Adding New Teachers to Your School

Version 1.1 ● November 16, 2017

Use the **District Staff** tab to search for new teachers and assign them to your site. Once a new teacher has been added, the Power User can then assign the appropriate role/permission, and add them to an existing class.

Adding a Teacher

1. On the **Start Page**, select the **District Staff tab.**

2. On the **District Staff Search** page, enter the **Staff Name and/or Employee ID**.

District Staff Search

| Students | Staff | Parents | District Students | District Staff |

Search for a staff member by entering information in any or all of the fields below. Staff who match **ALL** of the criteria entered will be displayed.

Last Name: Adams
First Name:

Employee ID:

Search

Enter the Staff Name and/or Employee ID

3. On the **District Staff Search Results** page, click on the **pencil icon** to assign the staff to your site.

District Staff Search Results

Staff members that matched your search criteria are displayed below. Click on the pencil icon ✏ to add the staff member to your school.

Search criteria:

✔ Last Name contains: **Adams**

16 staff members found

Last Name ▲	First Name, Middle Initial	Employee ID	Home School	Assign
Adams	Amparo, C	100544	Hamilton Elementary	✏
Adams	Apollo	zzteacherr157	Johnson Elementary	✏
Adams	Dominik	166673	Hoover High	✏
Adams	Jacey	161858	District	✏
Adams	Juana	165583	District	✏

4. On the **Assign Staff Member to This School** page, turn on the **Active** checkbox.

5. Select **Teacher** from the **Staff Type** drop-down menu.

6. Click **Submit**.

Assign Staff Member To This School

Name	Adams, Jacey
Assign To	Serra High
Active	☑
Staff Type	Teacher ▾
Notes	

*Verify the **Active** box is checked.*

*Select **Teacher** from the Staff Type drop-down menu.*

Submit

7. Click the **Security Settings link** at the top of the page to access the **Security Settings page.**

Assign Staff Member To This School

✔ **Success:** Adams, Jacey was assigned to Serra High. Use the Security Settings page to verify and complete appropriate access to PowerSchool or PowerTeacher for your site.

If this staff member is a substitute, please remove his or her access once they are no longer working at your school. If this staff member has not yet attended training for PowerSchool, please ask him or her to do so as soon as possible.

