admin, admin essential, staff records, webinar wednesday

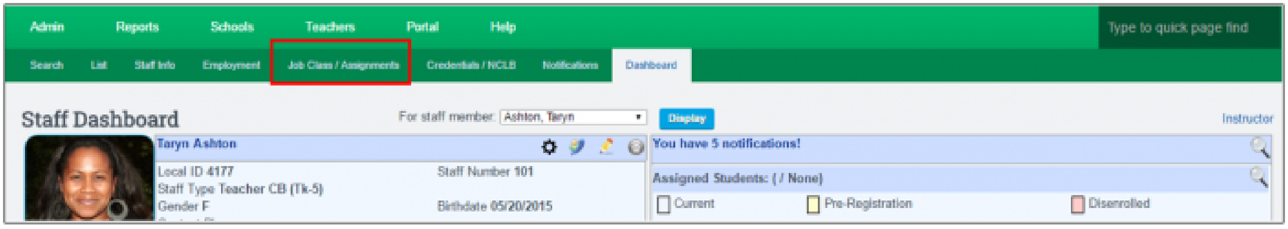
Staff: Support Staff Oversight Setup

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.


Admin
Reports
Schools
Teachers
Portal
Help
Type to quick page find
Search
List
Staff Info
Employment
Job Class / Assignments
Credentials / NCLB
Notifications
Dashboard
Instructor
Display

Staff Dashboard

For staff member: Ashton, Taryn

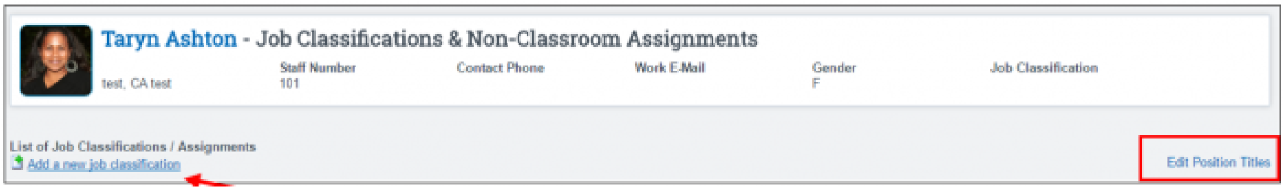
Taryn Ashton
Local ID 4177
Staff Type Teacher CB (Tk-5)
Gender F
Staff Number 101
Birthdate 05/20/2015

You have 5 notifications!

Assigned Students: (/ None)

☐ Current ☐ Pre-Registration ☐ Disenrolled

2. Click to Edit Position Titles


Add a new job classification
Edit Position Titles

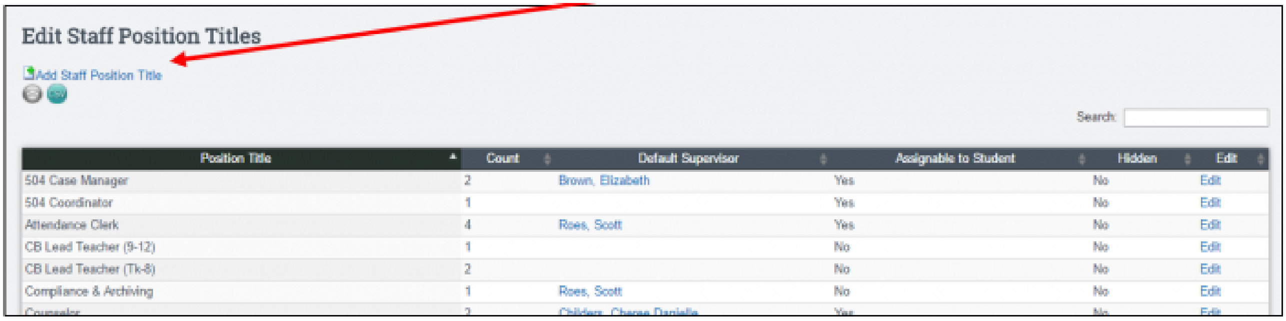
Taryn Ashton - Job Classifications & Non-Classroom Assignments

test, CA test

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

List of Job Classifications / Assignments

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


Add Staff Position Title
Search:

