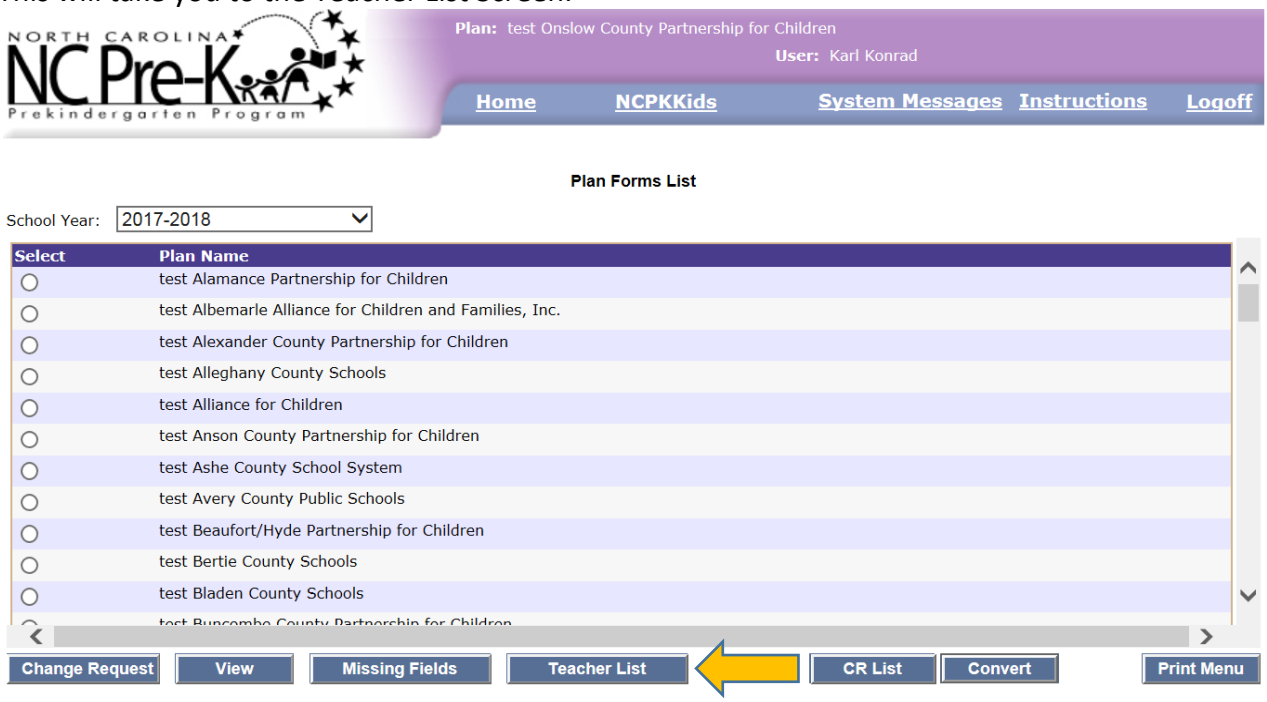
2017-18 NC Pre-K Plan
Teacher Placement Process
Instructional Manual

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

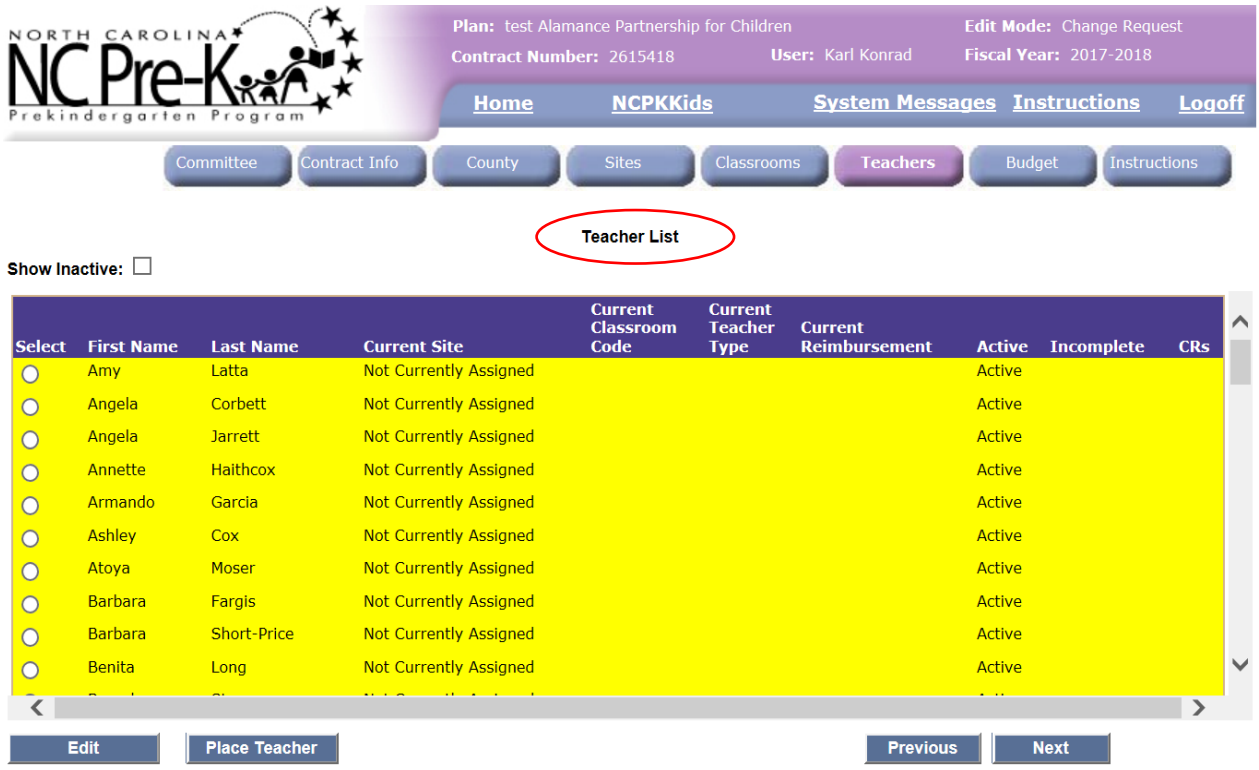
Teacher List Screen

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

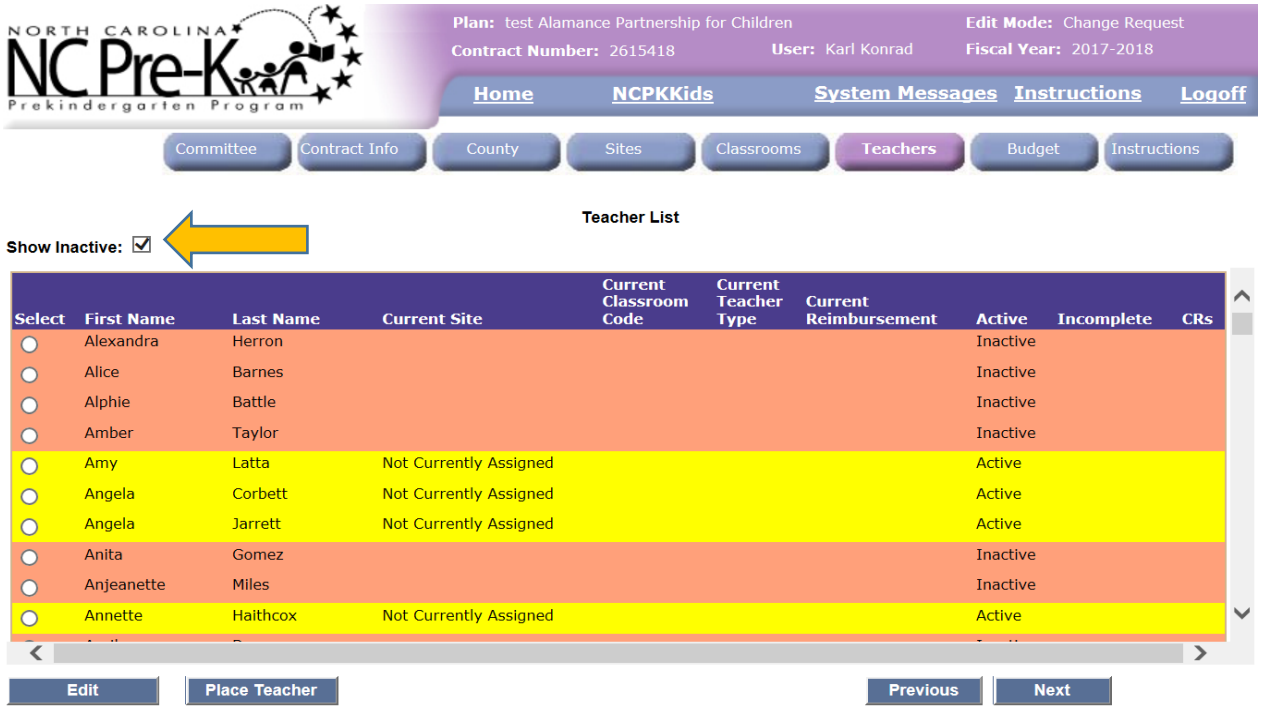
This will take you to the Teacher List Screen.



On the **Teacher List** screen, all **Active** teachers will be displayed who have previously been entered in the NC Pre-K Plan.

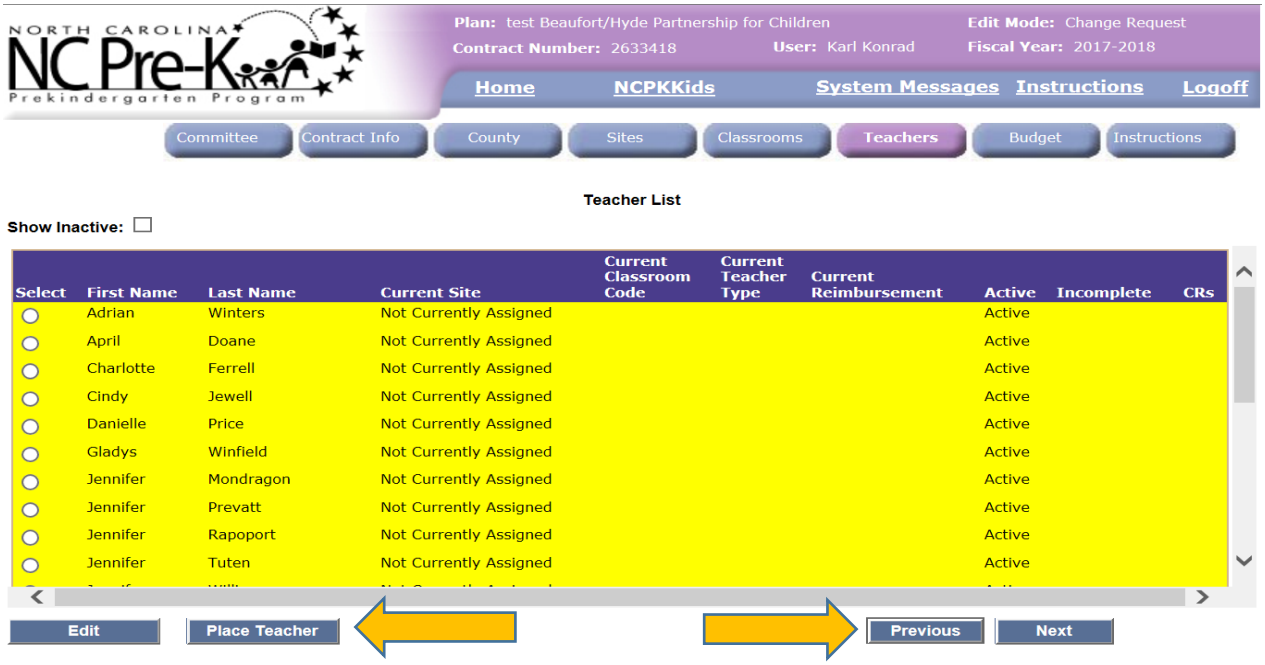


To include **Inactive teachers** in the list, click the box for **Show Inactive**. The inactive teachers will be highlighted in light orange.



