

[admin](#), [admin essential](#), [staff records](#), [webinar wednesday](#)

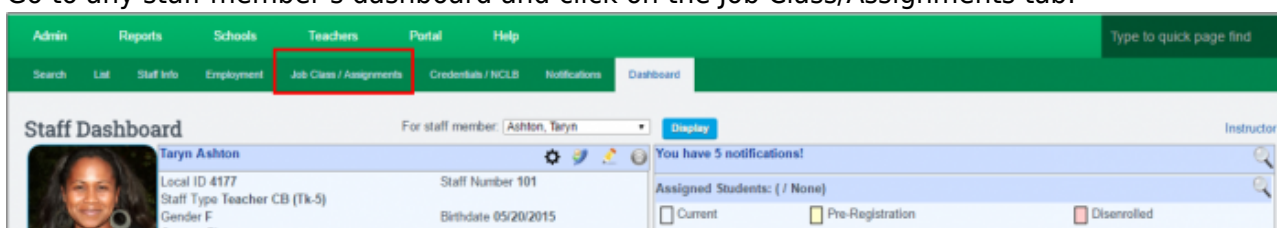
# Staff: Support Staff Oversight Setup

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.

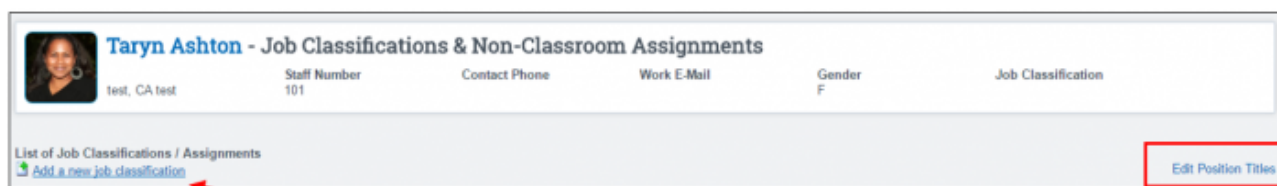
[2017-02-22\\_10.01\\_staff\\_oversight\\_setup\\_and\\_new\\_position\\_titles.mp4](#)

## 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. You will get a list of the current titles you've used (deprecated from the staff employment tab). If you don't have any Position Titles or want to add new, Click the Add Staff Position Title link.
  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. If the position can be assigned to a student
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.
- 5.

## 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**

CA Staff Number 123234361 Contact Phone Work E-Mail Gender F Job Classification

List of Job Classifications / Assignments [Add a new job classification](#) [Edit Position Titles](#)

Search:

Job Classification	Start	Finish	Position Title	Supervisor	% FTE	Non-classroom based assignment	Edit
Pupil services	07/01/2012		SPED Admin	Childers, Cheree Danielle	100%		<a href="#">Edit</a>

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**

CA Staff Number 123234361 Contact Phone Work E-Mail Gender F Job Classification

Job Classifications and Non-Classroom Assignments

Job Classification:	Pupil services	Position Title:	SPED Admin
FTE Percentage:	100 %	Supervised By:	Childers, Cheree (Teacher IS K-12)
Start Date:	07/01/2012	End Date:	
Exclude from state reporting: <input type="checkbox"/>			

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
 ☐ 0137 Admin other subject area
 ☐ 0214 Special ed vision therapy  
☐ 0102 Deputy or associate superintendent (general)
 ☐ 0138 Asst admin/consultant program/subject area
 ☐ 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. 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

**Filter Options**

Last Name  First Name  Date \* 12/16/2016  Today

Middle Name  Local ID or State ID  12/16/2016  thru 12/16/2016  Today

Primary Class Offering -- All -- Job Classification All Staff

**Position**

[Search](#) [Intake Roster \(Not Employed Staff\)](#) [Add New Staff](#) [Print](#) [Export](#)

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. An example of who might be assigned as a Support Staff is a lead teacher.*

Position titles of EL Coordinator, 504 Coordinator, 504 Case Manager, Nurse, SPED SAI Provider, Speech Therapist, Case Manager, Occupational Therapist, SPED Administrator, School Counselor (only available in Counseling tab soon), and Psychologist (only available in Counseling tab soon), are set in Special Accommodations tab only. These positions will be reflected in the Support Staff page soon.

**Student Dashboard**

SAMANTHA ATKINS Grade: 9 Age: 14

SSID Local ID 78899 Legacy ID None

Gender F Birthdate 02/12/2002

Home Phone (530) 249-1333 Student Full

**KATHLEEN BRENNEMAN** Independent Study

Staff Member	Position Title	Start	Finish	Mig
Brenneman, Kathleen	Teacher	07/18/2016	present	

File Migration: Has no RW file associated. PLS start: 07/11/2016

## Part IV. PLS Student Roster Oversight.

If a staff member is set up to oversee multiple teachers, when they log into the system and go to the PLS roster, they will now only see the teachers (and therefore the rosters) of 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. For example, at my school we have Regional Administrators.

**Staff Dashboard**

For staff member: Ashton, Taryn

Taryn Ashton

Local ID 4177 Staff Number 101

Staff Type Teacher CB (Tk-5) Birthdate 05/20/2015

Gender F

You have 5 notifications!

Assigned Students: { / None}

☐ Current ☐ Pre-Registration ☐ Disenrolled

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Last update: **2017/03/20 15:30**