

Vacancy School Year 2016-2017

TABLE OF CONTENTS

Adding Teacher Vacancy Records	1
Printing a report	4

Vacancy data has been collected by the SDDOE for a number of years. We, however, felt it was important to make changes to this collection so we can ensure we are receiving accurate and reliable data from districts. We are concerned about the shortage of teachers and administrators so this collection is an important tool to help us to identify the problems districts are facing.

The “Staffing – Teachers / Administration / School Service Specialist” screen must be updated before you complete the vacancy collection.

Step 1: This information is now being pulled from the “Staffing - Teacher/Admin/SSS” menu. There are two ways to do this:

1. Enter a no longer employed code,
 - a. identify that this position was left vacant the first day of school, and
 - b. enter the decision made as a result of the vacant position.

District Name:

Teacher / Admin / SSS Staffing (Sampson, Bill E) [An application for a name change can be found here.](#)

Demographic

Employment

No Longer Employed <input type="text" value="Other employment in education"/>	Reporting Type <input type="text" value="T - Teacher"/>
--	--

If someone leaves during the school year, do not update their record to reflect they are No Longer Employed. This should be done the following year.
Note that selection of a no longer employed code will result in all assignments being deleted for this person when the record is saved.

Switched position within district and previous position is still vacant

Was this vacant position filled the first day of school? <input type="text" value="No, it was left vacant"/>	Decisions made as a result of the vacant position: <input type="text" value="Position is still Vacant"/>
---	---

Submission Deadline October 15

2. **For staff who Change Positions within district:** if you have a staff person who continues to be an employee in the district, however has changed jobs:
- a. you will need to check the box “Switched position within district and previous position is still vacant”, and
 - b. the system will automatically identify that the previous position is still vacant.
- This box should be checked if the employee received a promotion or accepts a different position in the district. An example is if a teacher was a self-contained 5th grade teacher and becomes a Special Education teacher leaving the 5th grade teacher position vacant the first day of school.

District Name: Apple Blossom

Teacher / Admin / SSS Staffing (Sampson, Bill E) [An application for a name change can be found here.](#)

Demographic

Employment

No Longer Employed: Choose: Reporting Type: T - Teacher

If someone leaves during the school year, do not update their record to reflect they are No Longer Employed. This should be done the following year.

Switched position within district and previous position is still vacant

Was this vacant position filled the first day of school? No, it was left vacant

Decisions made as a result of the vacant position: Position is still Vacant

Step #2: Now you can see how this new screen works. It keeps you accountable to track from year to year the turnover of staff.

- **Open the PRF and Click on:**
 - Actions
 - District Information
 - Vacancy

Actions

[Override Bus Driver Training](#)

[Revoked Bus Driver Licenses](#)

Credentials

District Information

[Qualified Staff by Assignment](#)

[District/School Information](#)

[Staffing - Teacher/Admin/SSS](#)

[Plan of Intent](#)

[Classified Staffing](#)

[Paraprofessionals](#)

[Bus Drivers](#)

[SPED Contracted Services](#)

[SD Virtual School](#)

Vacancy

[Assurance Statement](#)

- You will see the following screen. Teacher Vacancy Records populate to this screen as you select the appropriate reason for them being no longer employed or switching positions in the “Staffing – Teachers / Administration / School Service Specialist” menu.

- Click on the icon that looks like a piece of paper to view the assignment and FTE for each of your vacancy records. 
- The number of positions (FTE) that were filled between school years 2015-2016 and 2016-2017 will populate to the “Vacancy” screen as you identify that the position was left vacant the first day of school.

Attendance Center	Position	Assignment	Classes	Checkboxes	FTE	Q1	Q2	Q3	Q4	T1	T2	T3
01-Apple Blossom High School - 01	20601 Special Education Teacher, K-12	20601 Special Education	0		0.50	X	X	X	X			
05-Apple Blossom Jr. High - 05	20601 Special Education Teacher, K-12	20601 Special Education	0		0.50	X	X	X	X			

NOTE: You will need to complete the following steps for all Vacant Positions

- Review the fields that will populate based on their employment the previous year.
 - Position Code
 - Assignment Code
 - the FTE for the Position that is vacant

Printing a Report

- Click on the print button. 
- To print the report, hover over the existing navigation area toward the bottom and click the icon that looks like a printer.

fo/MainMenu.aspx?UID=a2xexjbgigtsrczj4htee4w112127206

District Name: Apple Blossom

Vacancy

Vacancy information must be supplied for the first day of school. Please edit any statement can be signed.

Edit	Last Name
	Atkins
	Baumister
	Cash
	Sampson

4 Record(s)

 

http://test7.appstest.sd.gov/DE04Public/DE04DistInfo/ReportViewer.aspx?ReportName=RpTeacherVaca - Windows Internet Explorer pro

Teacher Vacancy Data Summary of Data Received

04060 Apple Blossom

Number of positions (FTE) required to be filled between school years 2014-2015 and School Year 2015-2016: 4.01

		Decisions made as a result of the vacant positions		
		Open/Program Eliminated	Positions in 10/15 Vacant	Total FTE of Vacancy
Fine Arts	High School Teacher	0.00	0.12	0.12
	Total	0.00	0.12	0.12
Language Arts	Elementary School Teacher	0.42	0.00	0.42
	High School Teacher	0.00	0.13	0.13
	Kindergarten Teacher	0.07	0.00	0.07
	Position Based on Non-Authorized	0.00	0.01	0.01
Total	0.49	0.14	0.63	
Math	Elementary School Teacher			
	Total			
Miscellaneous	Middle School / JH Teacher			
	Total			
Non-Credit	High School Teacher			0.13
	Total			0.13
PE-Health	Middle School / JH Teacher	0.00	0.05	0.05

9/16/2015 Page 1 of 2

#1 Click on the print button

#2 To print the report, hover over the existing navigation area toward the bottom and click the icon that looks like a printer.