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

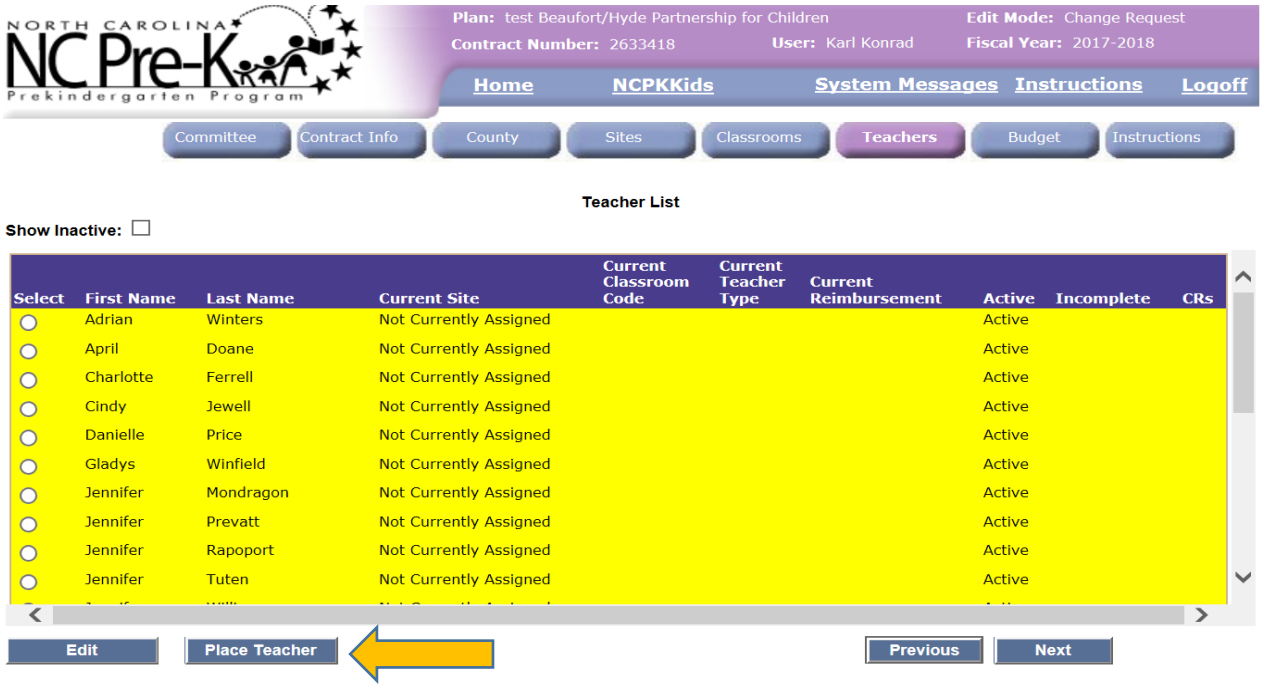


Starting the Teacher Placement Process

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

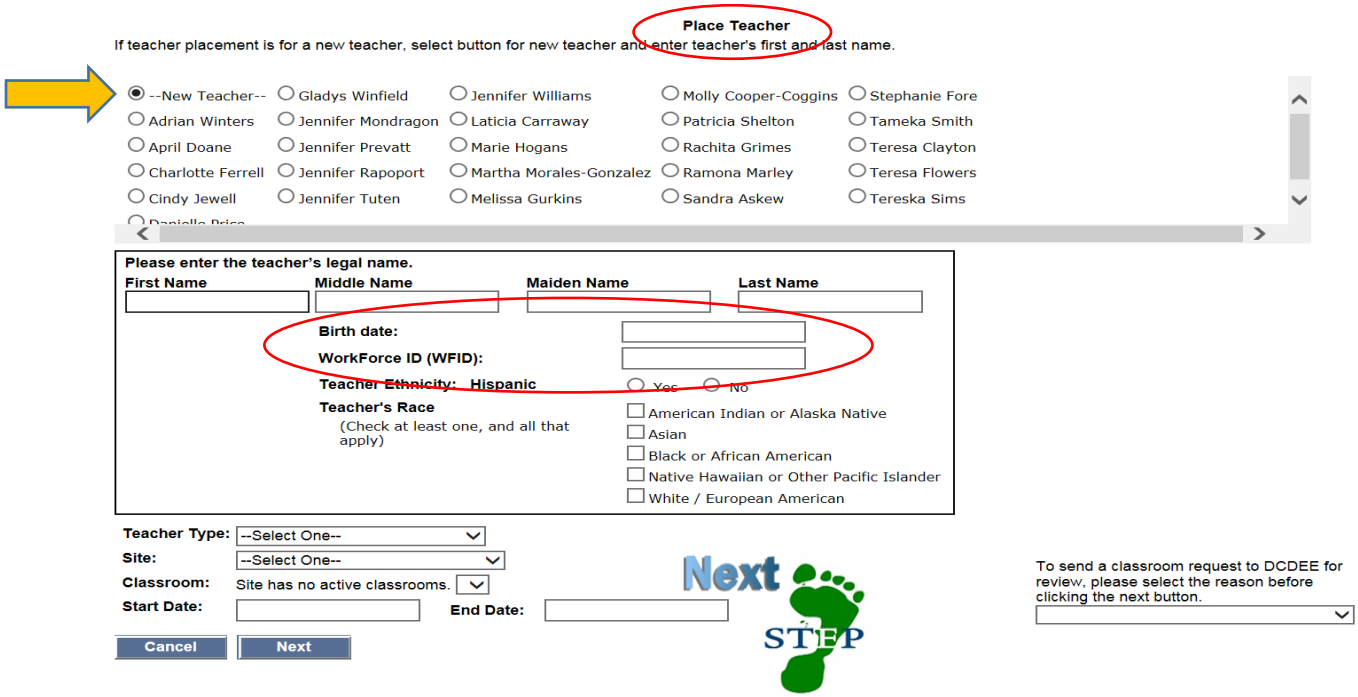


On the **Place Teacher** screen, click the **New Teacher** button. The next step will be to enter the teacher's name, demographic information, teacher type, site and classroom with start/end dates.

NEW!

New for 2017-18:

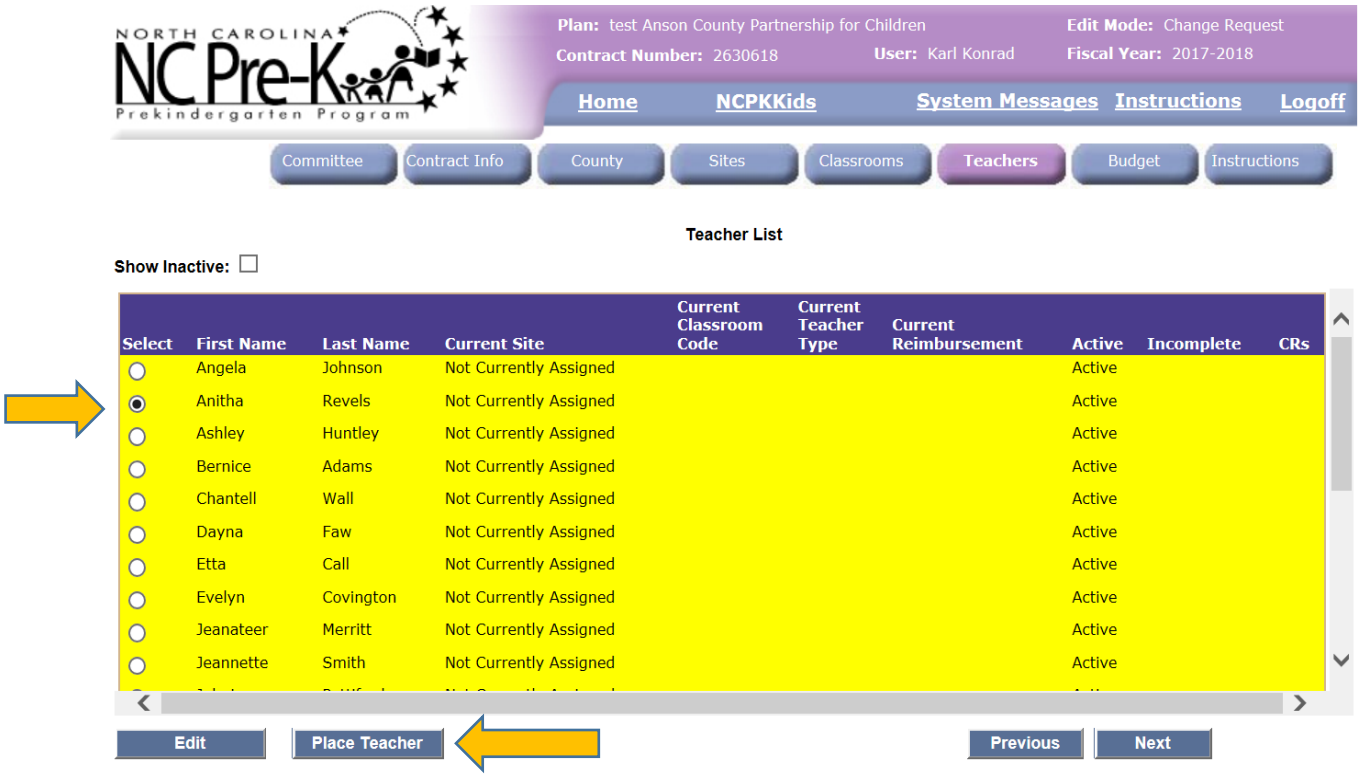
Fields have been added to enter the teacher's **Birthdate and WorkForce ID (WFID)**. These are not required fields and can be left blank.



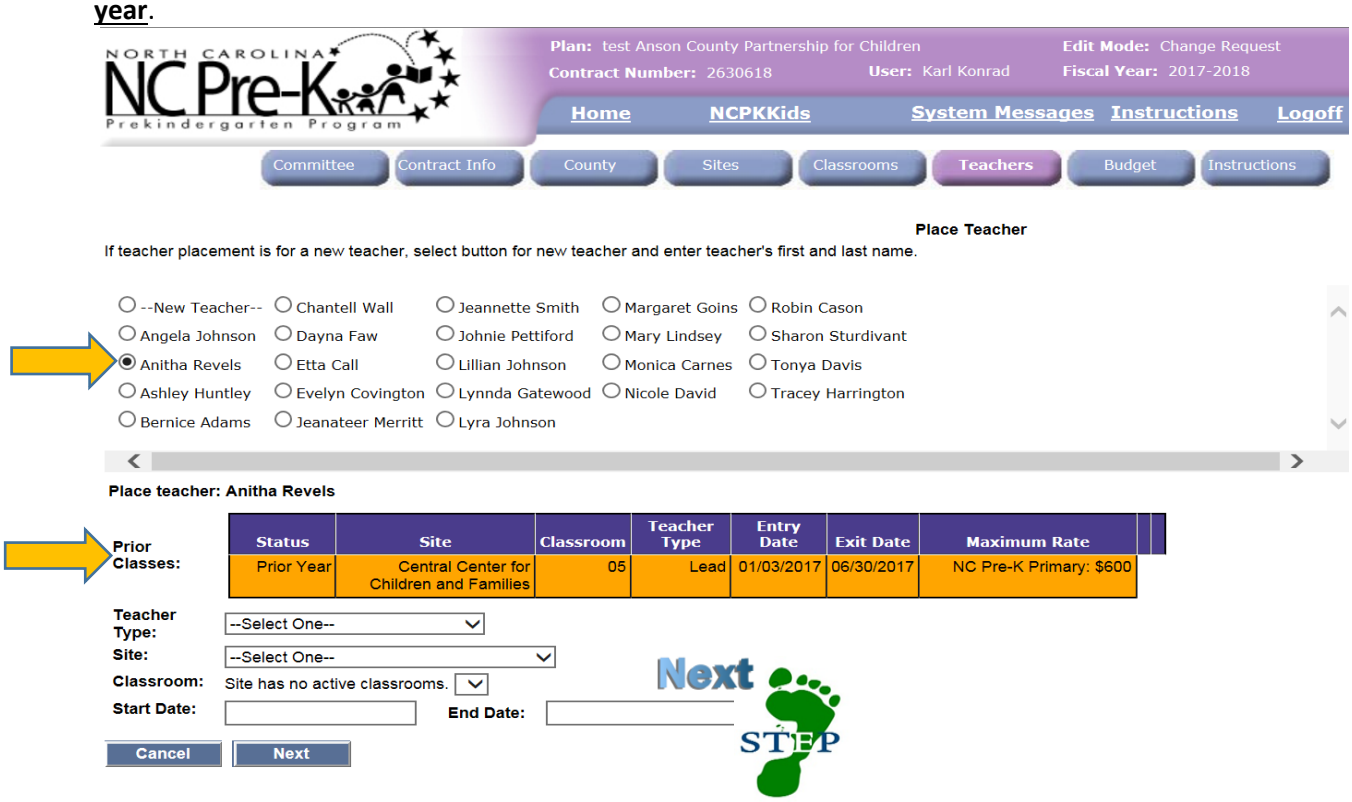
Existing Teacher:

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**.