Name	Adams, Jacey
Assign To	Serra High
Active	☑
Staff Type	Teacher ▾
Notes	

8. On the first tab of the **Security Settings** page, turn on the checkbox for **Sign in to PowerTeacher.**

9. Verify the **Active** checkbox is selected for your school, and **Teacher** is selected as the **Staff Type**.

10. Click **Submit**.
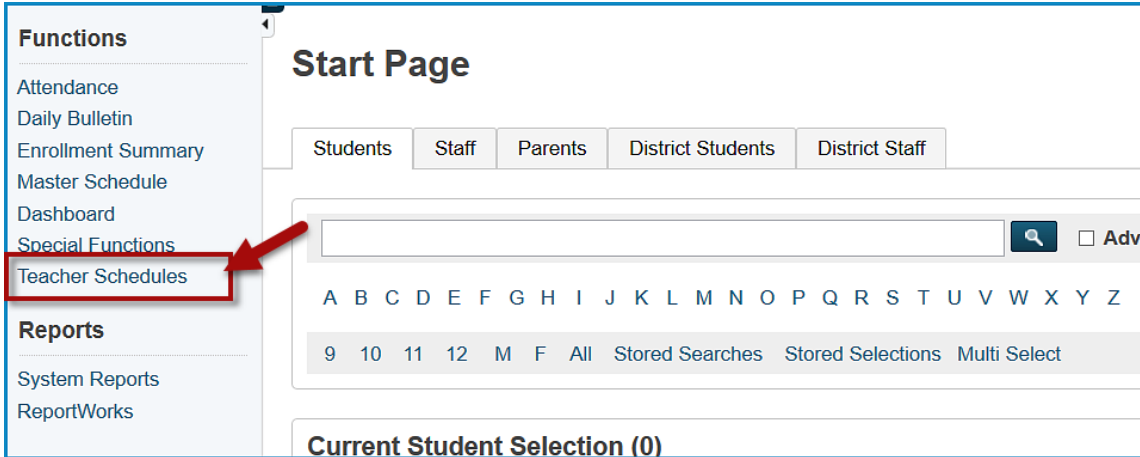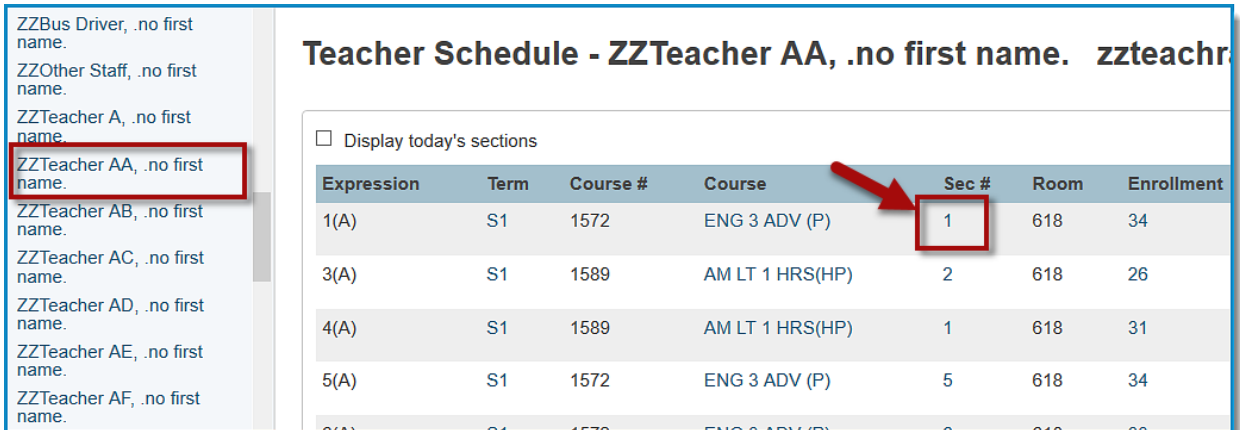
Replacing a ZZ Teacher or Other Placeholder Teacher

In your master schedule, you may have ZZ Teachers or other teacher placeholders. These placeholders could be for teachers that have yet to be assigned to your school, or for teachers that have been assigned, but never show up for the current school year.

Once a new teacher has been identified, you will replace the ZZ Teacher or other teacher placeholder with the new teacher.

1. On the **Start Page**, select **Teacher Schedules** from the main menu.

2. Find the ZZTeacher who is currently assigned to the class.

3. Select the **Section Number** of the class you want to assign to the new teacher.

4. On the **Edit Section** screen, in the **Teacher-Section Lead** area, click on the existing ZZteacher name, and select the new teacher from the **Staff** drop-down menu.

