2017-18 NC Pre-K Plan
Teacher Placement Process
Instructional Manual

This manual provides instruction for the process to place instructional staff in both public and private sites/classrooms in the NC Pre-K Plan.
Teacher List Screen

After logging into the NC Pre-K Plan, click the Teacher List button to begin the teacher placement process.

This will take you to the Teacher List Screen.

On the Teacher List screen, all Active teachers will be displayed who have previously been entered in the NC Pre-K Plan.
To include **Inactive teachers** in the list, click the box for **Show Inactive**. The inactive teachers will be highlighted in light orange.

At the bottom of the **Teacher List** screen, you will see four buttons:

- **Edit** – click to edit information for the teacher’s demographics, classroom assignment, education, licensure and credentials
- **Place Teacher** – click to begin the process for placing teachers in the NC Pre-K sites/classrooms
- **Previous and Next** – click to move through the tabs at the top of the screen for Committee, Contract Info, County, Sites, Classrooms, Teachers and Budget
Starting the Teacher Placement Process

New Teacher:

To start the teacher placement process for a New Teacher:

➢ go to the Teacher List screen
➢ click the Place Teacher button without selecting a name

On the Place Teacher screen, click the New Teacher button. The next step will be to enter the teacher’s name, demographic information, teacher type, site and classroom with start/end dates.

New for 2017-18:

Fields have been added to enter the teacher’s Birthdate and WorkForce ID (WFID). These are not required fields and can be left blank.
Existing Teacher:

To start the teacher placement process for an existing, active teacher in a site/classroom:

➢ go the Teacher List screen
➢ select the radio button beside the teacher’s name and click Place Teacher

On the Place Teacher screen, you will see the teacher’s name and the site/classroom assignment from prior year(s). The next step will be to enter the teacher type, site and classroom with start/end dates for the current year.
Placing a Teacher in a Classroom

The **Next Step** to place either a new or existing teacher in a site/classroom is:

1. Select the teacher type (Lead, Assistant, Long-term Lead, Long-term Assistant)
2. Select the Site
3. Select the Classroom
4. Enter the start and end date (dates must be between 7/1/2017 and 6/30/2018)
5. Click Next

**New for 2017-18:**
The **End Date** for the classroom assignment now defaults to **6/30/2018**.
Lead Teacher – Public School Site/Classroom:

When you **Click Next** from the **Place Teacher** screen:

- if the Lead Teacher is being placed in a **Public School** site/classroom
- and the required education/licensure information has been entered
- the Lead Teacher will automatically be assigned to the site/classroom

You will not need to submit a change request.

Lead Teacher assignment to the public school site/classroom is **Active** and process is **Complete**.

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### Teacher: April Doane

<table>
<thead>
<tr>
<th>Status</th>
<th>Site</th>
<th>Classroom</th>
<th>Teacher Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Approval Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Northeast Elementary</td>
<td>31</td>
<td>Lead</td>
<td>08/20/2017</td>
<td>06/30/2018</td>
<td>Automatic</td>
</tr>
<tr>
<td>Prior Year</td>
<td>Northeast Elementary</td>
<td>01</td>
<td>Lead</td>
<td>08/01/2016</td>
<td>06/30/2017</td>
<td>NC Pre-K Primary: $600 NC Pre-K Secondary: $1215</td>
</tr>
<tr>
<td>Prior Year</td>
<td>Northeast Elementary</td>
<td>01</td>
<td>Load</td>
<td>08/15/2015</td>
<td>06/09/2016</td>
<td>NC Pre-K Primary: $533 NC Pre-K Secondary: $1215</td>
</tr>
</tbody>
</table>

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**Approved Teacher Types**

- Lead
- Assistant
- Long-term Substitute Assistant
- Long-term Substitute Lead

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**Education**

<table>
<thead>
<tr>
<th>Degree/Field</th>
<th>ECE Fields</th>
<th>ECE Related Fields</th>
<th>Earned or Working On</th>
<th>Date Earned</th>
<th>GPA 2.5 or Higher</th>
<th>6 Documented Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA/BS Early Childhood Education</td>
<td></td>
<td></td>
<td>Earned</td>
<td>10/07/2014</td>
<td>Yes</td>
<td>2015-2016: No</td>
</tr>
</tbody>
</table>

**Licensure**

<table>
<thead>
<tr>
<th>License Type</th>
<th>Status</th>
<th>Effective Date</th>
<th>6 Documented Hours</th>
<th>Edit</th>
<th>Delete</th>
<th>Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-K/Pre-KK Standard Prof II</td>
<td>Holds</td>
<td>10/07/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
When you **Click Next** from the **Place Teacher** screen:

- if the required information is not entered for a Lead Teacher being placed in a public school
- the status will be **Pending** for the **Classroom Assignment**

See the red error box and yellow caution triangle for the information that must be entered for education/licensure.
Once you enter the **required information** for Education and Licensure, the Lead Teacher assignment to the public school site/classroom is **Active** and process is **Complete**.

