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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 the Staff Dashboard for Taryn Ashton. The navigation menu at the top includes Admin, Reports, Schools, Teachers, Portal, and Help. The 'Job Class / Assignments' tab is highlighted with a red box. Below the navigation, there is a search bar for staff members, a 'Display' button, and a notification banner stating 'You have 5 notifications!'. The dashboard also displays assigned students and options for 'Current', 'Pre-Registration', and 'Disenrolled'.

2. Click to Edit Position Titles

The screenshot shows the 'Taryn Ashton - Job Classifications & Non-Classroom Assignments' page. It displays staff information such as Local ID, Staff Number, Contact Phone, Work E-Mail, Gender, and Job Classification. Below this, there is a section for 'List of Job Classifications / Assignments' with an 'Add a new job classification' link. The 'Edit Position Titles' link is highlighted with a red box.

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. The 'Add Staff Position Title' link is highlighted with a red box. Below the link is a search bar and a table listing existing position titles. The table has columns for Position Title, Count, Default Supervisor, Assignable to Student, Hidden, and Edit.

Position Title	Count	Default Supervisor	Assignable to Student	Hidden	Edit
504 Case Manager	2	Brown, Elizabeth	Yes	No	Edit
504 Coordinator	1		Yes	No	Edit
Attendance Clerk	4	Roes, Scott	Yes	No	Edit
CB Lead Teacher (9-12)	1		No	No	Edit
CB Lead Teacher (Tk-8)	2		No	No	Edit
Compliance & Archiving	1	Roes, Scott	No	No	Edit
Counselor	2	Childers, Chaeae Danielle	Yes	No	Edit

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, Contact Phone, Work E-Mail, Gender: F, Job Classification

List of Job Classifications / Assignments

Job Classification: Pupil services, Start: 07/01/2012, Finish, Position Title: SPED Admin, Supervisor: Childers, Cheree Danielle, % FTE: 100%, Non-classroom based assignment, Edit

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%, Supervised By: Childers, Cheree (Teacher IS K-12), Start Date: 07/01/2012, End Date:

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 0137 Admin other subject area 0214 Special ed vision therapy
 0162 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 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

Position: All Positions

and see the titles listed on the staff list.

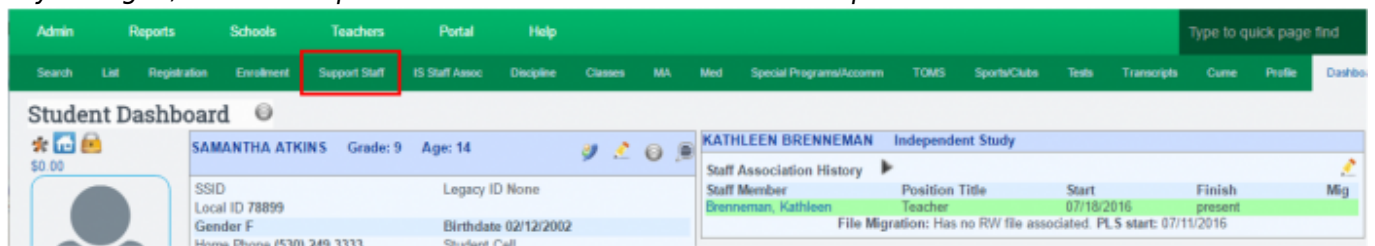
Sel	Name ?	Position	ID	Number	LC	Started
<input type="checkbox"/>	Adale, Joe M	Counselor	4173	123234362		12/07/20
<input type="checkbox"/>	Alphin, Katherine	Tutor	4227	123234387	Tutoring	06/06/20
<input type="checkbox"/>	April, Zenger		4230	123234390		10/18/20
<input type="checkbox"/>	Ashton, Taryn	Teacher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

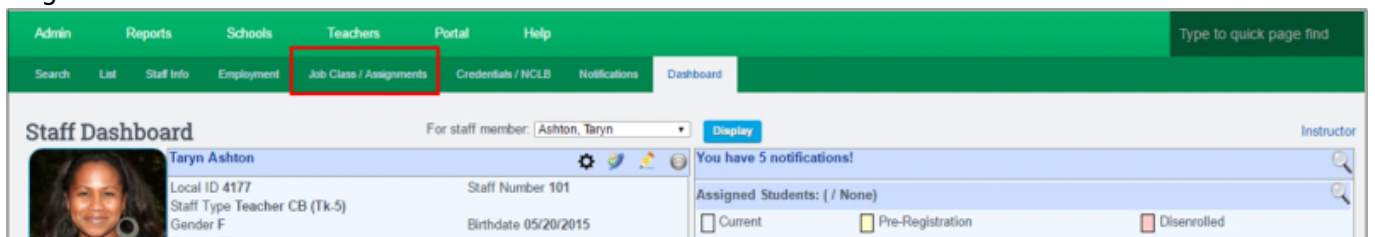
Note: This is NOT for primary teachers or homeroom teachers. Primary and homeroom teachers are still assigned in their respective areas (either in the **IS Staff Assoc tab or as a Homeroom Teacher of a CMS Class). An example of who might be assigned as a Support Staff is a Counselor.*

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.



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.



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Last update: **2017/06/05 16:23**