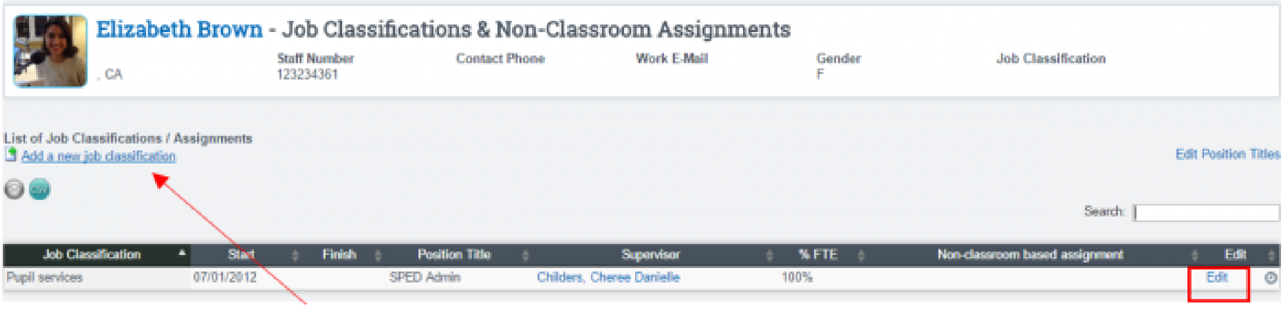
Edit Staff Position Titles

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, Charee 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

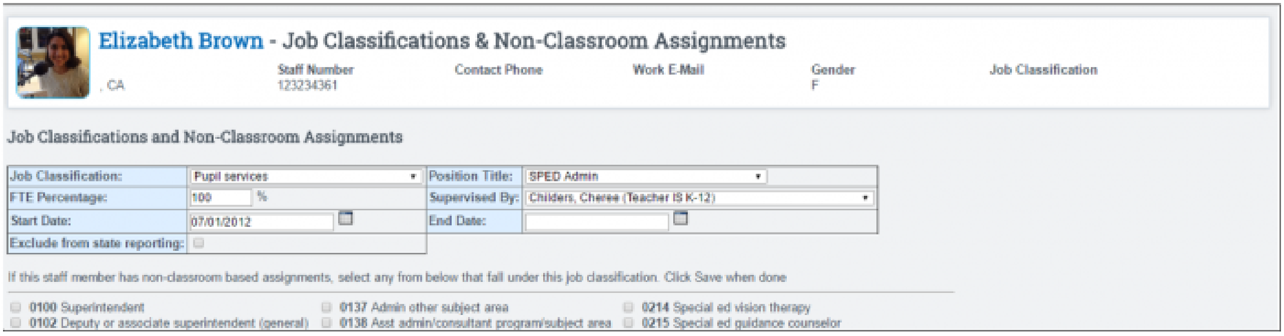
, CA

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

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%		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

, CA

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

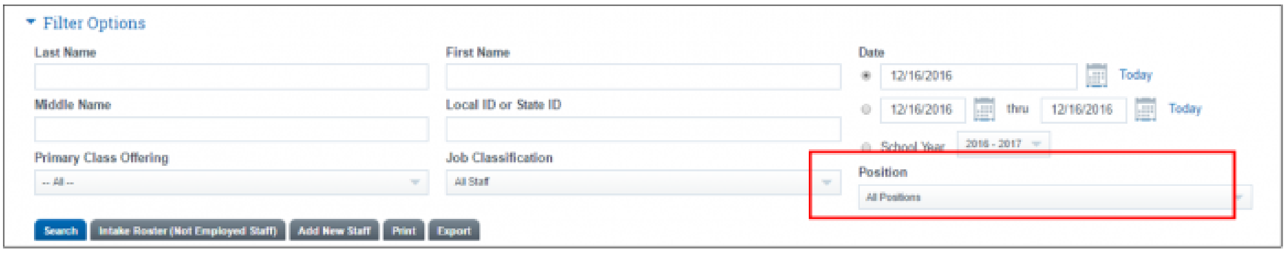
Job Classifications and Non-Classroom Assignments

