

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

# 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 and a 'Display' button. The main content area shows staff information: Taryn Ashton, Local ID 4177, Staff Number 101, Staff Type Teacher CB (Tk-5), Gender F, Birthdate 05/20/2015. There are also sections for 'You have 5 notifications!', 'Assigned Students: { / None}', and 'Current', 'Pre-Registration', and 'Disenrolled' status.

2. Click to Edit Position Titles

The screenshot shows the 'Taryn Ashton - Job Classifications & Non-Classroom Assignments' page. It displays staff information: Taryn Ashton, Staff Number 101, Contact Phone, Work E-Mail, Gender F, and Job Classification. Below this, there is a section for 'List of Job Classifications / Assignments' with a link to 'Add a new job classification'. 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. There is a link to 'Add Staff Position Title' highlighted with a red box. Below the link is a search bar and a table listing existing 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
Coordinator	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).

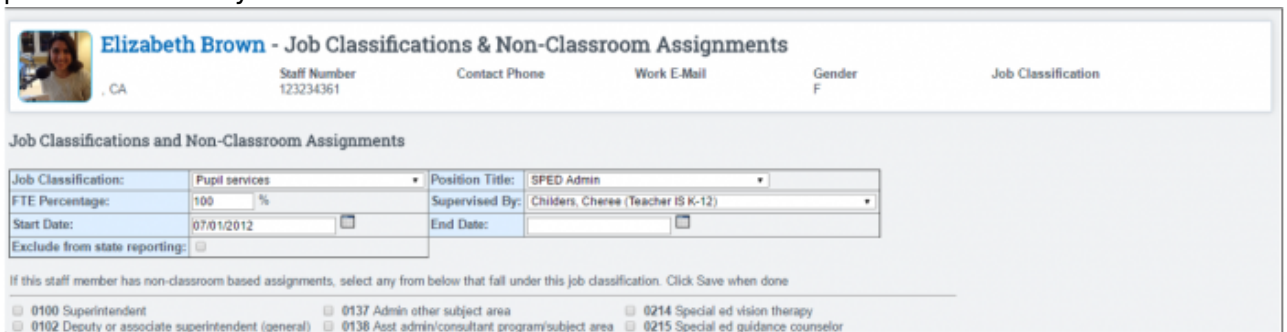
1. Add the Position Title
2. Who the supervisor of the position is
3. If it should be hidden from view for future use
4. Check if the position can be assigned to a student. **THIS IS VERY IMPORTANT FOR LATER USE!**
4. If you have job titles you do not want to use anymore, you can EDIT and then DELETE 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.

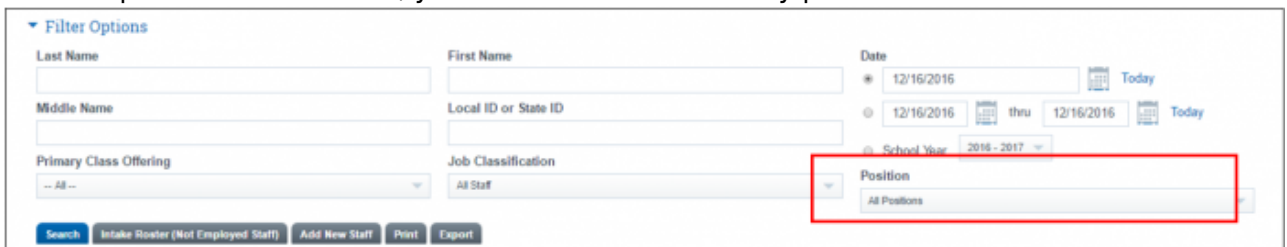
1. Go to any staff member's dashboard and click on the Job Class/Assignments tab.



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.



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.



and see the titles listed on the staff list.

