS IS VERY IMPORTANT FOR LATER USE!**
4. If you have job titles you do not want to use anymore, you can EDIT and then DELETE them. If a deleted title has staff members “attached” it will ask you what Position Title you want to move them to.

## Part II. Setting up staff with Position Titles and staff oversight.

1. Go to any staff member's dashboard and click on the Job Class/Assignments tab.

Elizabeth Brown - Job Classifications & Non-Classroom Assignments

Staff Number: 123234361, Gender: F, Job Classification: Pupil services

List of Job Classifications / Assignments

Job Classification	Start	Finish	Position Title	Supervisor	% FTE	Non-classroom based assignment	Edit
Pupil services	07/01/2012		SPED Admin	Childers, Cheree Danielle	100%		<span style="border: 1px solid red; padding: 2px;">Edit</span>

2. Click to Add a new job classification or edit the current one.
3. The "job Classification" and FTE % as well as the non-classroom-based assignments (if not a teacher) are VERY important to CALPADS. These must be completed even if you don't set up position titles for your staff.

Elizabeth Brown - Job Classifications & Non-Classroom Assignments

Job Classifications and Non-Classroom Assignments

Job Classification: Pupil services, Position Title: SPED Admin, FTE Percentage: 100%, Start Date: 07/01/2012, Supervised By: Childers, Cheree (Teacher IS K-12)

Exclude from state reporting:

If this staff member has non-classroom based assignments, select any from below that fall under this job classification. Click Save when done

- 0100 Superintendent
- 0102 Deputy or associate superintendent (general)
- 0137 Admin other subject area
- 0138 Asst admin/consultant program/subject area
- 0214 Special ed vision therapy
- 0215 Special ed guidance counselor

4. You can add more than one position title. You may have a staff member that is a part-time teacher and a part-time administrator. Add both positions if so with the proper percentage of FTE. The FTE for multiple positions can only add up to 100% or CALPADS will give you an error. If you have more than 100% FTE, you may also want to exclude one from reporting to CALPADS.
5. Once all position titles are set, you will be able to search by position title on the Staff List.

Filter Options

Last Name, First Name, Date, Middle Name, Local ID or State ID, Primary Class Offering, Job Classification, Position: All Positions

and see the titles listed on the staff list.

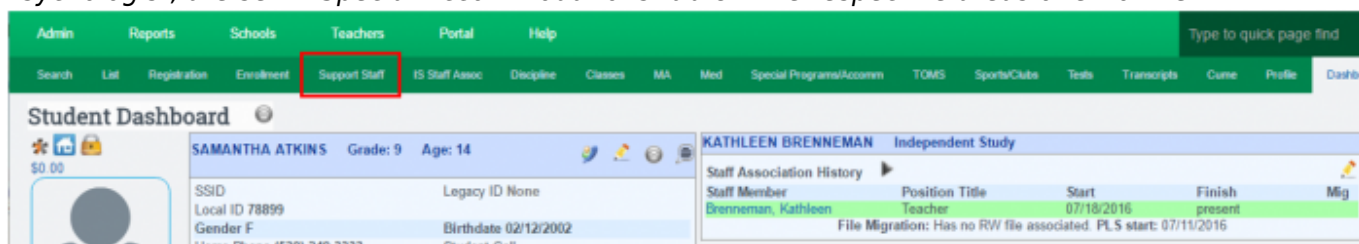
Sel	Name ?	Position	ID	Number	LC	Started
<input type="checkbox"/>	Adale, Joe M	Counselor	4173	123234362		12/07/20
<input type="checkbox"/>	Alphin, Katherine	Tutor	4227	123234387 Tutoring		06/06/20
<input type="checkbox"/>	April, Zenger		4230	123234390		10/18/20
<input type="checkbox"/>	Ashton, Taryn	Teacher CB (Tk-5)	4177	101 Region 1		07/01/20

# Part III. Set staff oversight to students

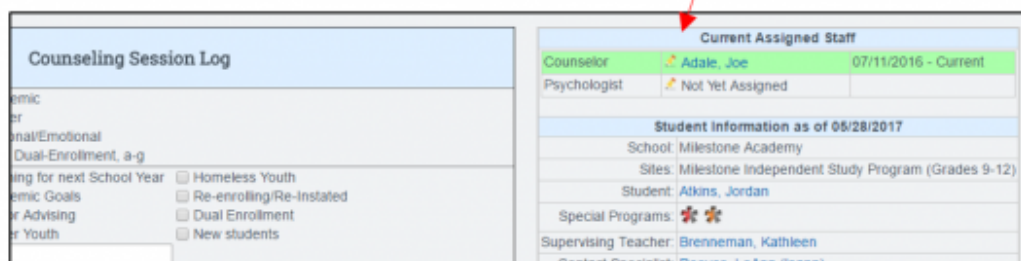
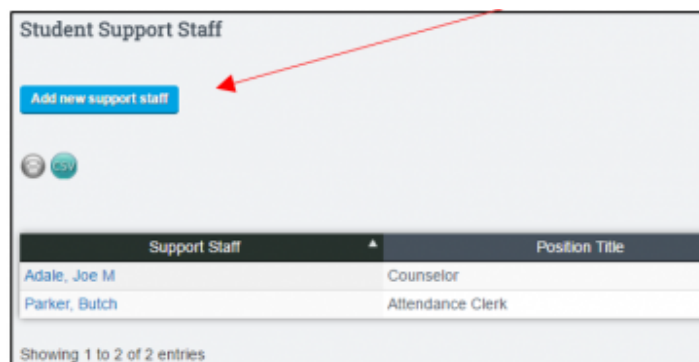
1. For any student, go to the **Support Staff** tab. Click the **Add new support staff** \*.

