


ncwise SYMPOSIUM
SHERATON FOUR SEASONS | KOURY CONVENTION CENTER | GREENSBORO, NC

Staff Data In NC WISE

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GNE TEAM
FEBRUARY 22-24, 2010

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Overview

- Staff Maintenance
- Add & Update Staff
 - Staff Role
 - Staff Duties
- Delete Staff
- Copy Staff To Next Year

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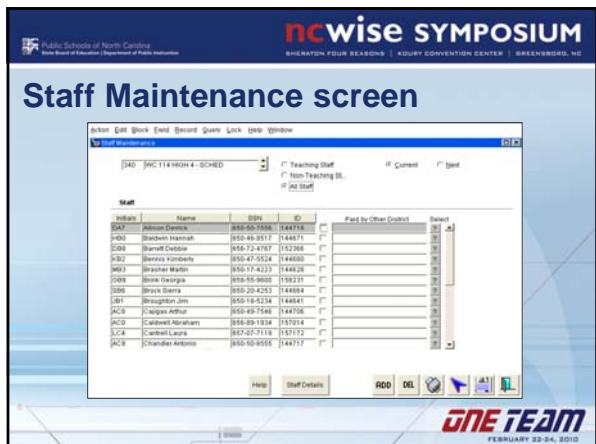
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Staff Maintenance – Path

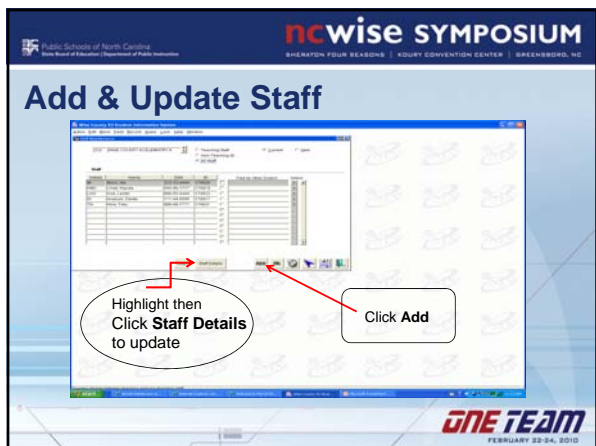
Navigation: School > School Information > Staff Maintenance

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Staff Maintenance - Required Fields

The screenshot shows a software window for 'Staff Maintenance'. Several fields are circled in red to indicate they are required: Last Name, First Name, Middle Name, Name, Surname, Education, Teacher Salary, and Staff Status. Other sections include Contact Details, Assigned Roles, and a Vehicles table.

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Staff Roles - Path

Navigation: School > School Information > Staff Maintenance > Staff Roles button

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About Staff Roles

- Staff Roles – assign roles to certified staff who do not have classes assigned to them through **Course Section Maintenance**.
 - Examples: Principal, Assistant Principal, Counselor, Speech Therapist, Media Specialist, EC Teachers who do not have pull out classes but do have inclusion classes.

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Delete Staff

- A staff member can be deleted after all duties, roles, homerooms etc. have been removed.
- If using Spreadsheet/Gradebook in TAM, follow the instructions in the TA Class Transfer QRD exactly *before* you delete the teacher leaving.

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Setting Staff Maintenance – Next Year

- Copy **All Staff** to next year
- Make certain **All Staff** radio button is checked
- Can **ADD/DEL** staff on the **Next Year** screen

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Staff Maintenance screen

The screenshot shows a window titled "Staff Maintenance" with a menu bar (Action, Edit, Block, Email, Search, Query, Lock, Update, Window) and a toolbar (Help, Staff Details, ADD, DEL, Print, Refresh, Home). A dropdown menu is open showing "146 NC114 HSH4 * SCHED". Three radio buttons are visible: "Teaching Staff" (checked), "Non-Teaching St.", and "All Staff" (circled in red). Below is a table of staff members:

Initials	Name	SSN	ID	Paid by Other District	Block
DAJ	Adrian Darnock	855-80-7958	1144718	Y	7/1
MSD	Sharon Marshall	855-46-8517	1146019	Y	7/1
DBD	Sharon Debbins	855-72-4787	1152368	Y	7/1
MBJ	Bonnie Kimberly	855-47-5534	1148693	Y	7/1
MSJ	Sharon Martin	855-74-4233	1146538	Y	7/1
DBS	Bonnie Georgia	855-55-9650	1156231	Y	7/1
BSB	Strock Sierra	855-20-4253	1149054	Y	7/1
SBF	Beverly Ann	855-16-5234	1146881	Y	7/1
ACE	Clayton Arthur	855-43-7548	1144708	Y	7/1
ACE	Carlynn Abraham	855-89-1934	1157014	Y	7/1
LCA	Carlynn Laura	855-27-7718	1157172	Y	7/1
ACE	Chandler Andrew	855-50-6555	1144717	Y	7/1

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Staff Maintenance screen . . .

Staff

Index	Name	SDN	ID	Paid by Other District	Select
DA7	Adrian Cervick	850-50-7958	144718		
H80	Bradley Newman	850-50-6607	144877		
CG8	Barrett Deaton				
FS2	Bernice Kimberly				
MS2	Brianne Warden				
CG8	Briek Georgia				
GB6	Brock Sierra				
CS1	Bronwyn Ann				
ACS	Campbell Arthur				
AC0	Carroll Abraham	850-69-1934	145714		
LC4	Carroll Laura	850-50-7718	144717		
ACS	Chandler Anthony	850-50-6568	144717		

Form: Copy currently displayed staff to next school year?
Yes No

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Staff Details – Next Year

- Staff roles impact the SAR
- Unless there is an end date for a role, currently listed roles will automatically copy to next year
- Teacher Assistants are not reported for the SAR using Staff Roles

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Staff Duties – Next Year

- Staff duties carry over from year to year
- Can ADD/DEL as needed
- **House Bill 1151**
- Report what is true and accurate for your school

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Staff Duties screen

Staff Name	# of Students	Student Contact	Hours per week	Monday	Tuesday	Wednesday	Thursday
Walt W. Blaine	35	10000	20	07:00	07:00	07:00	07:00
Christina B. Probst	35	10000	20	07:00	07:00	07:00	07:00
Shari L. Quisenberry	35	10000	20	07:00	07:00	07:00	07:00
Condi S. Haskins	35	10000	20	07:00	07:00	07:00	07:00
James M. Kellum	35	10000	20	07:00	07:00	07:00	07:00
Glenn W. Allen	35	10000	20	07:00	07:00	07:00	07:00
Franklin R. Bryant	35	10000	20	07:00	07:00	07:00	07:00
Shirley S. Coleman	35	10000	20	07:00	07:00	07:00	07:00
Debra J. Brink	35	10000	20	07:00	07:00	07:00	07:00

Buttons: Edit, Add, Del, Print, Help

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Questions

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- Quick Reference Documents (QRDs)
 - Maintaining Staff Records
 - TA Class Transfer
- User Guides
 - Pre-Scheduling Guide
 - SAR/PPAR Manual

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