**You will not need to submit a change request.**

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**Teacher: Betsy Heims**

<table>
<thead>
<tr>
<th>Status</th>
<th>Site</th>
<th>Classroom</th>
<th>Teacher Type</th>
<th>Entry Date</th>
<th>Exit Date</th>
<th>Maximum Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Elizabethtown Primary</td>
<td>ETP-1</td>
<td>Lead</td>
<td>08/29/2017</td>
<td>08/30/2018</td>
<td>NC Pre-K Primary: $473</td>
</tr>
<tr>
<td>Prior Year</td>
<td>Elizabethtown Primary</td>
<td>ETP-1</td>
<td>Assistant</td>
<td>08/01/2016</td>
<td>08/30/2017</td>
<td>Teacher is an assistant, and is not reimbursed.</td>
</tr>
<tr>
<td>Prior Year</td>
<td>Elizabethtown Primary</td>
<td>ETP-1</td>
<td>Assistant</td>
<td>08/01/2015</td>
<td>08/30/2016</td>
<td>Teacher is an assistant, and is not reimbursed.</td>
</tr>
</tbody>
</table>

**Approved Teacher Types**

- **Lead**
- **Assistant**
- **Long-term Substitute Assistant**
- **Long-term Substitute Lead**

**Education**

- **Degree**: BA / BS - Early Childhood Education
- **ECE Related Fields**
- **Earned or Working On**: Earned
- **Date Earned**: 09/15/2017
- **GPA 2.5 or Higher**: Yes
- **6 Documented Hours**: 2017-2018: Not Applicable

**Licensure**

- **License**: NC Lateral Entry BK License
- **Status**: Holds
- **Effective Date**: 07/01/2017
- **6 Documented Hours**: 2017-2018: In Progress
Lead Teacher – Private Site/Classroom:

When you **Click Next** from the **Place Teacher** screen:

- if the Lead Teacher is being placed in a **Private** site/classroom
- and they were approved in the **Prior Year** based on holding either a **BK SP1 or SP2 License**
- the Lead Teacher will automatically be assigned to the site/classroom

**You will not need to submit a change request.**

Lead Teacher assignment to the private site/classroom is **Active** and process is **Complete**
When you **Click Next** from the **Place Teacher** screen:

- if the Lead Teacher is being placed in a **Private** site/classroom
- **but did not hold** either a **BK SP1 or SP2 License**
- the Lead Teacher will **not** be assigned to the private site/classroom as Active

**You will need to submit a change request.**
To submit a change request, on the **Place Teacher** screen you will enter the required information and **Click Next**.

When you click the **Next** button, the next screen will be the **Change Request** screen. Click **Submit and Save** from this screen to create a change request for DCDEE staff to review/approve.
If the Lead Teacher being placed in a **Private** site/classroom is a **New Teacher**, you **will need to submit a change request**.

On the **Place Teacher** screen, you will enter the required information and **Click Next**.

When you click the **Next** button, the next screen will be the **Change Request** screen.

Click **Submit and Save** from this screen to create a change request for DCDEE staff to review/approve.
Existing Teacher Assistant – Public School and Private Sites:

When you choose an **Existing Teacher Assistant** from the **Place Teacher** screen and **Click Next**:

- if the Teacher Assistant is being placed in **either a Public School or Private** site/classroom
- and they were approved in the **Prior Year**
- the Teacher Assistant will automatically be assigned to the site/classroom

You will not need to submit a change request.

Teacher Assistant assignment to the site/classroom is **Active** and process is **Complete**.

**Public School Site:**

![Teacher: Ashley Cox]

**Private Site:**

![Teacher: Benita Long]

### Classroom Assignment

<table>
<thead>
<tr>
<th>Status</th>
<th>Site</th>
<th>Classroom</th>
<th>Teacher Type</th>
<th>Entry Date</th>
<th>End Date</th>
<th>Date Earned</th>
<th>GPA 2.5 or Higher</th>
<th>6 Documented Hours</th>
<th>Maximum Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Almanac Developmental Center-Lifespan Circle School</td>
<td>Lifespan 1</td>
<td>Assistant</td>
<td>08/01/2016</td>
<td>06/30/2017</td>
<td>06/03/2016</td>
<td>Yes</td>
<td>2015-2016</td>
<td>No</td>
</tr>
</tbody>
</table>

**Approved Teacher Types**

- **Teacher** types may include Assistant, Public, and Lead.
- **Site** options include All Sites or Specific Sites.
- **Date Earned** indicates the date the Teacher Assistant was approved.
- **GPA 2.5 or Higher** is a requirement for approval.
- **Documented Hours** must be at least 6 hours.