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:	☐		

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

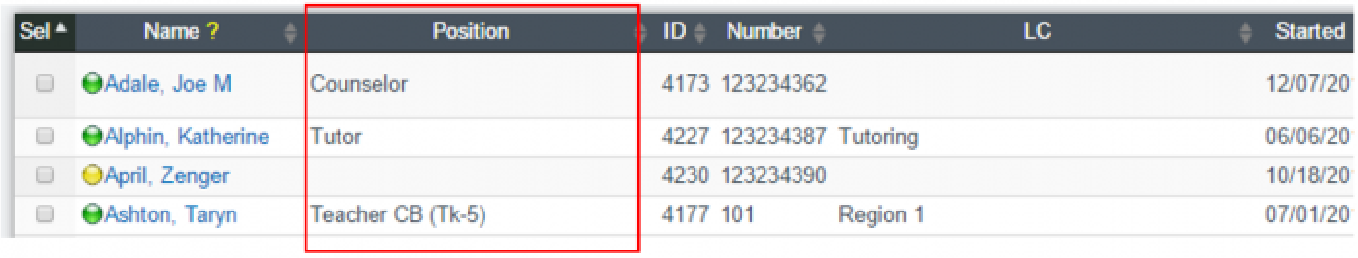
4. You can add more than one position title. You may have a staff member that is a part-time teacher and a part-time administrator. Add both positions if so with the proper percentage of FTE. The FTE for multiple positions can only add up to 100% or CALPADS will give you an error. If you have more than 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: ● 12/16/2016 Today
○ 12/16/2016 thru 12/16/2016 Today
○ School Year 2016 - 2017
Middle Name:
Local ID or State ID:
Primary Class Offering: -- All --
Job Classification: All Staff
Position: All Positions

and see the titles listed on the staff list.



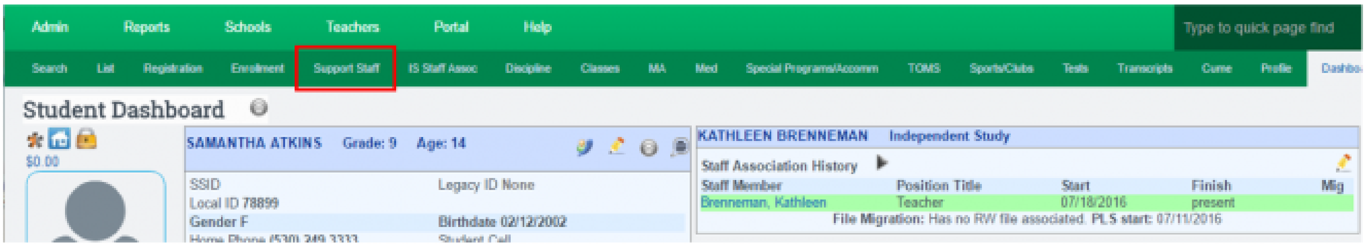
Sel	Name ?	Position	ID	Number	LC	Started
☐	Adale, Joe M	Counselor	4173	123234362		12/07/20
☐	Alphin, Katherine	Tutor	4227	123234387	Tutoring	06/06/20
☐	April, Zenger		4230	123234390		10/18/20
☐	Ashton, Taryn	Teacher CB (Tk-5)	4177	101	Region 1	07/01/20

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.


Admin
Reports
Schools
Teachers
Portal
Help
Type to quick page find
Search
List
Registration
Enrollment
Support Staff
IS Staff Assoc
Discipline
Classes
MA
Med
Special Programs/Accomm
TOMS
Sports/Clubs
Tests
Transcripts
Cume
Profile
Dashbo

Student Dashboard

$0.00

SAMANTHA ATKINS Grade: 9 Age: 14

SSID
Legacy ID None
Local ID 78899
Gender F
Birthdate 02/12/2002
Home Phone (530) 349-3333
Student Cell