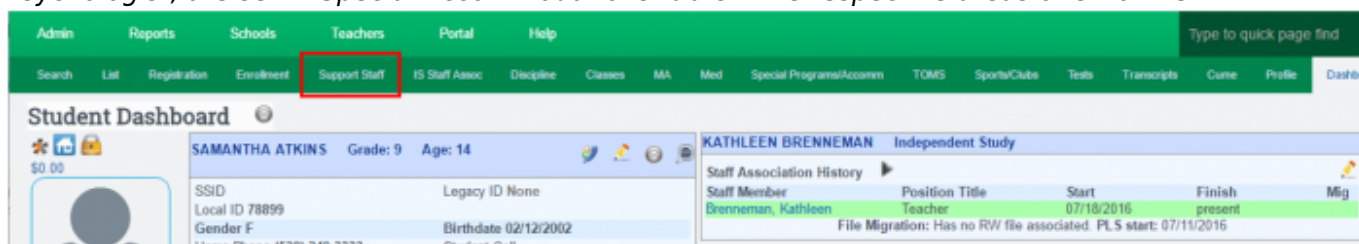
Sel	Name ?	Position	ID	Number	LC	Started
<input type="checkbox"/>	Adale, Joe M	Counselor	4173	123234362		12/07/20
<input type="checkbox"/>	Alphin, Katherine	Tutor	4227	123234387	Tutoring	06/06/20
<input type="checkbox"/>	April, Zenger		4230	123234390		10/18/20
<input type="checkbox"/>	Ashton, Taryn	Teacher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

# Part III. Set staff oversight to students

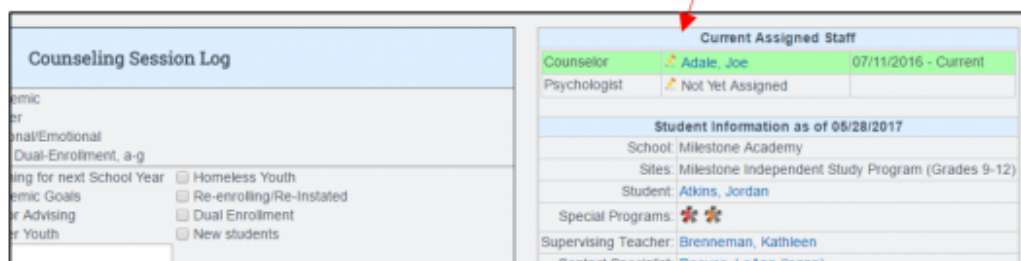
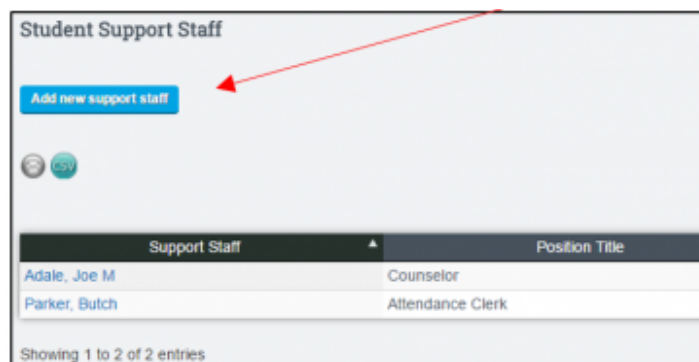
1. For any student, go to the **Support Staff** tab. Click the **Add new support staff** \*.

*\*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. 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.

The screenshot shows a 'Filter Options' panel with various search criteria. It includes text input fields for Last Name, First Name, Middle Name, Email Address, Local ID or State ID, Birthdate, and Primary Class Offering. It also features dropdown menus for Grade, Special Program, Education Program, Staff Position, Staff Supervisor, Staff, and Track. There are date pickers for 'Actively Enrolled' with a 'Today' button, and a 'School Year' dropdown set to '2017 - 2018'. A checkbox for 'Ignore Dates (include all students)' is checked.

## 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.

The screenshot shows the 'Staff Student Roster' filter options. The 'Supervised By' field is highlighted with a blue arrow pointing to it. The field is set to 'Tatum Treacher (IS Regional Administrator)'. Other fields include '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', 'Show students belonging to: -- All --', and 'Course: -- Homeroom --'. There is a 'Reset to defaults' link and a 'Print Options' button at the bottom.

### 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 <input type="calendar"/>	To: 07/03/2017 <input type="calendar"/>
Supervised By:	-- All -- ▼	
Assigned As:	Attendance Clerk ▼	
Students For:	-- Select -- ▼	

**Print Options**



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