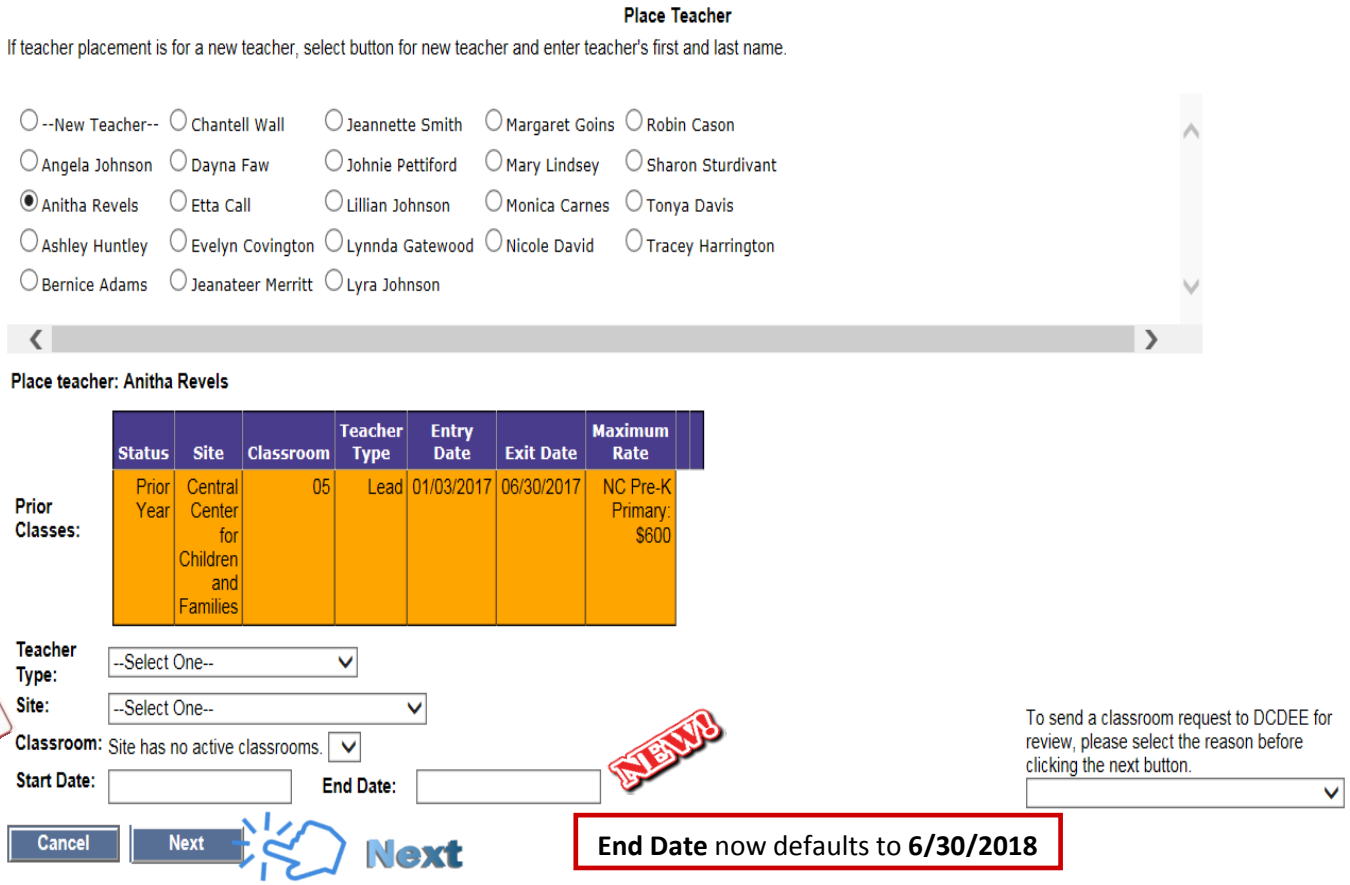
Placing a Teacher in a Classroom

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**.



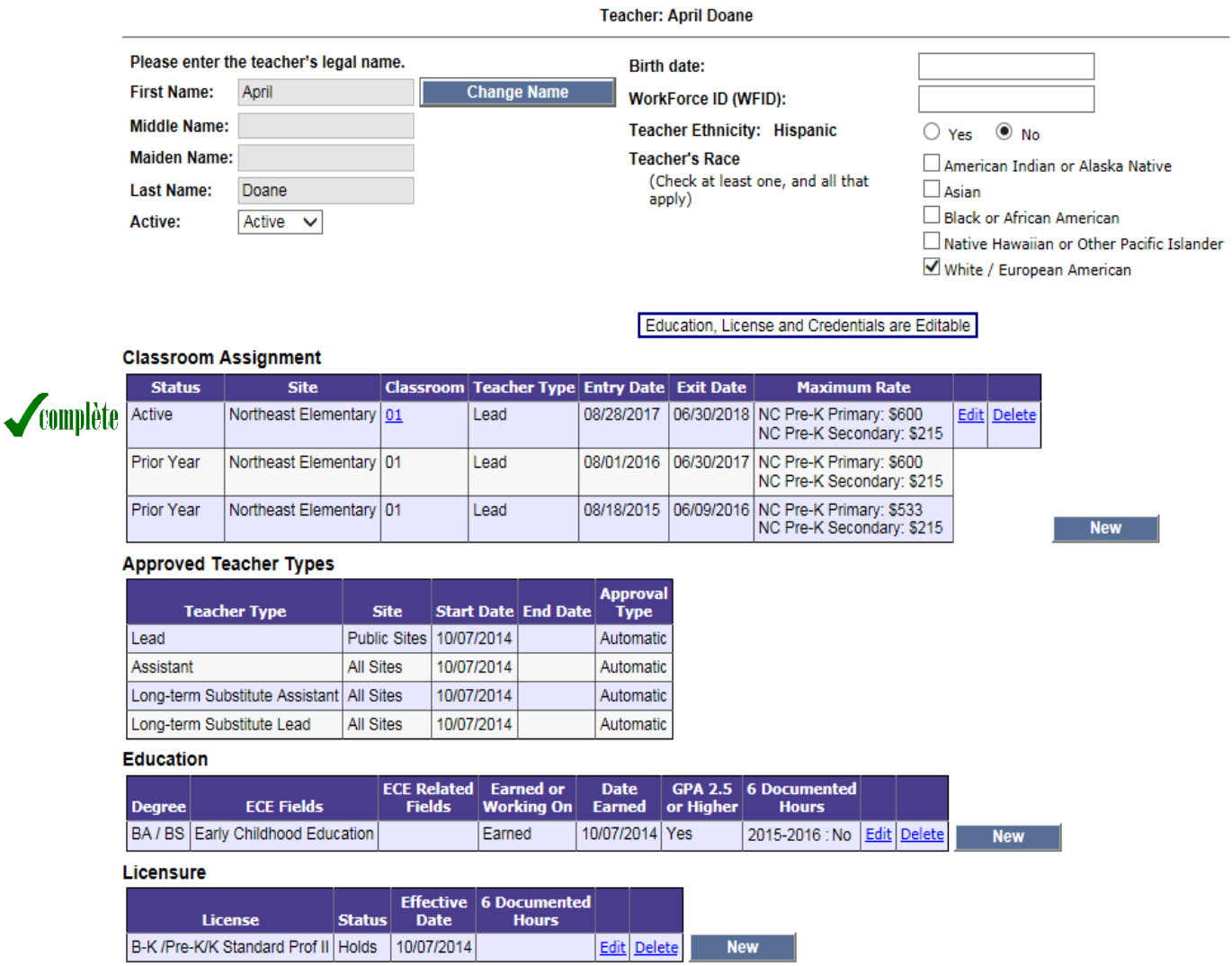
Lead Teacher – Public School Site/Classroom:

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**.

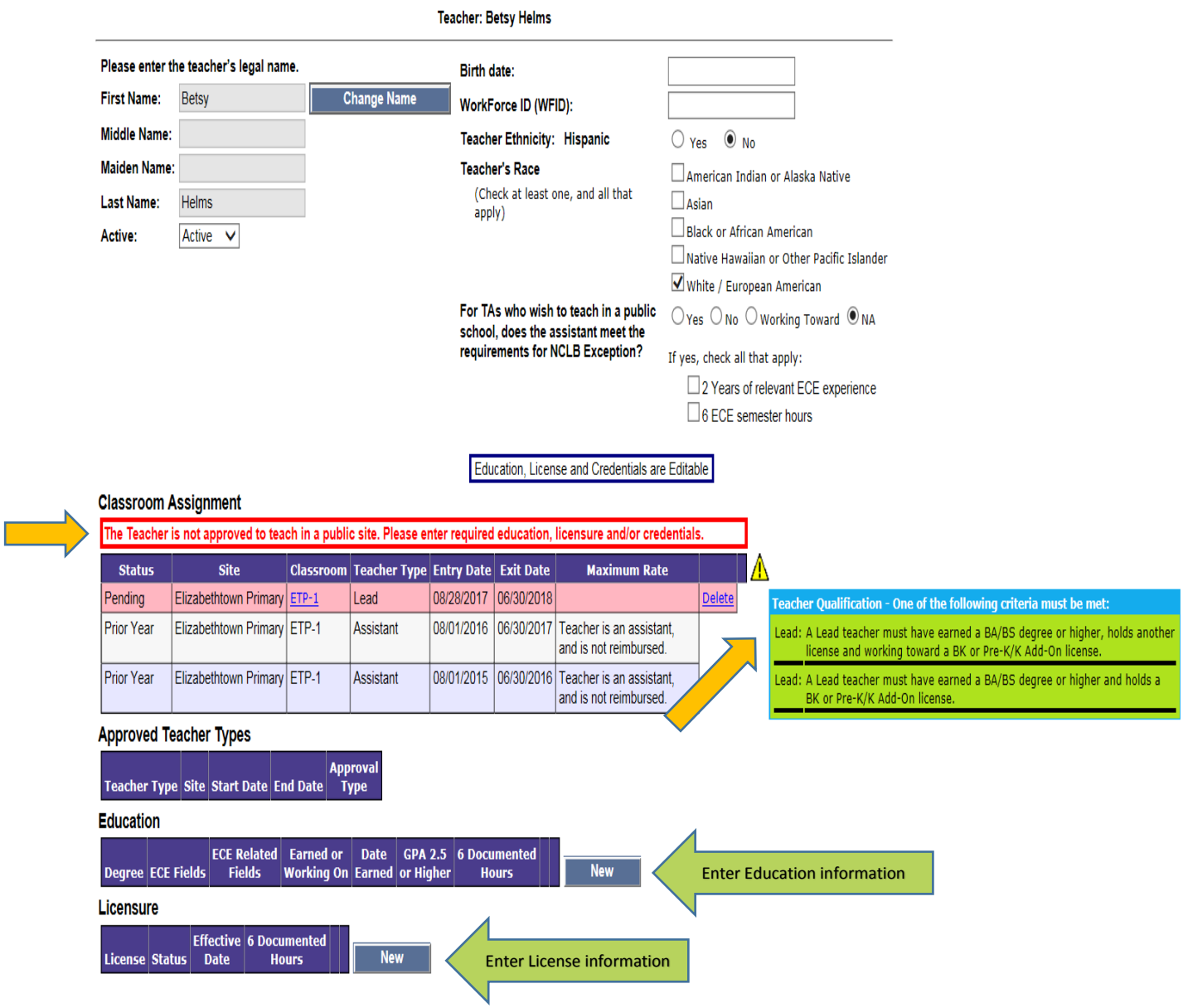


complete

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

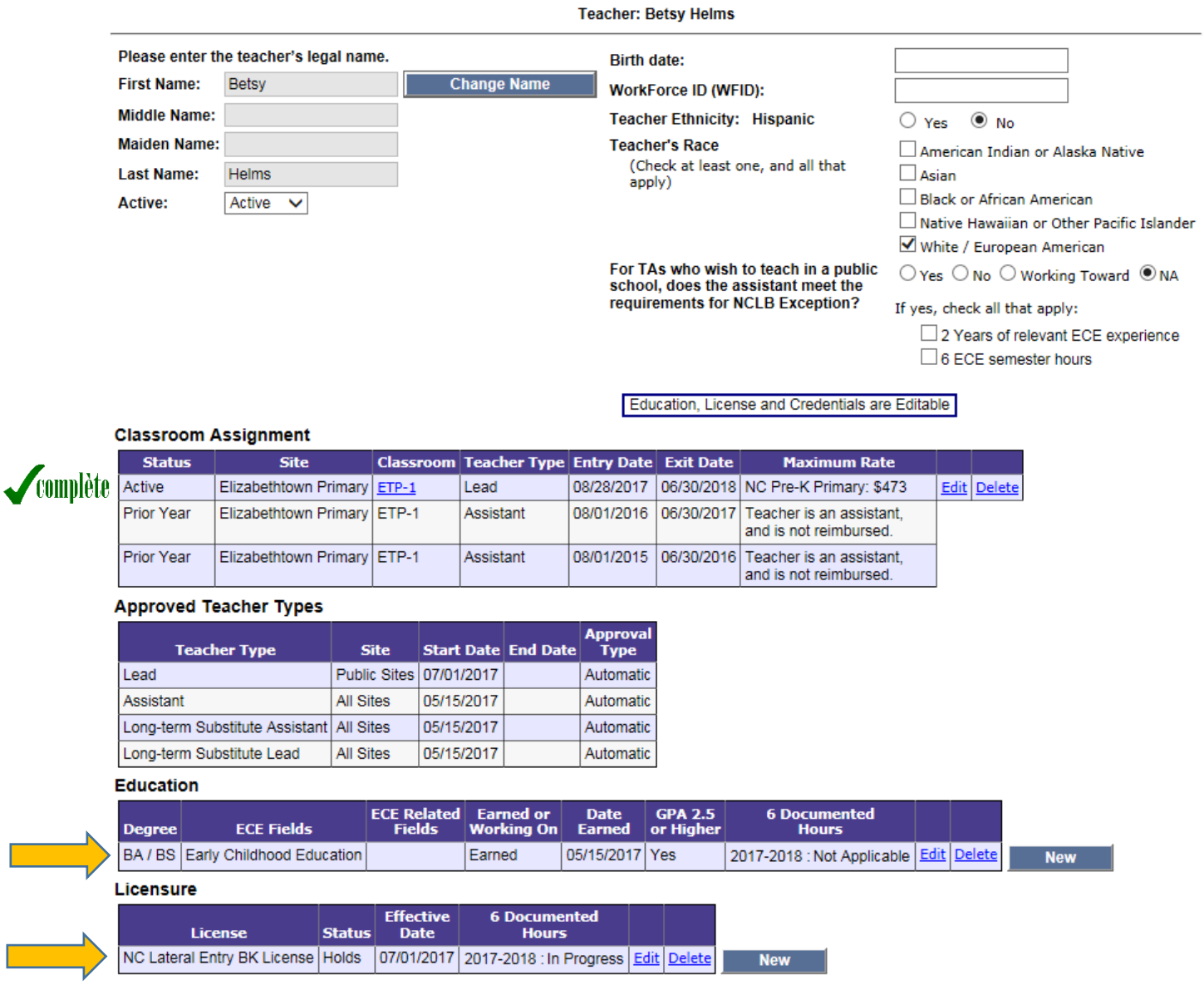
- if the required information is not entered for a Lead Teacher being placed in a public school
- the status will be **Pending** for the **Classroom Assignment**

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.



