

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

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

[Add a new job classification](#) [Edit Position Titles](#)

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

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
 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, Middle Name, Primary Class Offering, First Name, Local ID or State ID, Job Classification, Date, School Year, Position

Position
 All Positions

Buttons: Search, Intake Roster (Not Employed Staff), Add New Staff, Print, Export

and see the titles listed on the staff list.

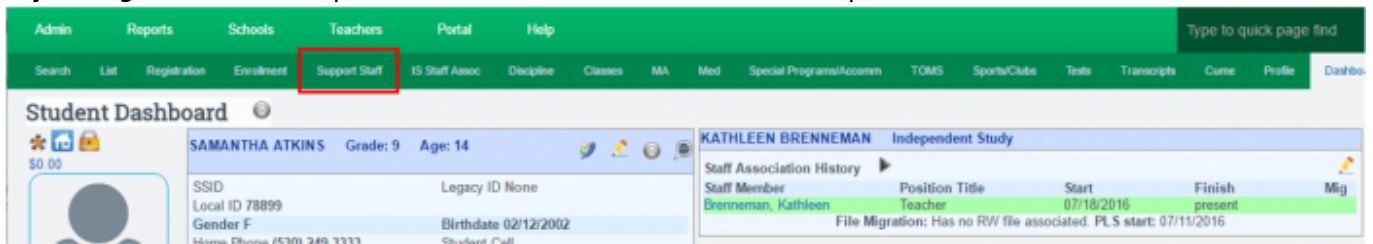
Sel	Name ?	Position	ID	Number	LC	Started
<input type="checkbox"/>	Adale, Joe M	Counselor	4173	123234362		12/07/20
<input type="checkbox"/>	Alphin, Katherine	Tutor	4227	123234387	Tutoring	06/06/20
<input type="checkbox"/>	April, Zenger		4230	123234390		10/18/20
<input type="checkbox"/>	Ashton, Taryn	Teacher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

Part III. Set staff oversight to students

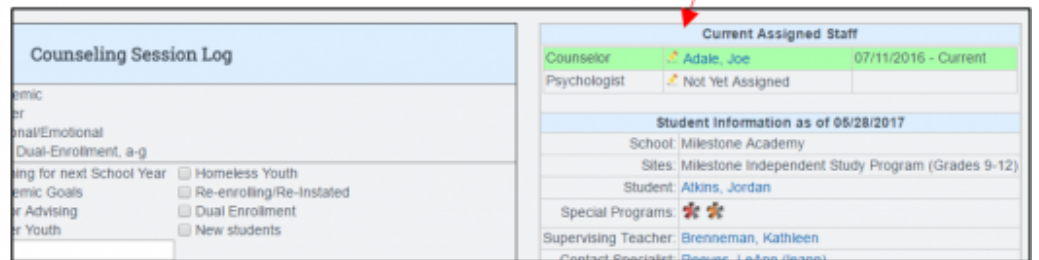
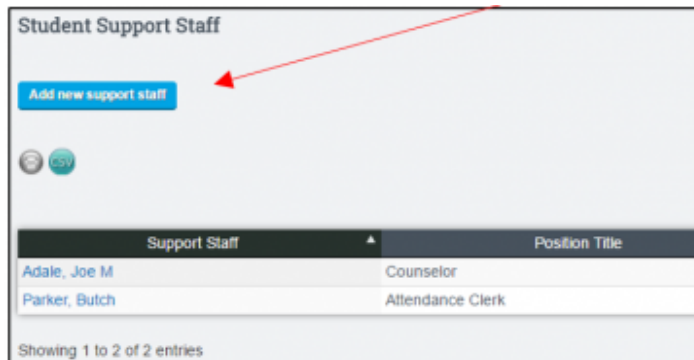
1. For any student, go to the **Support Staff** tab. Click the **Add new support staff** *.

Note: This is NOT for primary teachers or homeroom teachers. Primary and homeroom teachers are still assigned in their respective areas (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.

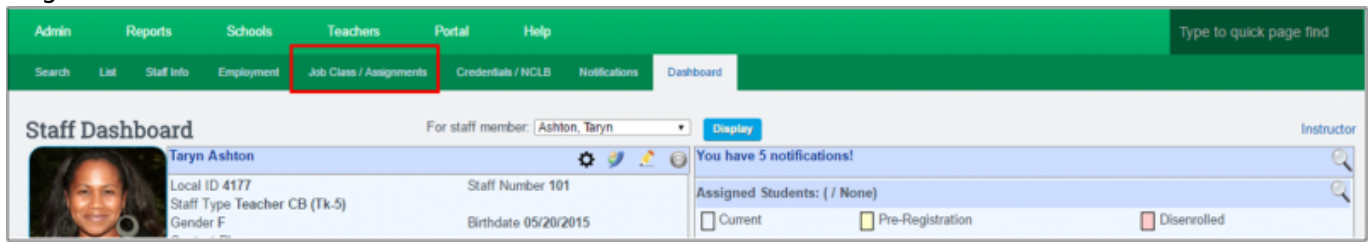


This type of duality is used in all Special Program areas: **504, SPED, EL, and Counseling**

Part IV. 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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