*\*Note: This is NOT for primary teachers or homeroom teachers. Primary and homeroom teachers are still assigned in their respective areas (either in the **IS Staff Assoc** tab or as a Homeroom Teacher of a CMS Class). An example of who might be assigned as a Support Staff is a Counselor.*

*Position titles of EL Coordinator, 504 Coordinator, 504 Case Manager, Nurse, SPED SAI Provider, Speech Therapist, Case Manager, Occupational Therapist, SPED Administrator, School Counselor, and Psychologist, are set in Special Accommodations tab OR the respective areas of enrollment.*



As an example, you can set a counselor in the Support Staff area OR the Counseling Area. Setting it in one area will link it to the other.



This type of duality is used in all Special Program areas: **504, SPED, EL, and Counseling**

# Part IV. Student List

The Student List can be used to search for students linked to staff positions or specific staff. For Instance, I can change the "Staff Position" field to **504 Case Manager** and get a list of students assigned to any 504 case manager. If I want a more specific list, I can also use the **staff name** field to pick a specific staff member with the **504 Case Manager** title and the list will populate only

his/her list of students.

The screenshot shows a 'Filter Options' section with the following fields and controls:

- Last Name: Text input field
- First Name: Text input field
- Middle Name: Text input field
- Email Address: Text input field
- Local ID or State ID: Text input field
- Grade: Dropdown menu (0 Selected)
- Birthdate: Text input field with calendar icon
- Special Program: Dropdown menu (0 Selected (defaults to none))
- Actively Enrolled: Radio buttons for date selection (05/28/2017 Today, 05/28/2017 thru 05/28/2017 Today, School Year 2017 - 2018)
- Primary Class Offering: Dropdown menu (12 Selected (defaults to all))
- Education Program: Dropdown menu (19 Selected (defaults to all))
- Staff Position: Dropdown menu (-- Any Position --)
- Staff Supervisor: Dropdown menu (-- Any Staff Supervisor --)
- Staff: Dropdown menu (-- All Staff --)
- Track: Dropdown menu (-- All Tracks --)
- Ignore Dates (include all students): Checked checkbox

## Part V. PLS Student Roster Oversight.

When choosing how to filter on the PLS Student Roster, you can now choose three methods depending on your permissions and staff position. Teachers will automatically have their students revealed when they login. Two other options are **Supervised By** and **Assigned As**.

### Supervised By:

If a staff member is set up to oversee multiple **teachers**, when they access the PLS roster they will have access to the new **Supervised By** field. In the **Students For** field, only the teachers they supervise will be listed. This allows them to see the students their teaching staff oversee. If Mr. Smith oversees 10 teachers, when he goes to the PLS Student Roster, he will only see his 10 teachers in the drop-down of staff. Permissions like this will have to be done for each individual school as each school might use this differently.

The screenshot shows the 'Staff Student Roster' filter options with the following settings:

- Roster Options: Reset to defaults
- Schoolyear: 2016 - 2017
- Schooltrack: -- All --
- Date Range: Track A: Semester 1 (Fall) (07/18/2016 - 12/16/2016)
- From: 07/18/2016
- To: 12/16/2016
- Supervised By: Tatum Treacher (IS Regional Administrator) (indicated by a blue arrow)
- Show students belonging to: -- All --
- Course: -- Homeroom -- (Upload Work Samples)
- Print Options

### Assigned As:


If you have a position title to oversee students of a primary teacher, your position title will be available in the PLS Roster. By choosing your title, you will see teachers in the **Students For** field. Choose a teacher to view their roster of students..

### Staff Student Roster

**Roster Options** [Reset to defaults](#)

Schoolyear:	2016 - 2017 ▼	
Schooltrack:	-- All -- ▼	
Date Range:	-- Filter By Date Range -- ▼	
	From: 07/03/2017 <input type="text"/>	To: 07/03/2017 <input type="text"/>
Supervised By:	-- All -- ▼	
Assigned As:	Attendance Clerk ▼	
Students For:	-- Select -- ▼	

**Print Options**



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