Teacher: Betsy Helms

Please enter the teacher's legal name.

First Name: Betsy — Change Name

Middle Name:

Maiden Name:

Last Name: Helms

Active: Active

Birth date:

WorkForce ID (WFID):

Teacher Ethnicity: Hispanic — ○ Yes ◉ No

Teacher's Race (Check at least one, and all that apply)

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☑ White / European American

For TAs who wish to teach in a public school, does the assistant meet the requirements for NCLB Exception? ○ Yes ○ No ○ Working Toward ◉ NA

If yes, check all that apply:
☐ 2 Years of relevant ECE experience
☐ 6 ECE semester hours

Education, License and Credentials are Editable

Classroom Assignment

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate		
Active	Elizabethtown Primary	ETP-1	Lead	08/28/2017	06/30/2018	NC Pre-K Primary: $473	Edit	Delete
Prior Year	Elizabethtown Primary	ETP-1	Assistant	08/01/2016	06/30/2017	Teacher is an assistant, and is not reimbursed.		
Prior Year	Elizabethtown Primary	ETP-1	Assistant	08/01/2015	06/30/2016	Teacher is an assistant, and is not reimbursed.		

complete

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Lead	Public Sites	07/01/2017		Automatic
Assistant	All Sites	05/15/2017		Automatic
Long-term Substitute Assistant	All Sites	05/15/2017		Automatic
Long-term Substitute Lead	All Sites	05/15/2017		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours		
BA / BS	Early Childhood Education		Earned	05/15/2017	Yes	2017-2018 : Not Applicable	Edit	Delete

New

Licensure

License	Status	Effective Date	6 Documented Hours		
NC Lateral Entry BK License	Holds	07/01/2017	2017-2018 : In Progress	Edit	Delete

New

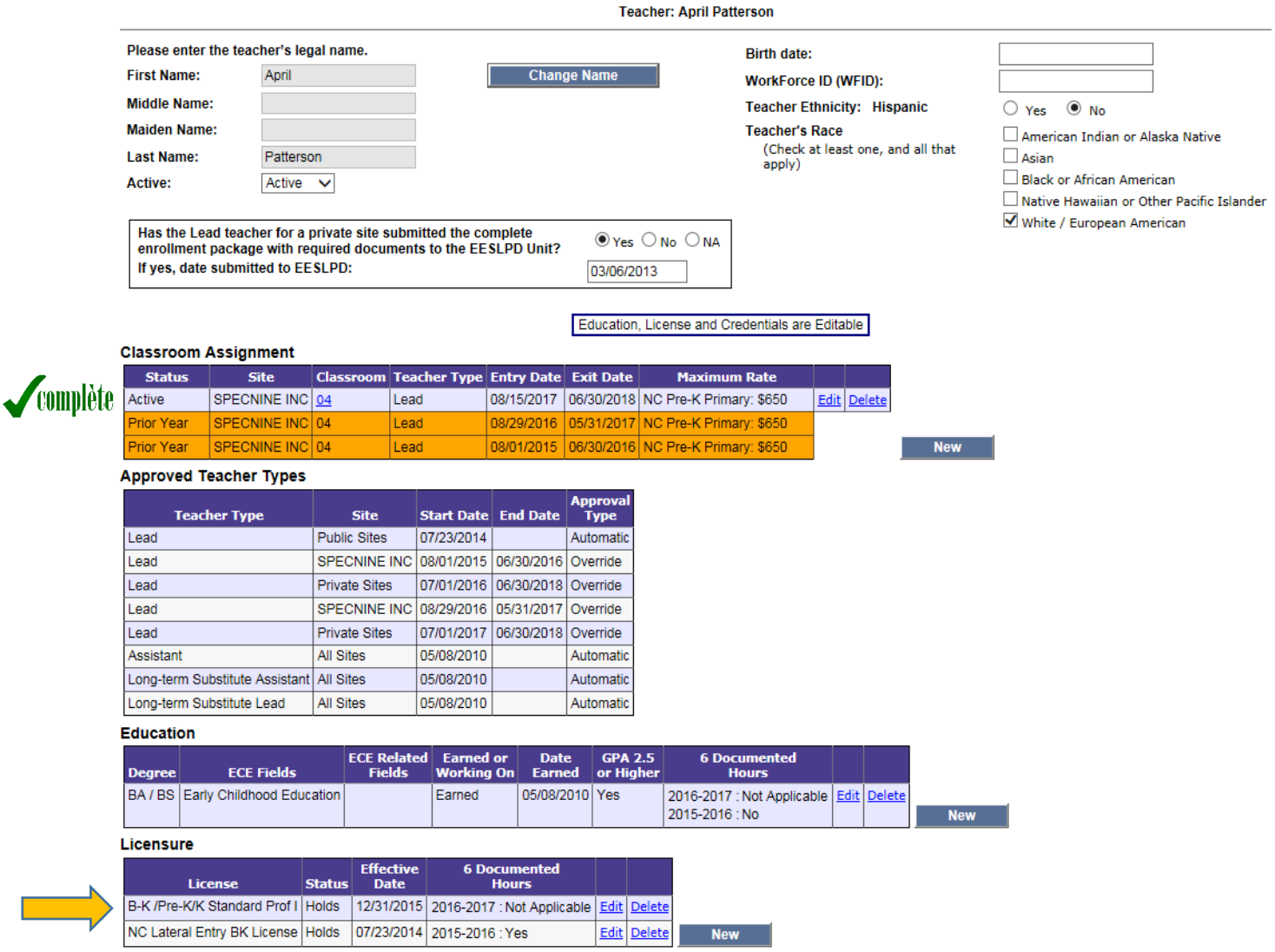
Lead Teacher – Private Site/Classroom:

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.

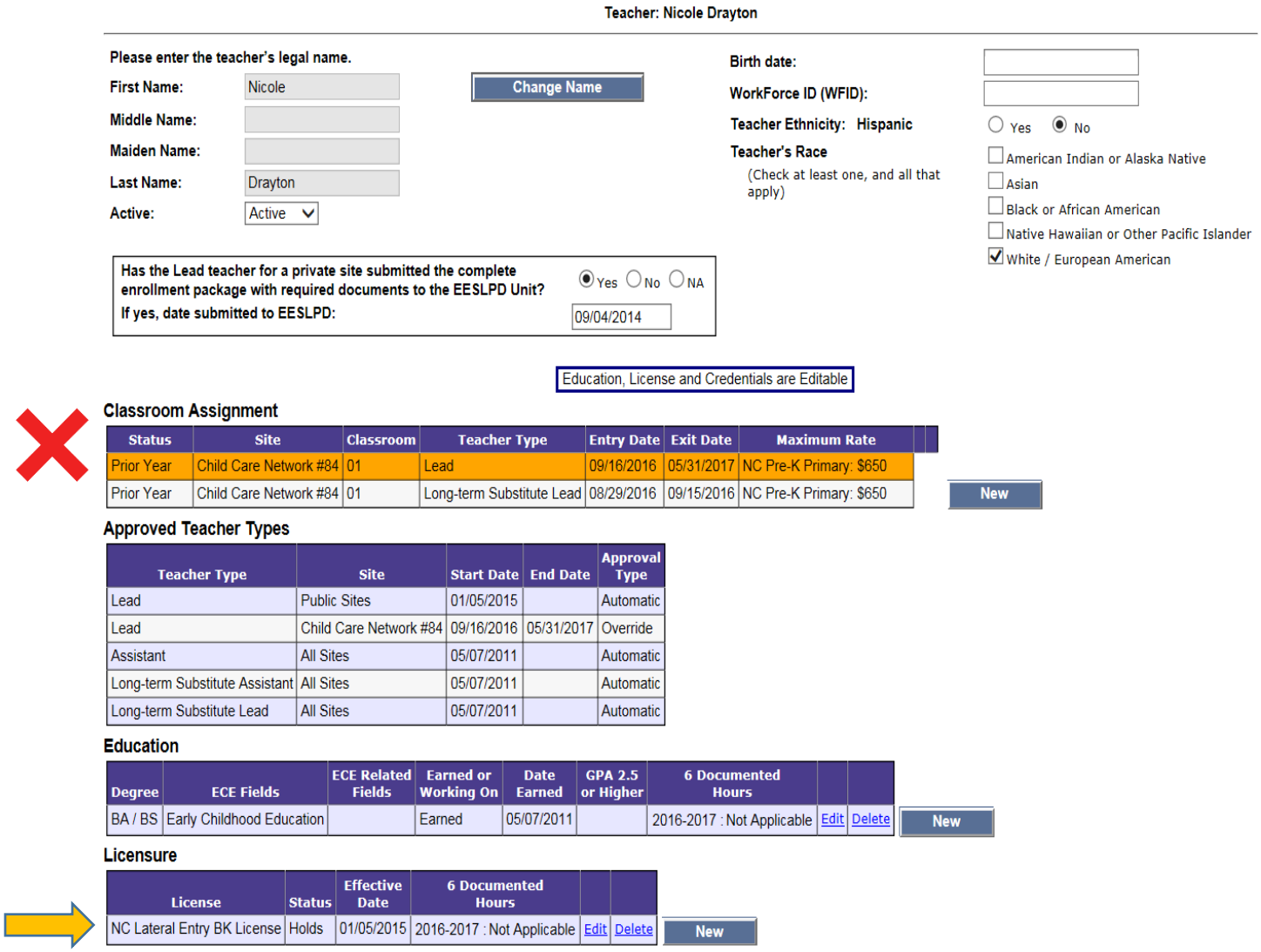
Lead Teacher assignment to the private site/classroom is **Active** and process is **Complete**



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.



Teacher: Nicole Drayton

Please enter the teacher's legal name.

First Name: Nicole — Change Name

Middle Name:

Maiden Name:

Last Name: Drayton

Active: Active

Birth date:

WorkForce ID (WFID):

Teacher Ethnicity: Hispanic — Yes / No

Teacher's Race (Check at least one, and all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White / European American

Has the Lead teacher for a private site submitted the complete enrollment package with required documents to the EESLPD Unit? Yes / No / NA

If yes, date submitted to EESLPD: 09/04/2014

Education, License and Credentials are Editable

Classroom Assignment

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate
Prior Year	Child Care Network #84	01	Lead	09/16/2016	05/31/2017	NC Pre-K Primary: $650
Prior Year	Child Care Network #84	01	Long-term Substitute Lead	08/29/2016	09/15/2016	NC Pre-K Primary: $650

New

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Lead	Public Sites	01/05/2015		Automatic
Lead	Child Care Network #84	09/16/2016	05/31/2017	Override
Assistant	All Sites	05/07/2011		Automatic
Long-term Substitute Assistant	All Sites	05/07/2011		Automatic
Long-term Substitute Lead	All Sites	05/07/2011		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours		
BA / BS	Early Childhood Education		Earned	05/07/2011		2016-2017 : Not Applicable	Edit	Delete

