

admin, admin essential, staff records, webinar wednesday

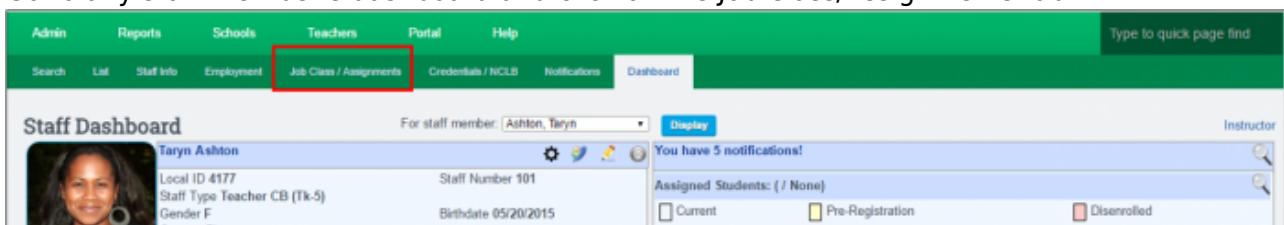
# Staff: Support Staff Oversight Setup

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](#)

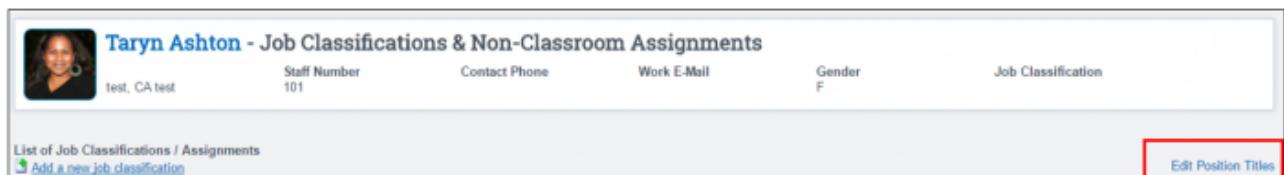
## Part I. Create Position Titles

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



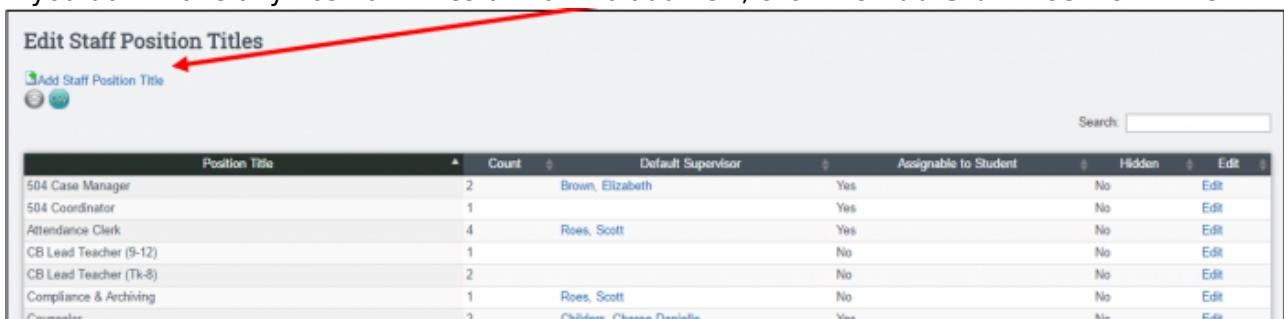
The screenshot shows a staff member's dashboard with the 'Job Class / Assignments' tab highlighted with a red box. The dashboard displays basic information about the staff member, including their name, local ID, staff type, gender, and birthdate. It also shows notification counts and student assignment status.

2. Click to Edit Position Titles



The screenshot shows the 'Job Classifications & Non-Classroom Assignments' page for the staff member. It includes fields for staff number, contact phone, work e-mail, gender, and job classification. Below these fields, there is a link to 'Add a new job classification' with a red arrow pointing to it. On the right side of the page, there is a 'Edit Position Titles' button.

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



The screenshot shows the 'Edit Staff Position Titles' page. It features a table with columns for Position Title, Count, Default Supervisor, Assignable to Student, Hidden, and Edit. The table lists various staff titles such as 504 Case Manager, 504 Coordinator, Attendance Clerk, CB Lead Teacher (9-12), CB Lead Teacher (Tk-8), Compliance & Archiving, and Counselor. A red arrow points to the 'Add Staff Position Title' link at the top left of the page.

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!**
5. 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.

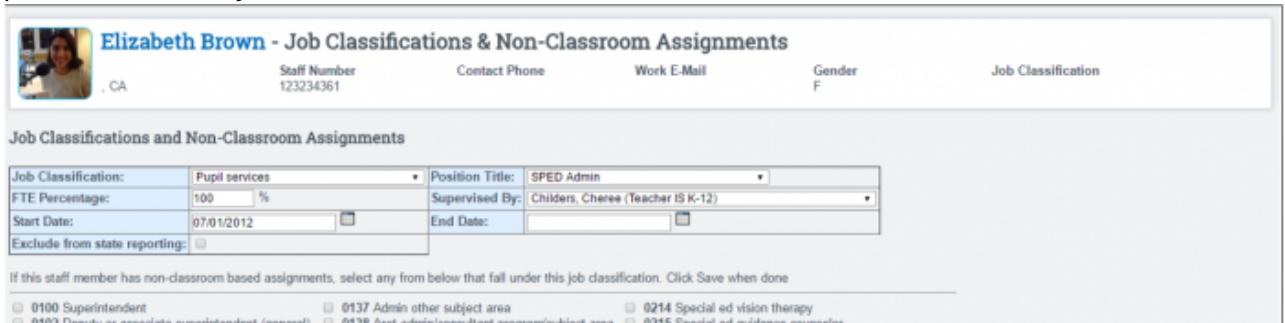
1. Go to any staff member's dashboard and click on the Job Class/Assignments tab.