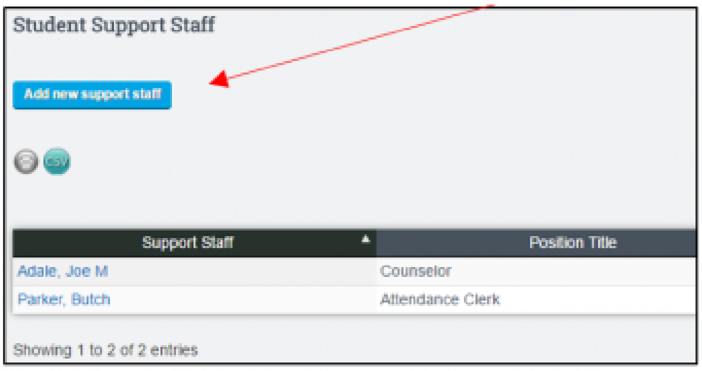
KATHLEEN BRENNEMAN Independent Study

Staff Association History

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

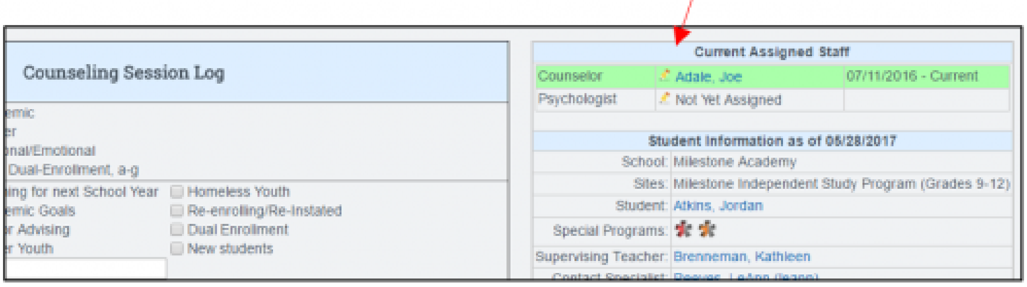
As an example, you can set a counselor in the Support Staff area OR the Counseling Area. Setting it in one area will link it to the other.


Add new support staff
CSV

Student Support Staff

Support Staff	Position Title
Adale, Joe M	Counselor
Parker, Butch	Attendance Clerk

Showing 1 to 2 of 2 entries


Counseling Session Log
emic
er
onal/Emotional
Dual-Enrollment, a-g
ing for next School Year
emic Goals
r Advising
r Youth

☐ Homeless Youth
☐ Re-enrolling/Re-Instated
☐ Dual Enrollment
☐ New students

Current Assigned Staff

Counselor	Adale, Joe	07/11/2016 - Current
Psychologist	Not Yet Assigned	

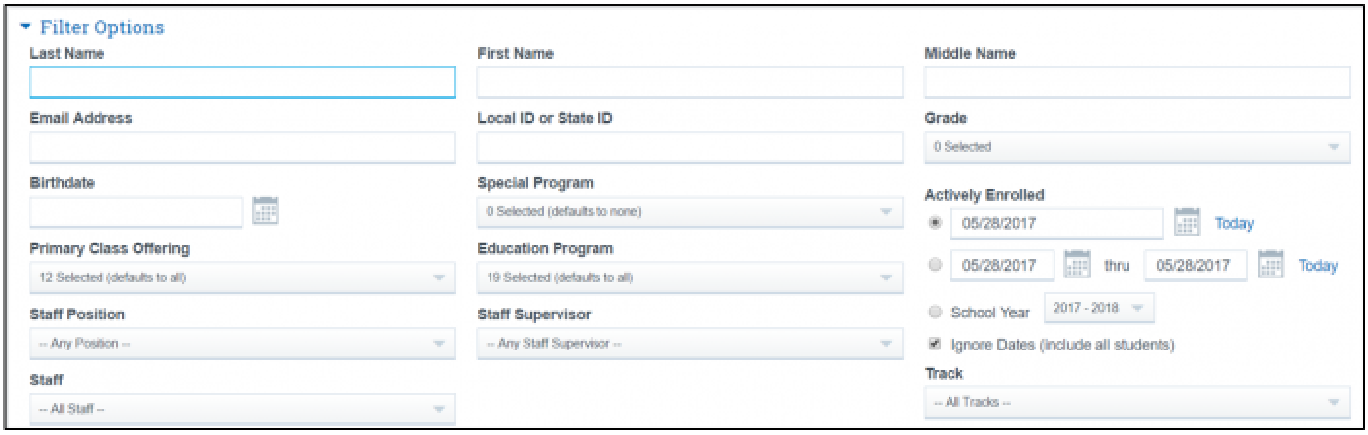
Student Information as of 05/28/2017

School: Milestone Academy
Sites: Milestone Independent Study Program (Grades 9-12)
Student: Atkins, Jordan
Special Programs:
Supervising Teacher: Brenneman, Kathleen
Contact Specialist: Reeves, LeAnn (leann)

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.