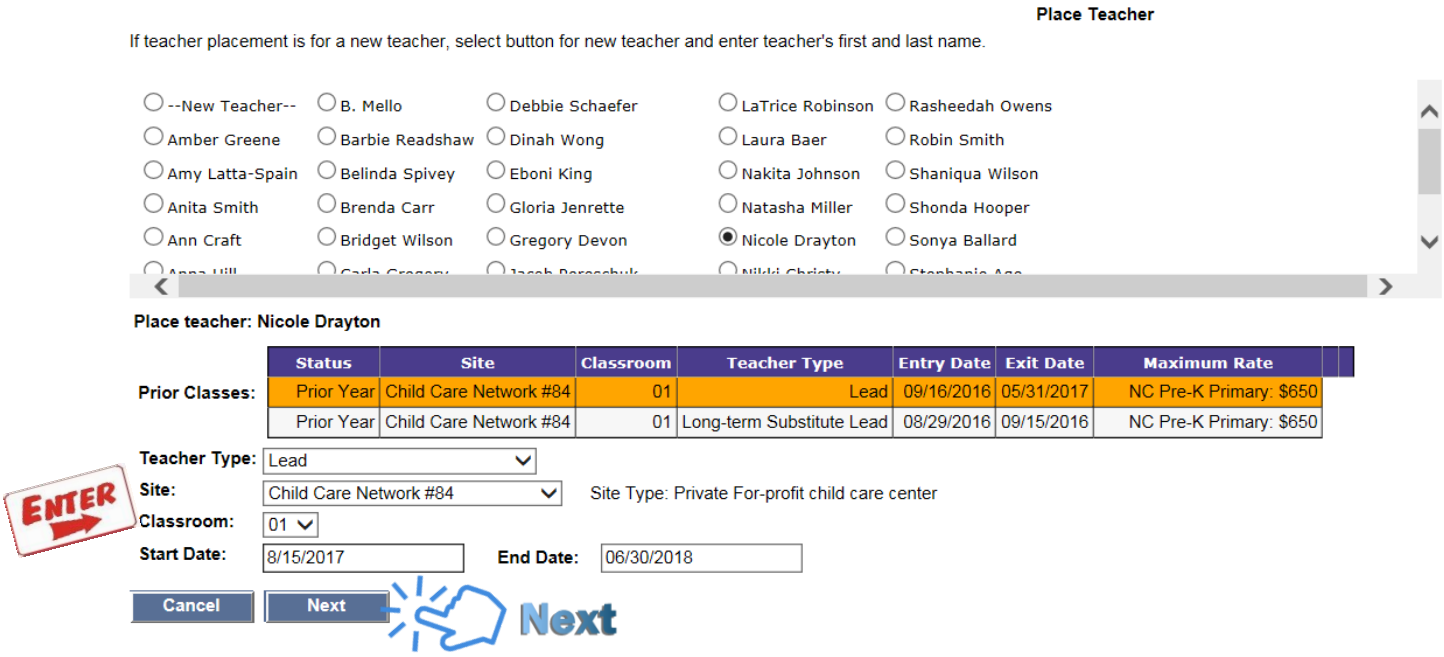
New

Licensure

License	Status	Effective Date	6 Documented Hours		
NC Lateral Entry BK License	Holds	01/05/2015	2016-2017 : Not Applicable	Edit	Delete

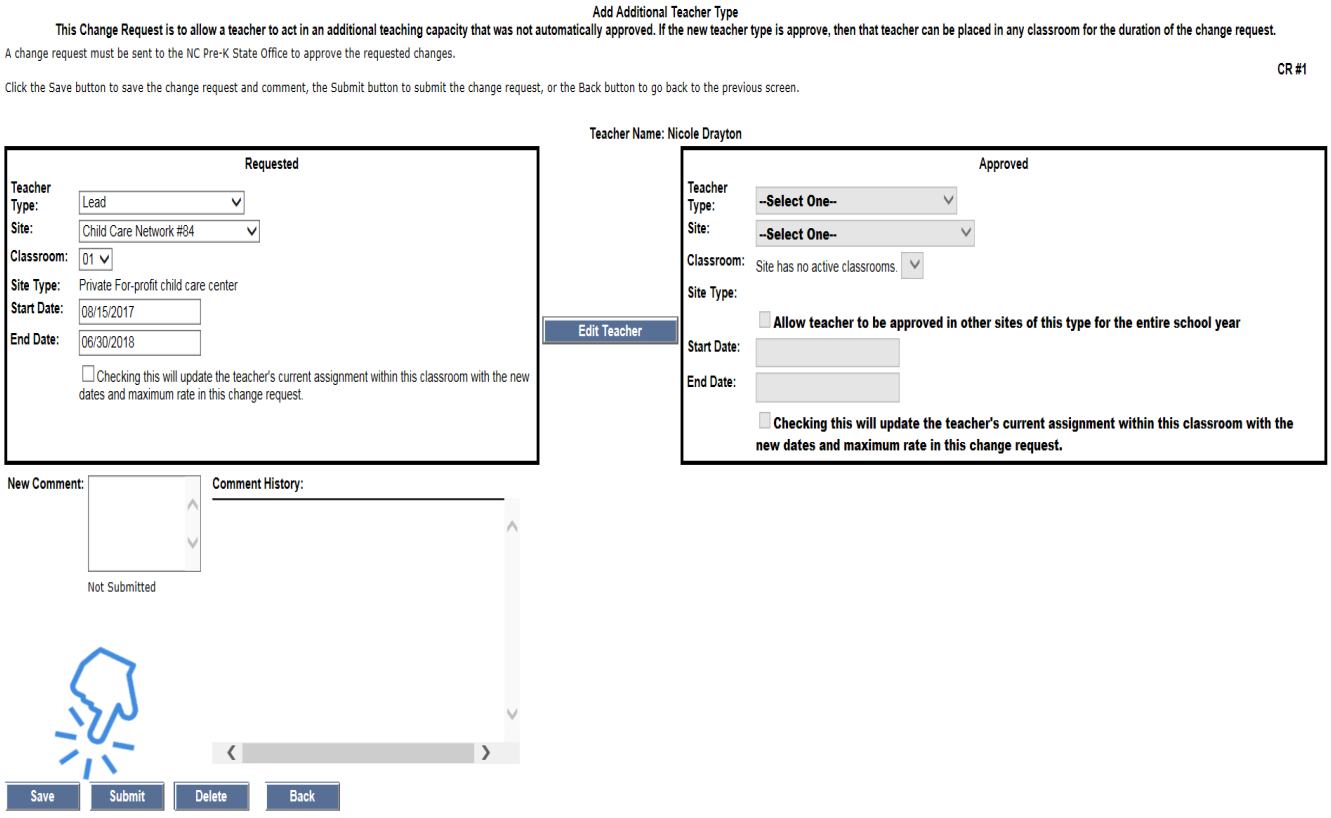
New

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



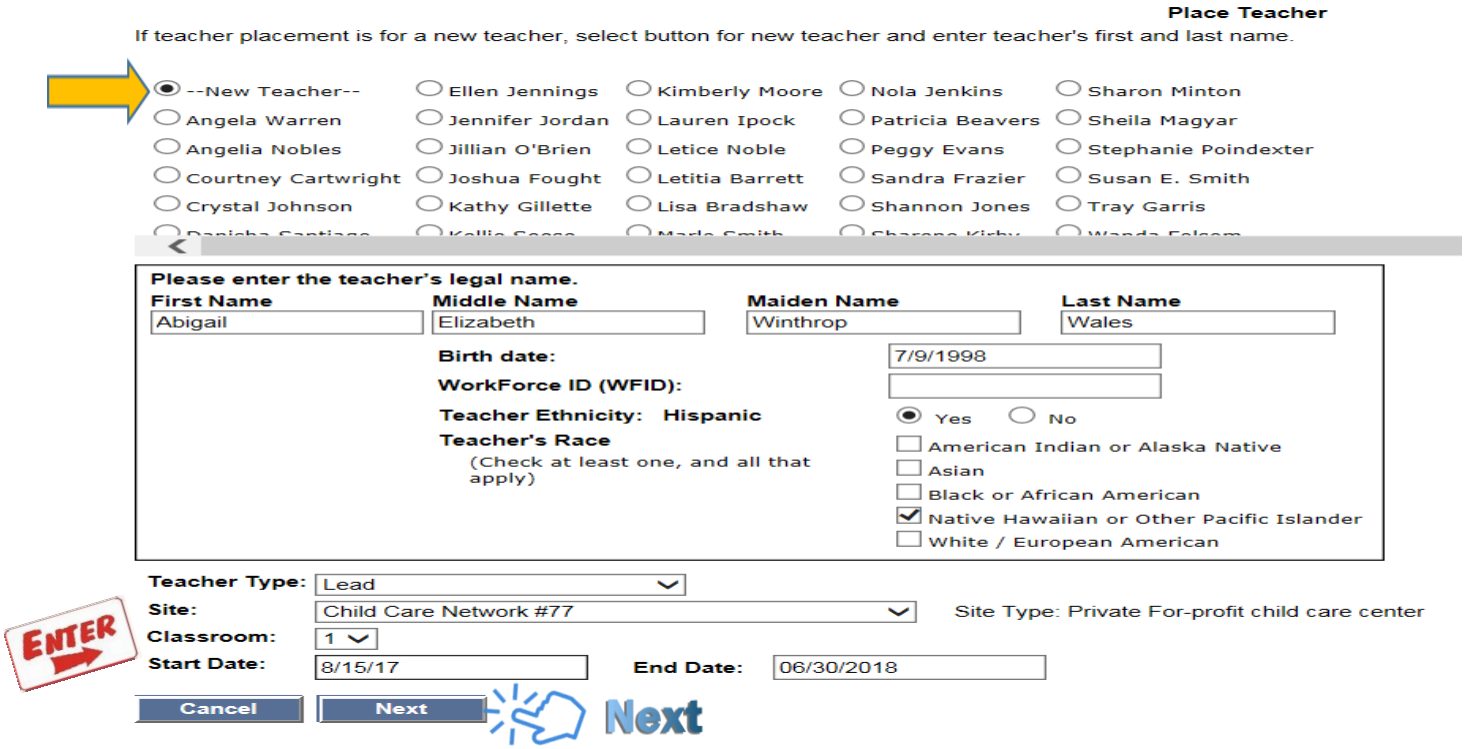
When you click the **Next** button, the next screen will be the **Change Request** screen.

Click **Submit and Save** from this screen to create a change request for DCDEE staff to review/approve.



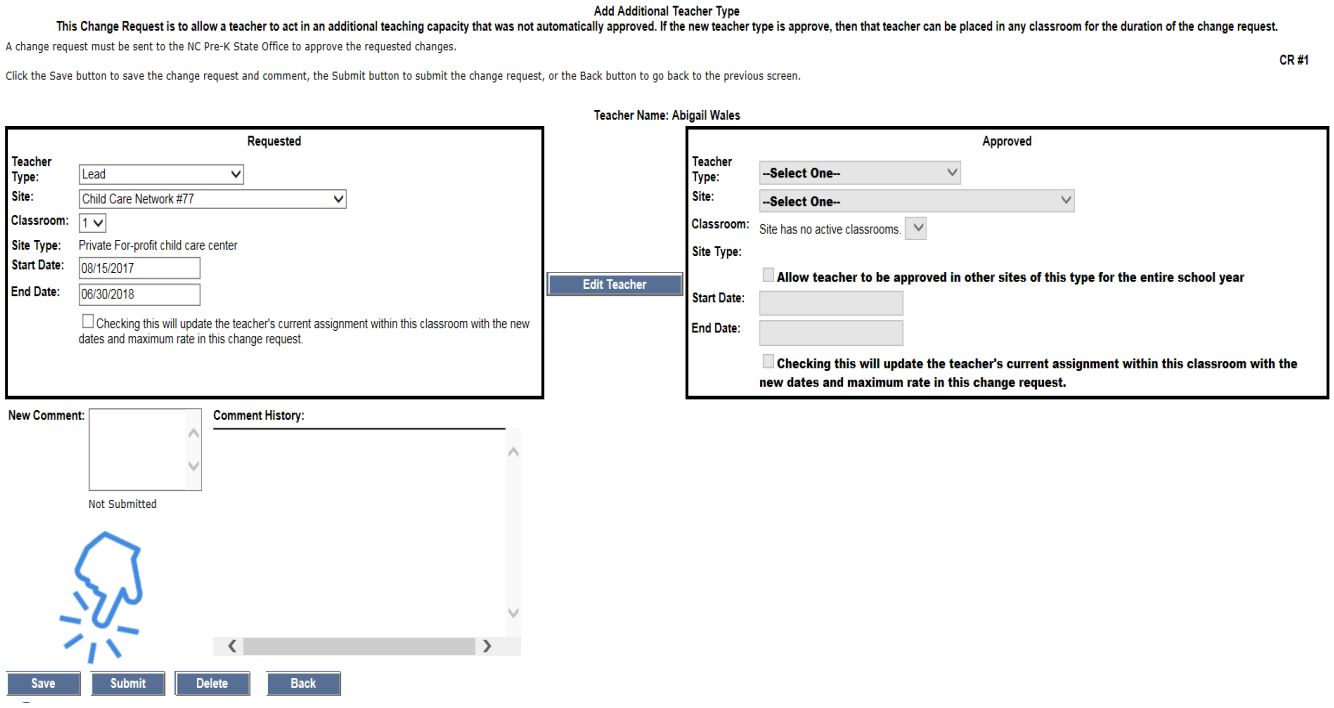
If the Lead Teacher being placed in a **Private** site/classroom is a **New Teacher**, you **will need to submit a change request.**

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:

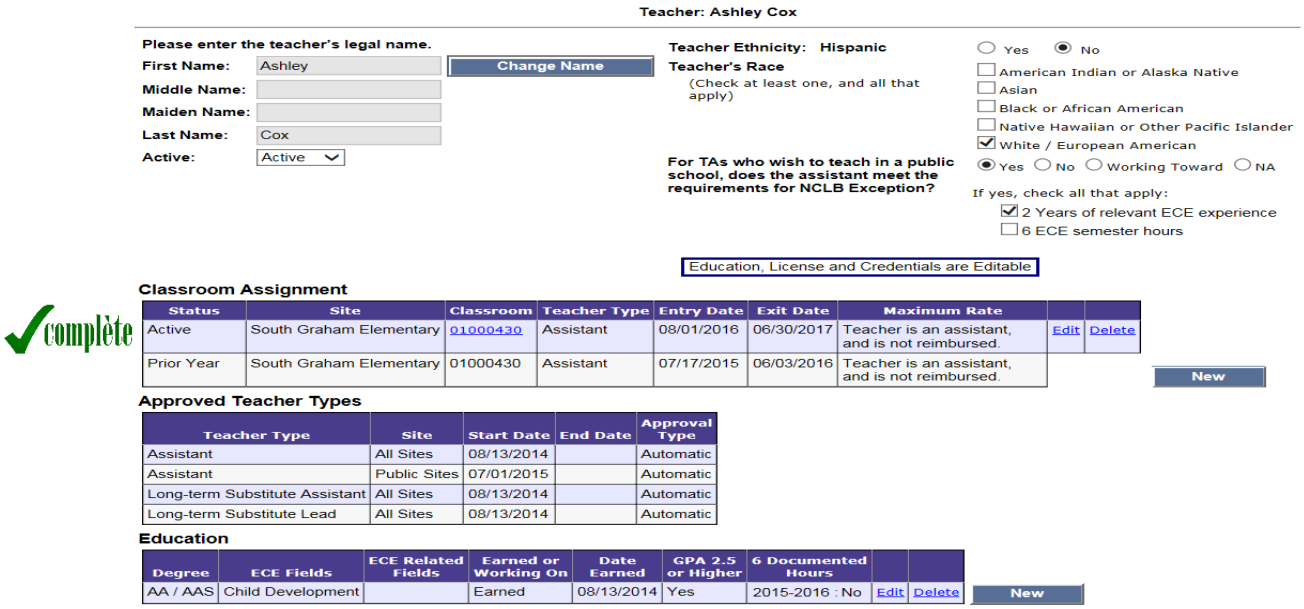
When you choose an **Existing Teacher Assistant** from the **Place Teacher** screen and **Click Next** :

- 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

Please enter the teacher's legal name.
First Name: Ashley | Change Name
Middle Name:
Maiden Name:
Last Name: Cox
Active: Active

Teacher Ethnicity: Hispanic — Yes / No
Teacher's Race (Check at least one, and all that apply)
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White / European American

For TAs who wish to teach in a public school, does the assistant meet the requirements for NCLB Exception? Yes / No / Working Toward / NA
If yes, check all that apply:
- 2 Years of relevant ECE experience
- 6 ECE semester hours

Education, License and Credentials are Editable

Classroom Assignment

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate		
Active	South Graham Elementary	01000430	Assistant	08/01/2016	06/30/2017	Teacher is an assistant, and is not reimbursed.	Edit	Delete
Prior Year	South Graham Elementary	01000430	Assistant	07/17/2015	06/03/2016	Teacher is an assistant, and is not reimbursed.		

New

Approved Teacher Types

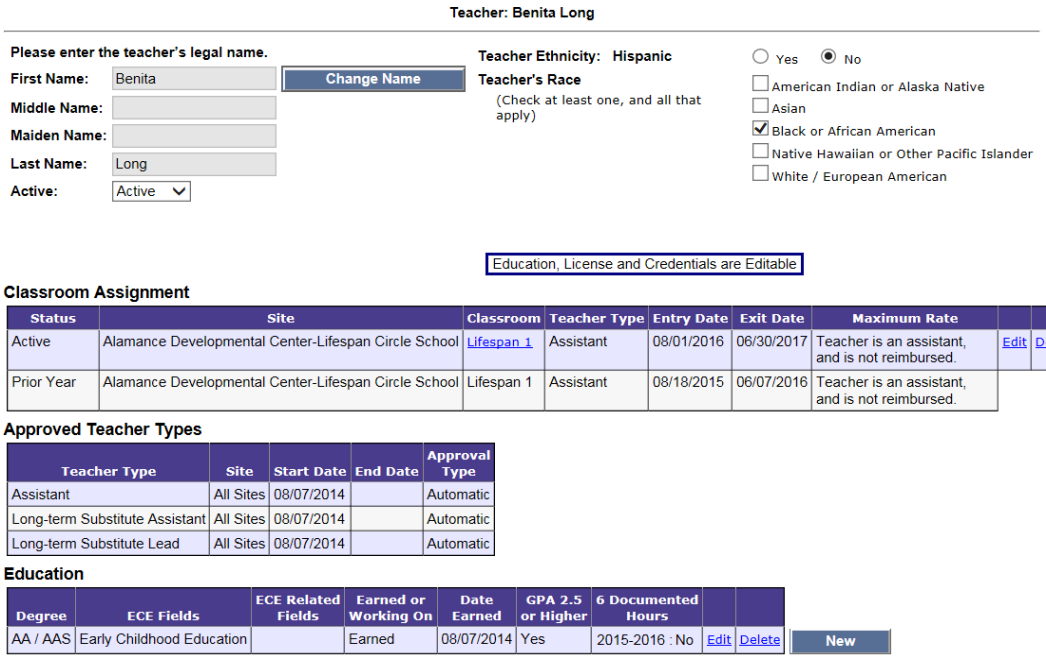
Teacher Type	Site	Start Date	End Date	Approval Type
Assistant	All Sites	08/13/2014		Automatic
Assistant	Public Sites	07/01/2015		Automatic
Long-term Substitute Assistant	All Sites	08/13/2014		Automatic
Long-term Substitute Lead	All Sites	08/13/2014		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours		
AA / AAS	Child Development		Earned	08/13/2014	Yes	2015-2016 : No	Edit	Delete

New

Private Site:



Teacher: Benita Long

Please enter the teacher's legal name.
First Name: Benita | Change Name
Middle Name:
Maiden Name:
Last Name: Long
Active: Active

Teacher Ethnicity: Hispanic — Yes / No
Teacher's Race (Check at least one, and all that apply)
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White / European American

Education, License and Credentials are Editable

Classroom Assignment

Status	Site	Classroom	Teacher Type	Entry Date	Exit Date	Maximum Rate		
Active	Alamance Developmental Center-Lifespan Circle School	Lifespan 1	Assistant	08/01/2016	06/30/2017	Teacher is an assistant, and is not reimbursed.	Edit	Delete
Prior Year	Alamance Developmental Center-Lifespan Circle School	Lifespan 1	Assistant	08/18/2015	06/07/2016	Teacher is an assistant, and is not reimbursed.		

New

Approved Teacher Types

Teacher Type	Site	Start Date	End Date	Approval Type
Assistant	All Sites	08/07/2014		Automatic
Long-term Substitute Assistant	All Sites	08/07/2014		Automatic
Long-term Substitute Lead	All Sites	08/07/2014		Automatic

Education

Degree	ECE Fields	ECE Related Fields	Earned or Working On	Date Earned	GPA 2.5 or Higher	6 Documented Hours		
AA / AAS	Early Childhood Education		Earned	08/07/2014	Yes	2015-2016 : No	Edit	Delete

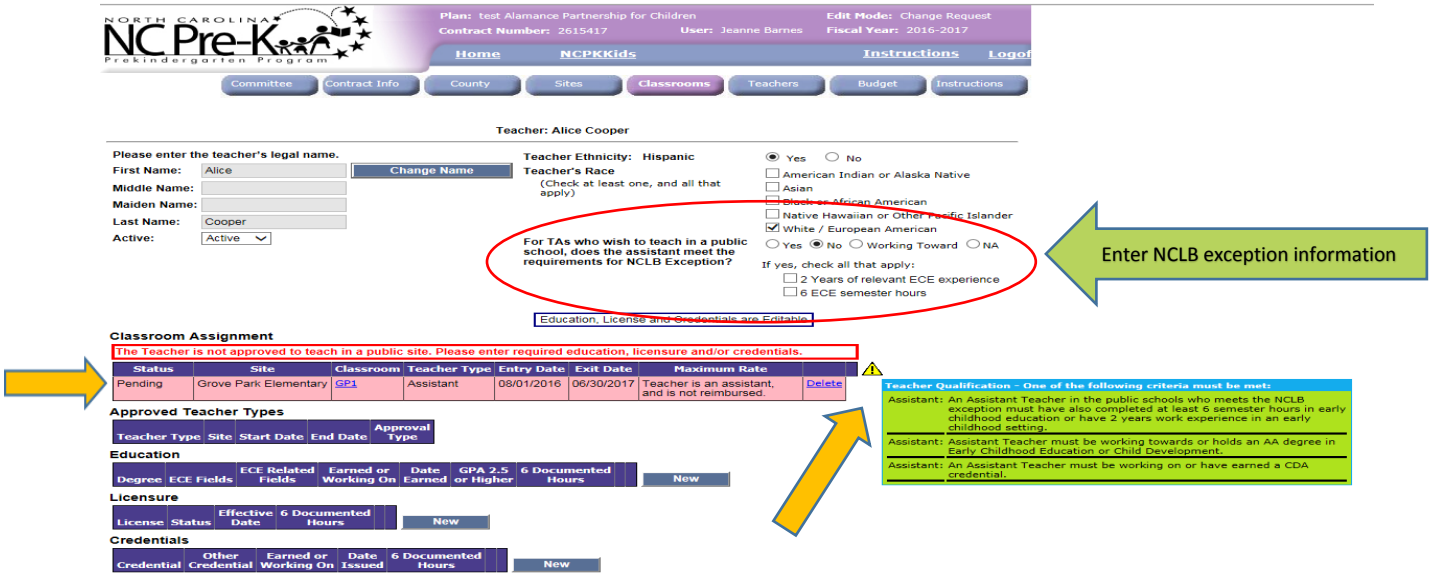
New

New Teacher Assistant – Public School Site/Classroom:

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

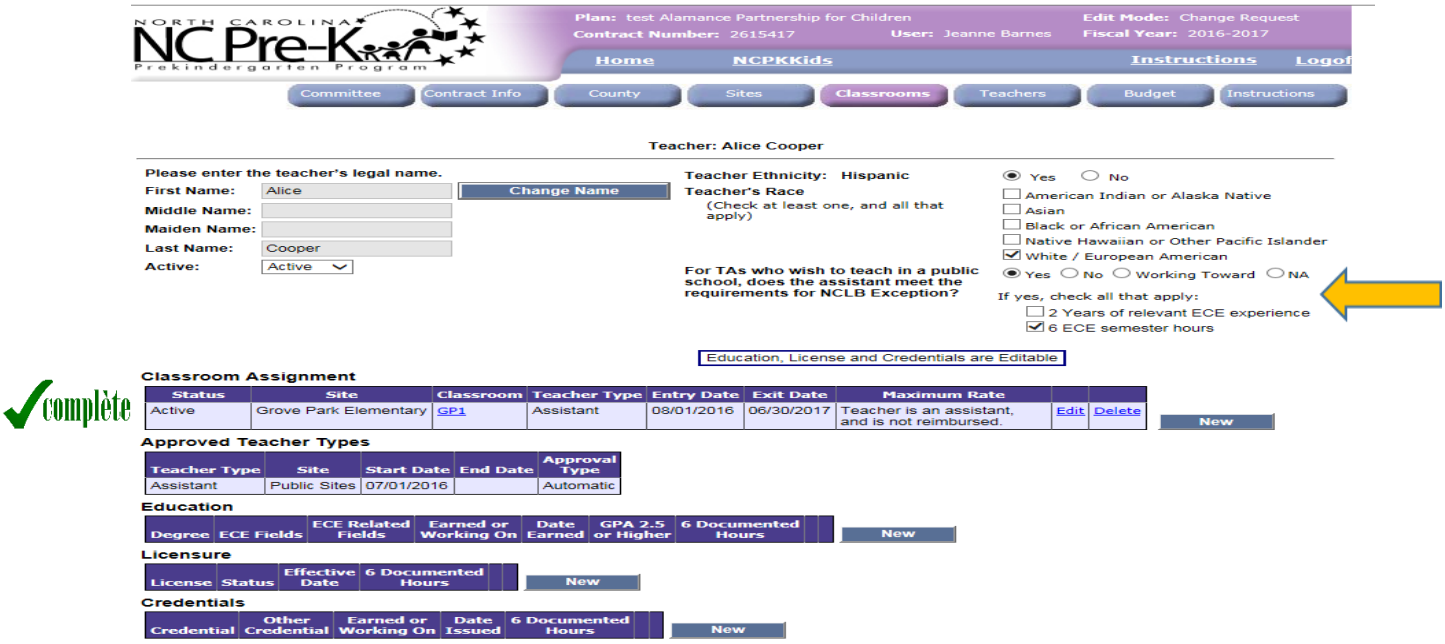
- and the Teacher Assistant is a **new teacher** in a **Public School** site/classroom
- the status will be **Pending** for the **Classroom Assignment**

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.