**Education**

- **Degree** requirements vary by site.
- **ECE Fields** and **ECE Related Fields** must be completed.
- **Earned or Working On** reflects current status.
- **Date Earned** indicates when the requirements were completed.

Education, License, and Credentials are Editable.
New Teacher Assistant – Public School Site/Classroom:

When you **Click Next** from the **Place Teacher** screen:

- and the Teacher Assistant is a **new teacher** in a **Public School** site/classroom
- the status will be **Pending** for the **Classroom Assignment**

See the red error box and yellow caution triangle for the information that must be entered for NCLB exception/education/credentials.

Once you enter the **required information**, the Teacher Assistant assignment to the public school site/classroom is **Active** and process is **Complete**.

**You will not need to submit a change request.**
New Teacher Assistant – Private Site/Classroom:

When you **Click Next** from the **Place Teacher** screen:

- and the Teacher Assistant is a **new teacher** in a **Private** site/classroom
- the status will be **Pending** for the **Classroom Assignment**

See the red error box and yellow caution triangle for the information that must be entered for education/credentials.

Once you enter the **required information** for Education, the Teacher Assistant assignment to the private school site/classroom is **Active** and process is **Complete**.

**You will not need to submit a change request.**
Teacher Assistant – Convert To Change Request:

When you **Click Next** from the **Place Teacher** screen and the Teacher Assistant’s education/credentials need to be reviewed by DCDEE, you will need to submit a change request.

**Click the Convert To Change Request button.**

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**Degree is in Human Growth and Development. This individual’s education needs to be verified by the Workforce Education Unit.**
When you click the **Convert To Change Request** button, the next screen will allow you to create a change request. Choose **Verification By Workforce Education Unit** from the drop-down list.

Click the **Create Change Request** button.

When you click the **Create Change Request** button, the next screen will be the **Change Request** screen.

When you click **Submit and Save** from this screen a change request will be created for DCDEE staff to review/approve.

**Note:** The system will generate an automatic comment for the change request explaining what needs to be reviewed by DCDEE staff.
**Long-term Substitutes (Lead and Assistant):**

**Long-Term Substitute Teachers** (Lead or Assistant) can be placed in a site/classroom for a maximum of 84 calendar days (12 weeks).

On the **Place Teacher** screen, you will enter the required information and **Click Next**.

An **error message** will appear if you enter a start and end date that **exceeds 84 calendar days**.
Long-term Substitute Lead:

When you **Click Next** from the **Place Teacher** screen:

- the status will be **Pending** for the **Classroom Assignment**
- until the required education information is entered for the **Long-term Substitute Lead Teacher**

See the red error box and yellow caution triangle for the information that must be entered for education/credentials.

Once you enter the **required information**, the Long-term Substitute Lead Teacher assignment to the site/classroom is **Active** and process is **Complete**.

**You will not need to submit a change request.**
Long-term Substitute Assistant:

When you **Click Next** from the **Place Teacher** screen:

- the status will be **Pending** for the **Classroom Assignment**
- until the required education information is entered for the **Long-term Substitute Teacher Assistant**

See the red error box and yellow caution triangle for the information that must be entered for education/credentials.

Once you enter the **required information**, the Long-term Substitute Teacher Assistant assignment to the site/classroom is **Active** and process is **Complete**.

You will not need to submit a change request.
Change Requests:

From the Place Teacher screen, you have the ability to create a Change Request by making a selection from the drop down list and clicking Next.

**Change Requests** are used for the following reasons:

a. **Change in Education/License** – For example, a teacher held a NC Lateral Entry BK license and now holds a SP1 BK license.

b. **Change in Payment Rate** – For example, a teacher was at the $600 payment rate but now should receive a $650 payment rate due to receiving their SP1 BK license.

c. **Verification by Workforce Education Unit** – For Teacher Assistants in Private Sites only. You can also use the Convert To Change Request button.

d. **Review by NC Pre-K Staff** – For special circumstances that require you to submit a change request for NC Pre-K Staff to review/approve the teacher placement.