Elizabeth Brown - Job Classifications & Non-Classroom Assignments

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.



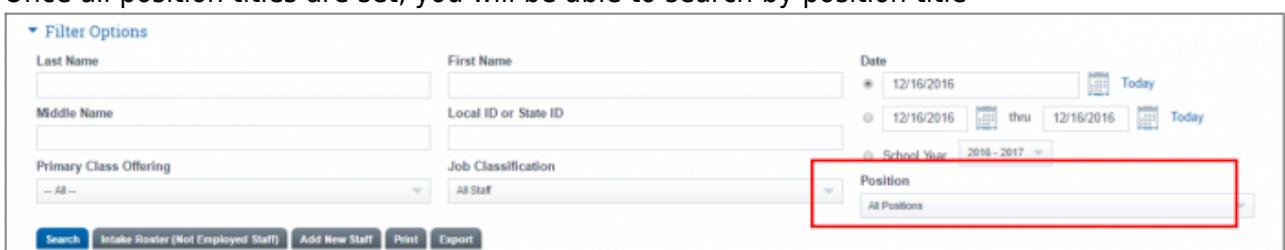
Elizabeth Brown - Job Classifications & Non-Classroom Assignments

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
Middle Name	Local ID or State ID	<input type="radio"/> 12/16/2016 <input type="radio"/> 12/16/2016 thru <input type="radio"/> 12/16/2016 <input type="radio"/> School Year 2016 - 2017
Primary Class Offering	Job Classification	<input type="radio"/> Position <input type="radio"/> All Positions
<a href="#">Search</a> <a href="#">Intake Roster (Not Employed Staff)</a> <a href="#">Add New Staff</a> <a href="#">Print</a> <a href="#">Export</a>		

and see the titles listed on the staff list.



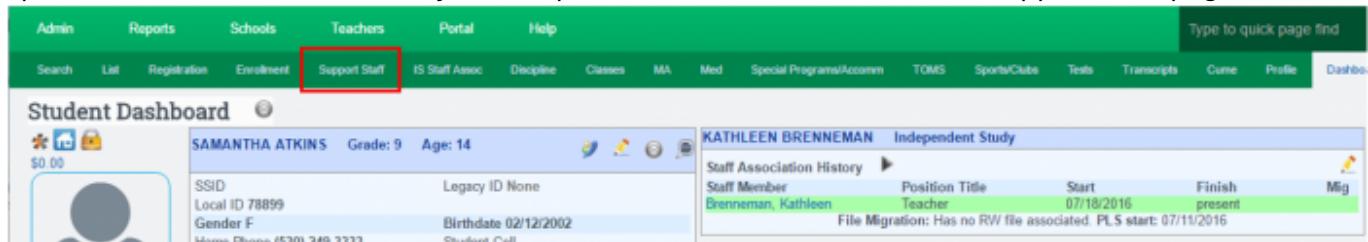
Sel	Name ?	Position	ID	Number	LC	Started
<input type="checkbox"/>	Adale, Joe M	Counselor	4173	123234362		12/07/20
<input type="checkbox"/>	Alphin, Katherine	Tutor	4227	123234387 Tutoring		06/06/20
<input type="checkbox"/>	April, Zenger		4230	123234390		10/18/20
<input type="checkbox"/>	Ashton, Taryn	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.*

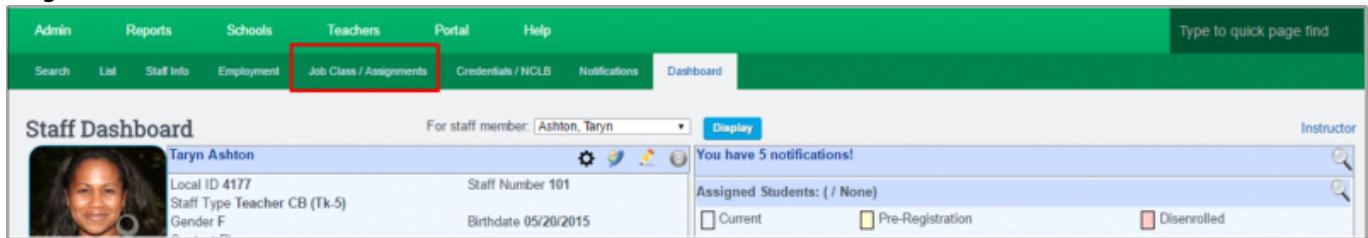
*Position titles of EL Coordinator, 504 Coordinator, 504 Case Manager, Nurse, SPED SAI Provider, Speech Therapist, Case Manager, Occupational Therapist, SPED Administrator, School Counselor (only available in Counseling tab soon), and Psychologist (only available in Counseling tab soon), are set in Special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



The screenshot shows the Student Dashboard with the 'Support Staff' tab highlighted with a red box. The dashboard displays student information for Samantha Atkins (Grade 9, Age 14) and Kathleen Brenneman (Independent Study). A table shows the staff association history for Kathleen Brenneman, listing her as a teacher from 07/18/2016 to present. A note at the bottom indicates '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.



The screenshot shows the Staff Dashboard with the 'Job Class / Assignments' tab highlighted with a red box. The dashboard displays staff information for Taryn Ashton (Local ID 4177, Staff Type Teacher CB (Tk-5), Gender F) and student information for a student assigned to her. It also shows 5 notifications and current student status (Current, Pre-Registration, Disenrolled).

From:

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