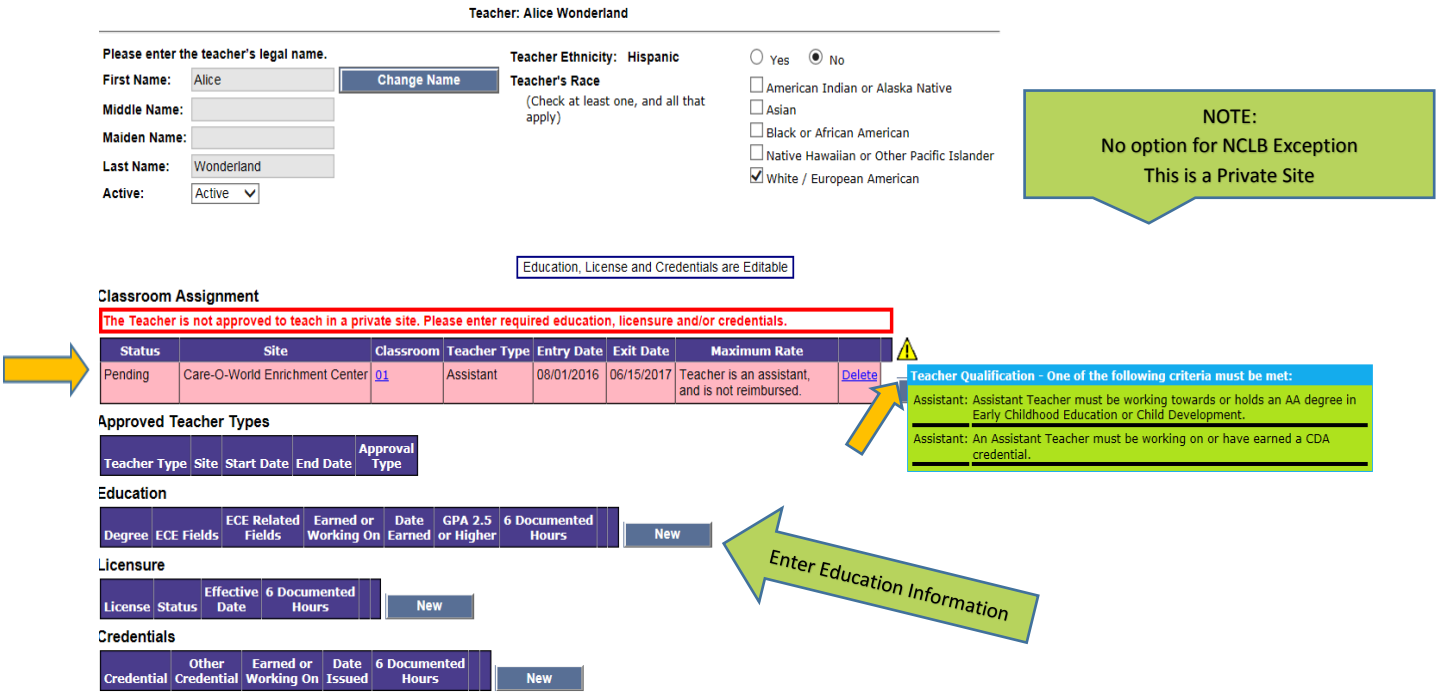


New Teacher Assistant – Private Site/Classroom:

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

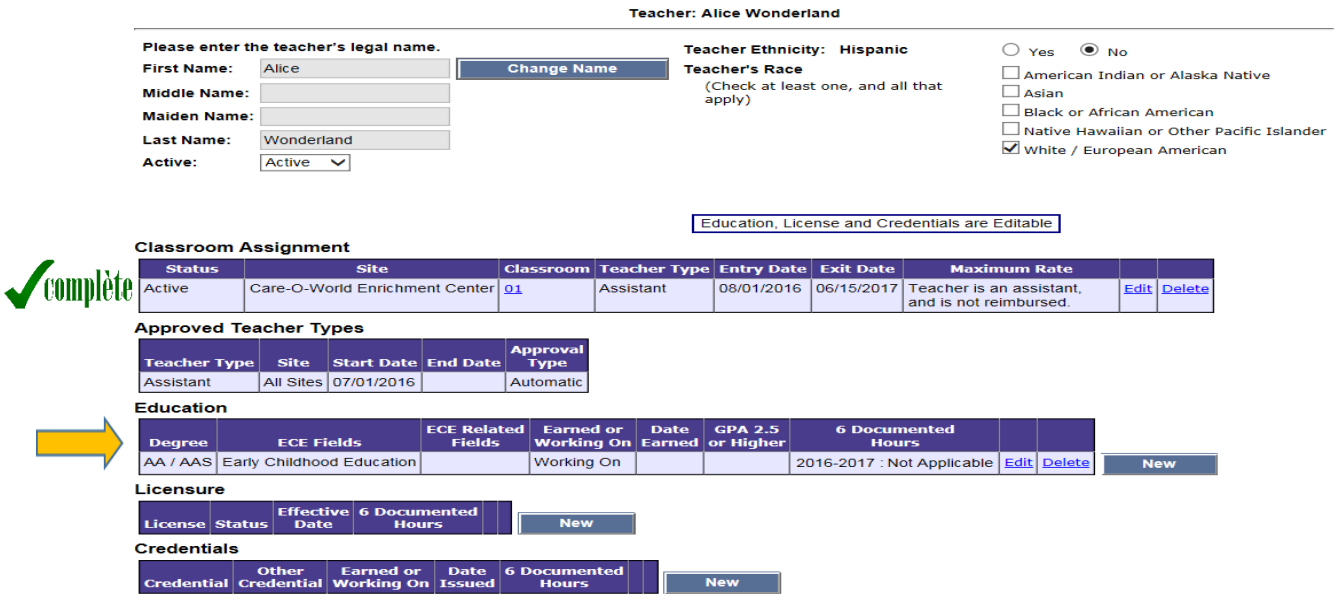
- and the Teacher Assistant is a **new teacher** in a **Private** site/classroom
- the status will be **Pending** for the **Classroom Assignment**

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**.

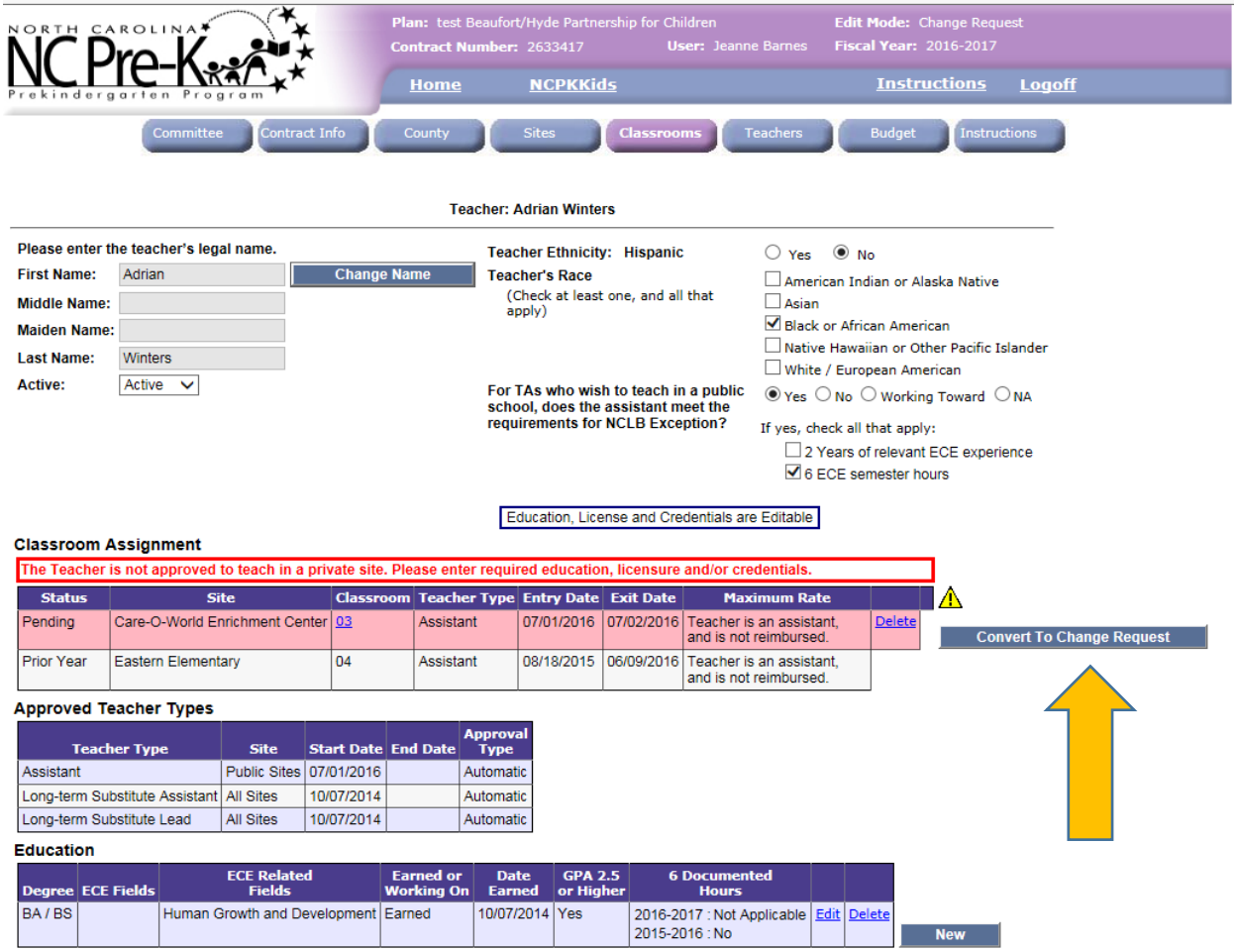
You will not need to submit a change request.



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**.

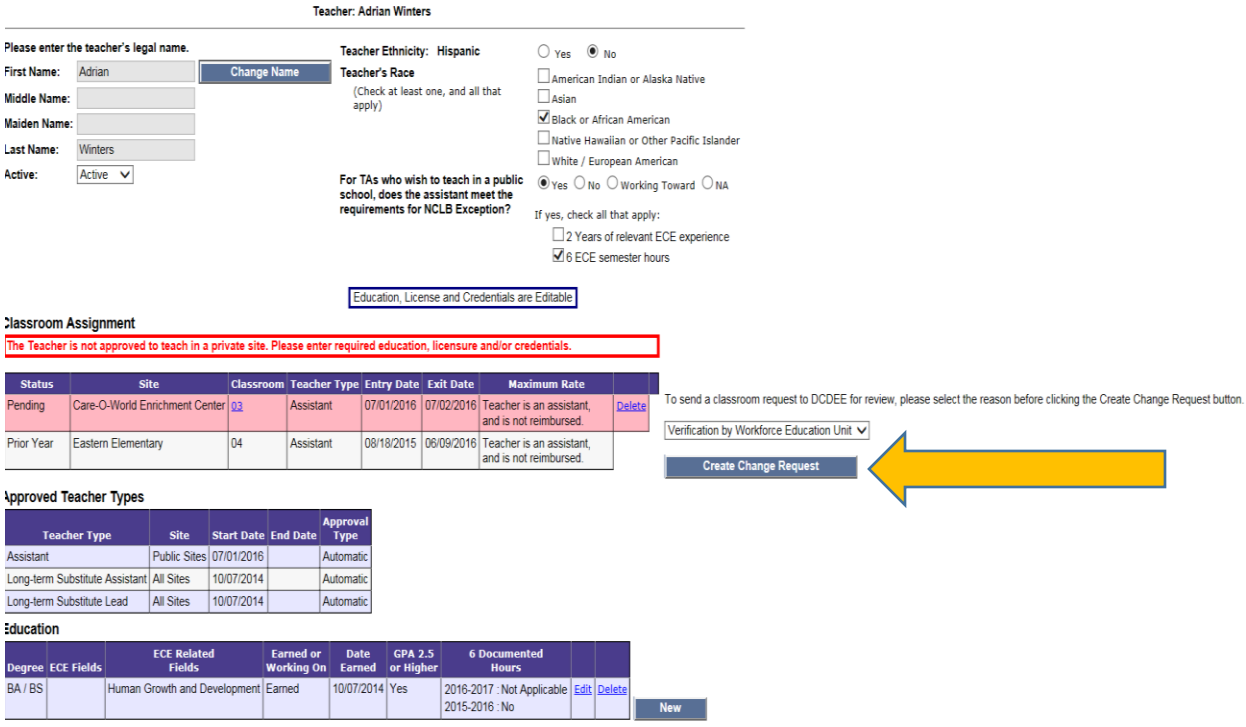
Click the Convert To Change Request button.



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.