Filter Options

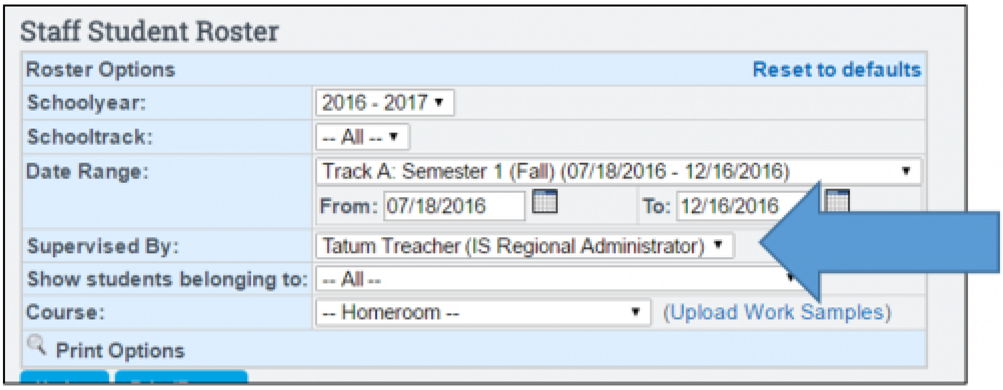
Last Name:
First Name:
Middle Name:
Email Address:
Local ID or State ID:
Grade: 0 Selected
Birthdate:
Special Program: 0 Selected (defaults to none)
Actively Enrolled:
● 05/28/2017 Today
○ 05/28/2017 thru 05/28/2017 Today
○ School Year 2017 - 2018
☑ Ignore Dates (include all students)
Primary Class Offering: 12 Selected (defaults to all)
Education Program: 19 Selected (defaults to all)
Staff Position: -- Any Position --
Staff Supervisor: -- Any Staff Supervisor --
Staff: -- All Staff --
Track: -- All Tracks --

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.

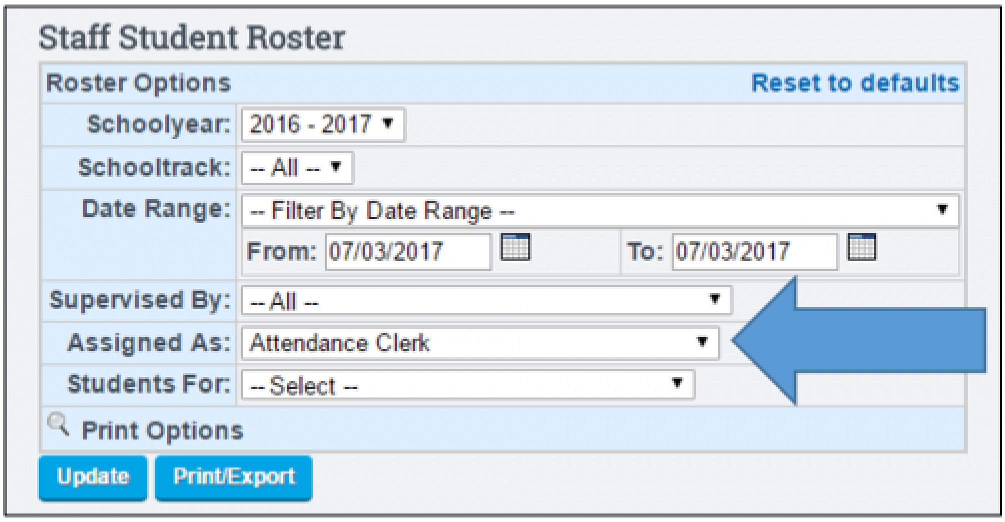


Staff Student Roster

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)
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 To: 07/03/2017

Supervised By: -- All --

Assigned As: Attendance Clerk

Students For: -- Select --

Print Options
Update
Print/Export

From:
https://schoolpathways.com/knowledgebase/ - **School Pathways Knowledge Base**

Permanent link:
https://schoolpathways.com/knowledgebase/doku.php?id=plsis:support_staff_oversight_setup&rev=1496680520

Last update: **2017/06/05 16:35**