5. Click **Submit** at the bottom of the page.

Creating a New Class Section

1. On the **Start Page**, under Setup, select **School.**

2. On the **School Setup page**, scroll down to Scheduling and select **Sections.**

3. Select the course from the main menu on the left.

4. On the course page, select **New**.

5. Enter the appropriate information for the course and assign the new teacher.

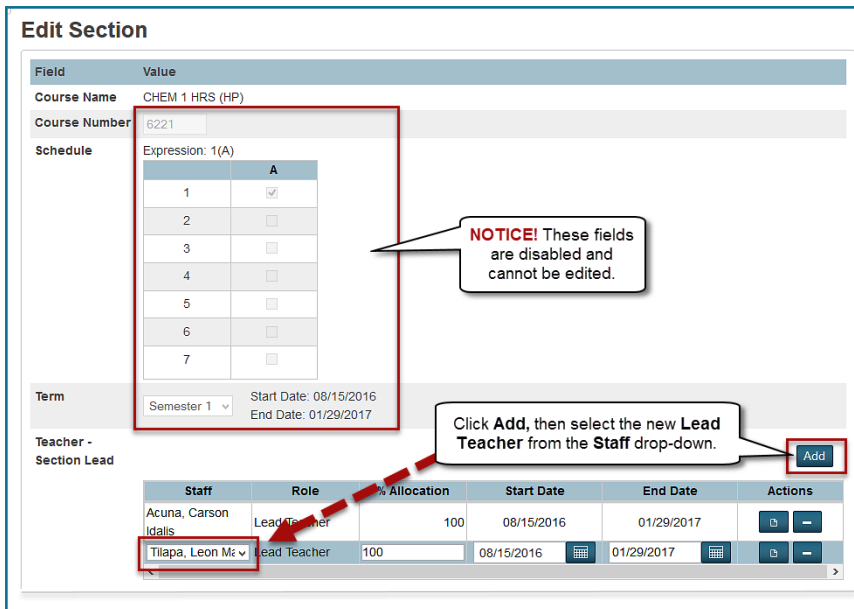6. Click **Submit** at the bottom of the page.

Edit Section

Field	Value
Course Name	
Course Number	1540

Schedule	Expression:		
			A
		1	☐
		2	☑
		3	☐
		4	☐
		5	☐
		6	☐
		7	☐

Term	2017-2018 ▾	Start Date: 08/28/2017 End Date: 06/13/2018

Teacher - Section Lead   [Add]

Staff	Role	% Allocation	Start Date	End Date	Actions
Adams, Jacey ▾	Lead Teacher	100	8/28/2017 📅	6/13/2018 📅	🗎 ▬

Teachers/Staff - Additional   [Add]

No records found.

Room	112
Section Number*	
Grade Level	
Current Enrollment	0
Maximum Enrollment	36
District Where Taught	

Team	▾
Close section at max	☑
Maximum Load Status	Non-Exempt ▾

[Delete Section] [Submit]

Adding a New Teacher to an Existing Section

There may be times when a new teacher will take over as Lead Teacher for an existing section. CALPADS reporting requirements mandate the importance of keeping the original section in place when adding a new Lead Teacher.

The new Lead Teacher will inherit the original Lead Teacher's PowerTeacher and Gradebook. They will be able to take attendance, add assignments, edit gradebook setup, and their name will appear on progress reports and report cards.

1. On the **Start page** under Functions, select **Teacher Schedules**. Select the Teacher whose section will be edited, then select the section number to be edited.

2. On the **Edit Section** page in the **Teacher – Section Lead** area, click **Add**.

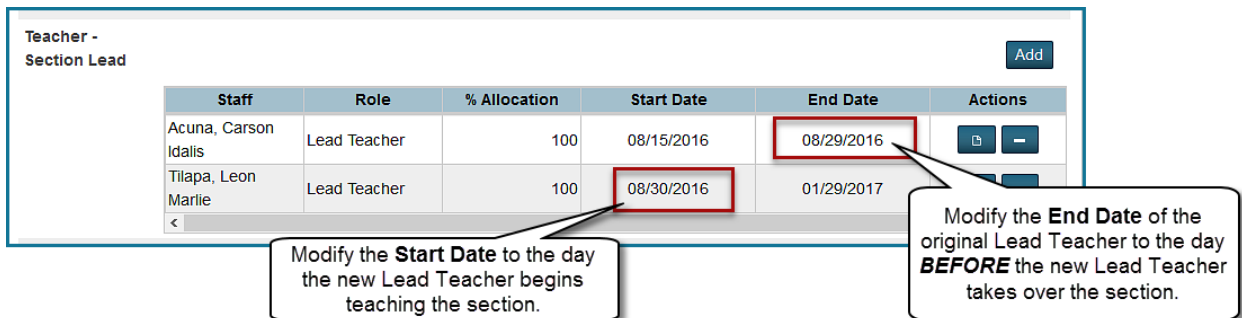3. From the **Staff** drop-down menu, select the name of the new **Lead Teacher**.

4. Modify the **End Date of the original Lead Teacher** to *the day BEFORE* the new Lead Teacher takes over the section.

5. Modify the **Start Date of the new Lead Teacher** to *the day they BEGIN* teaching the section.

6. Click **Submit**.