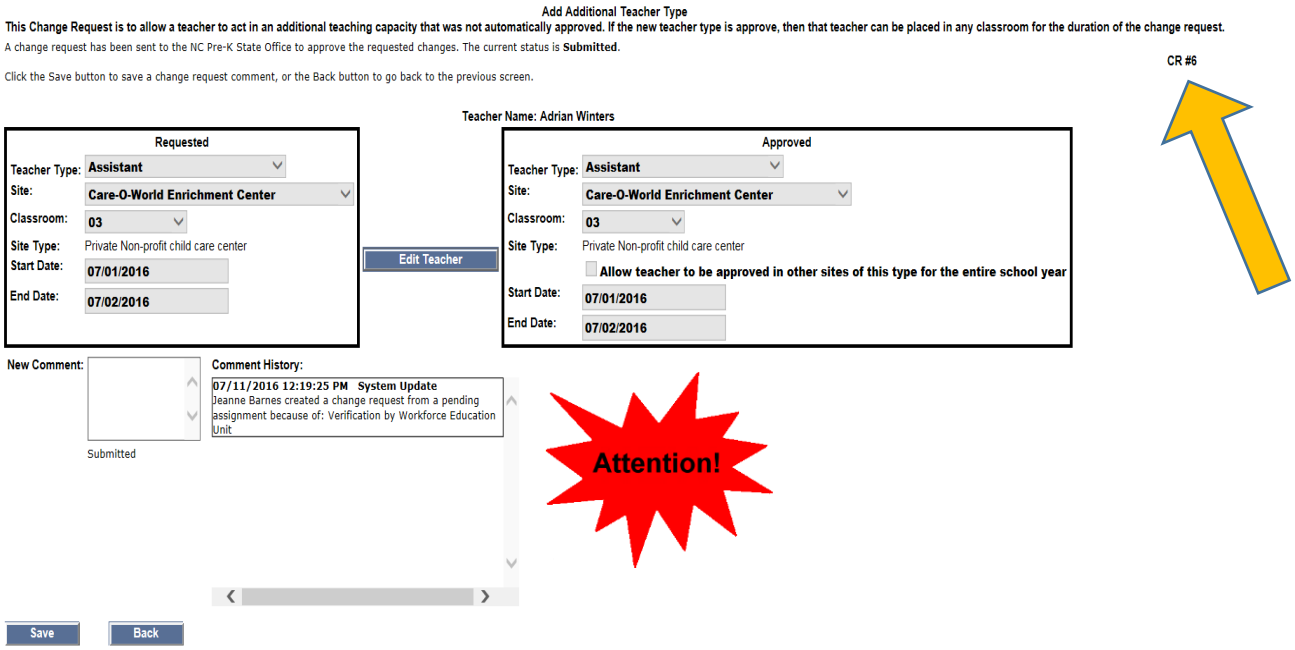
Click the **Create Change Request button**.



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**.

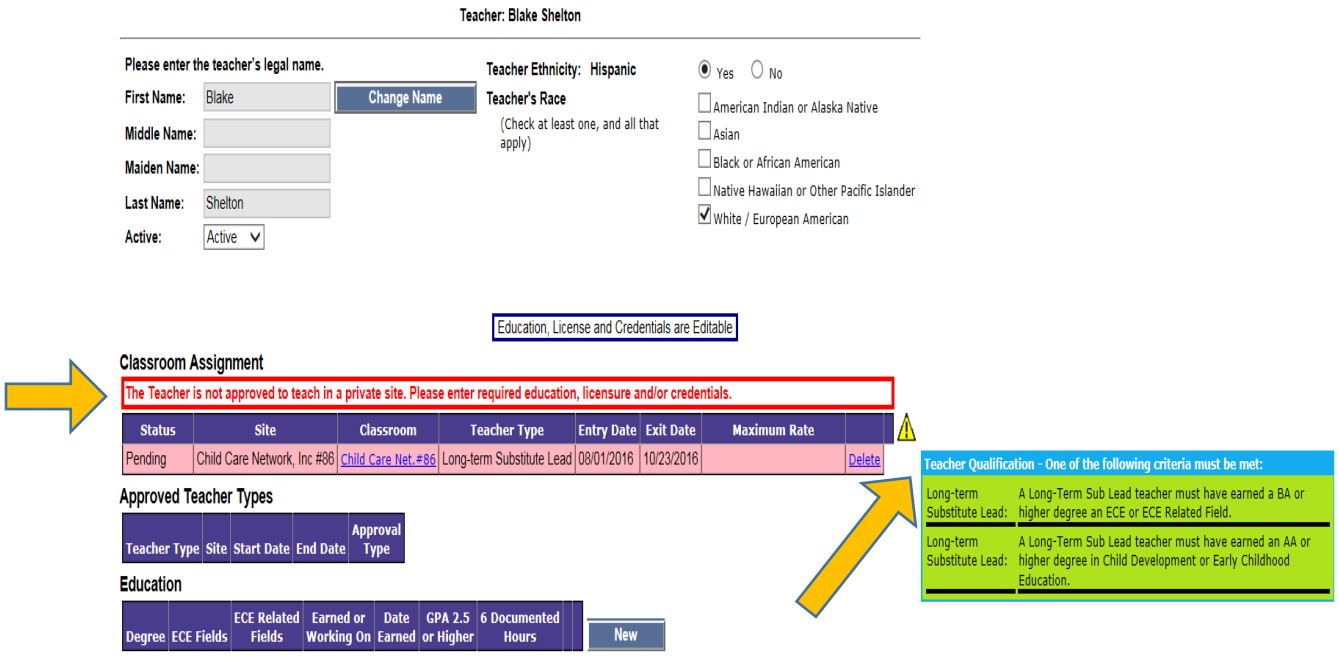
An **error message** will appear if you enter a start and end date that **exceeds 84 calendar days**.

Long-term Substitute Lead:

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

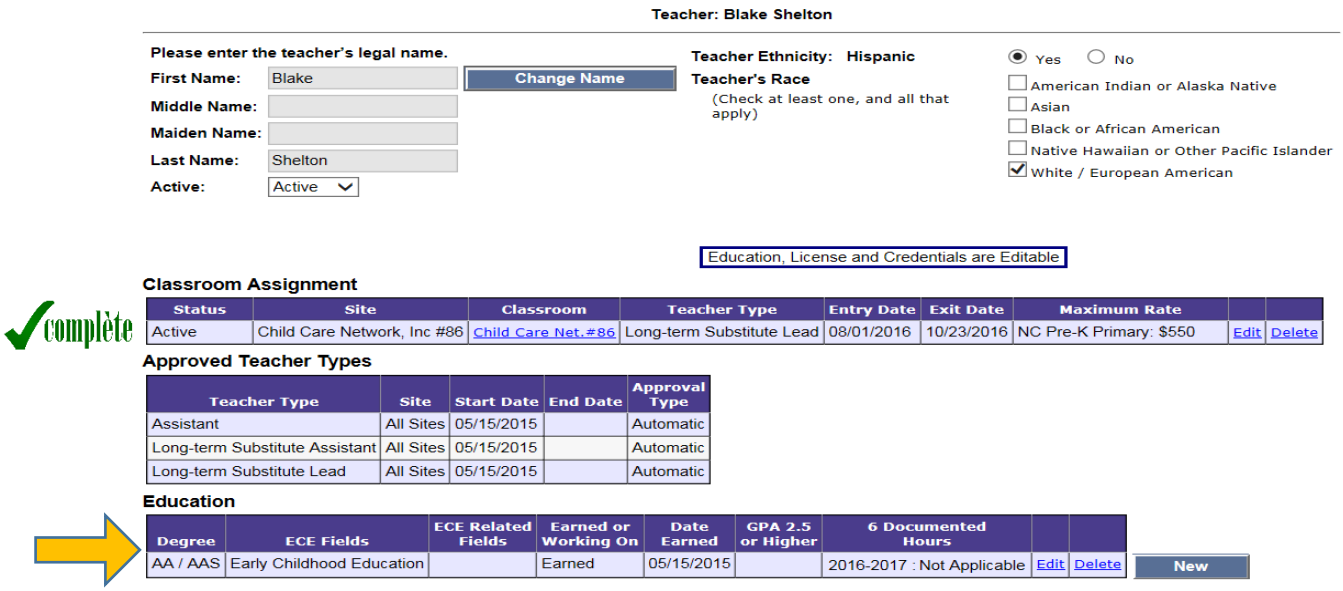
- the status will be **Pending** for the **Classroom Assignment**
- until the required education information is entered for the **Long-term Substitute Lead Teacher**

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.

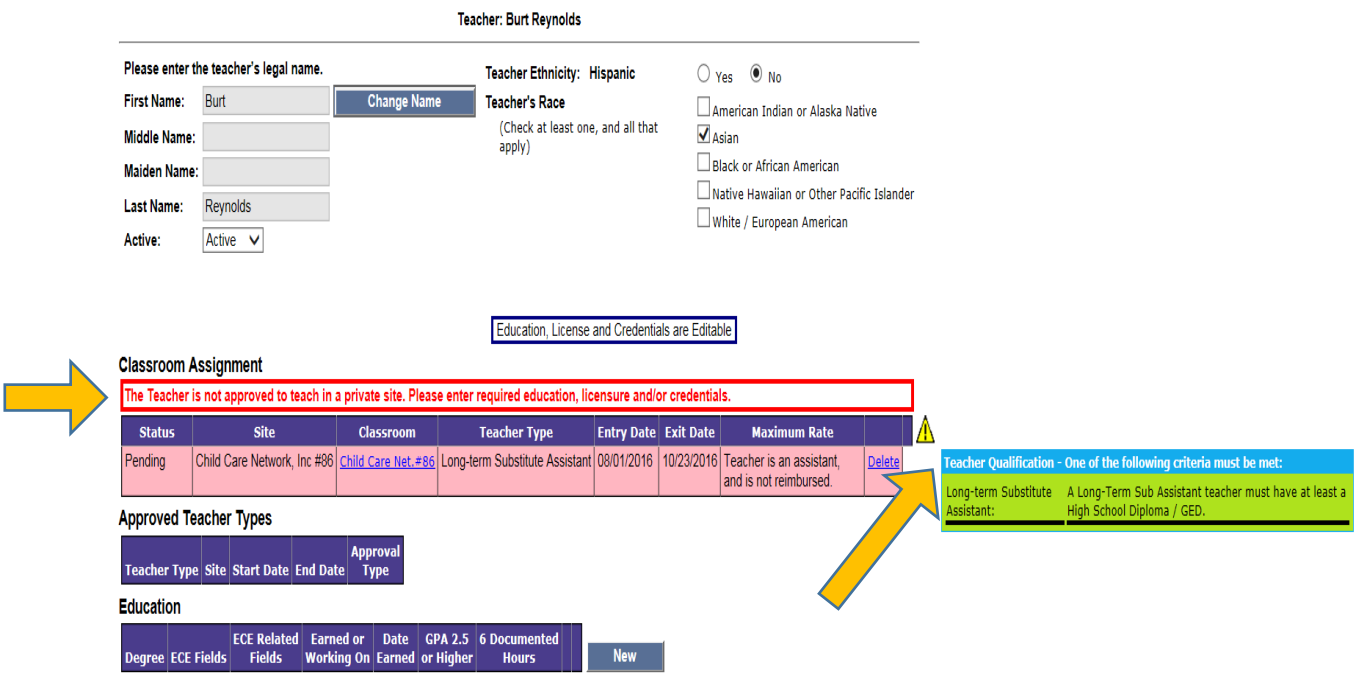


Long-term Substitute Assistant:

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

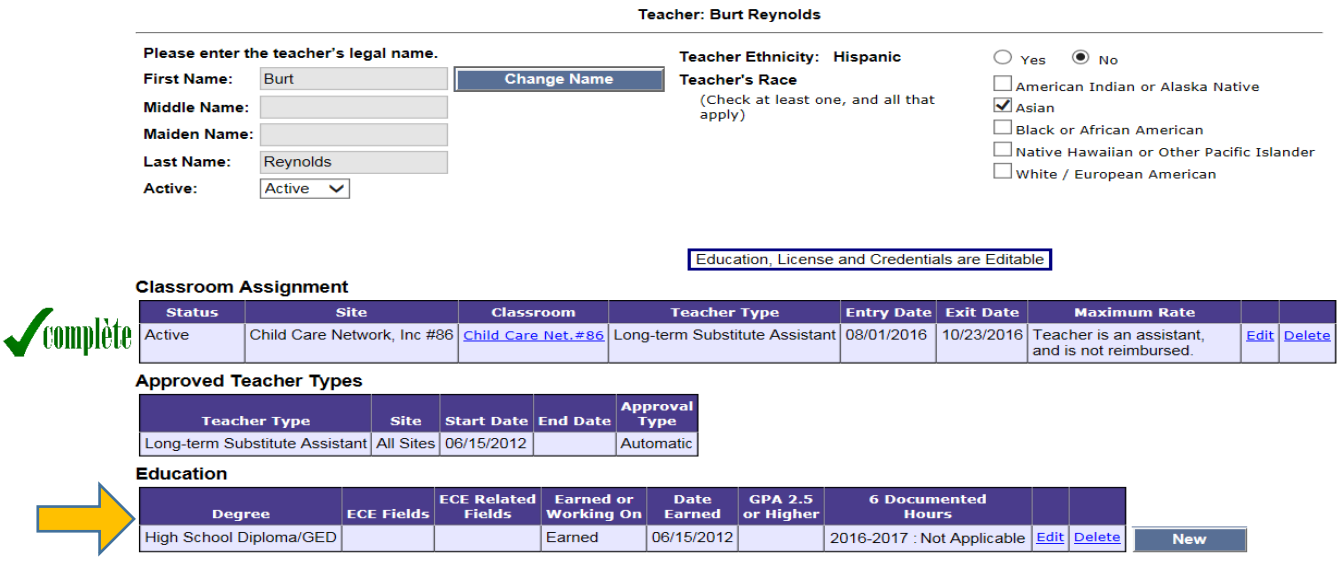
- the status will be **Pending** for the **Classroom Assignment**
- until the required education information is entered for the **Long-term Substitute Teacher Assistant**

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



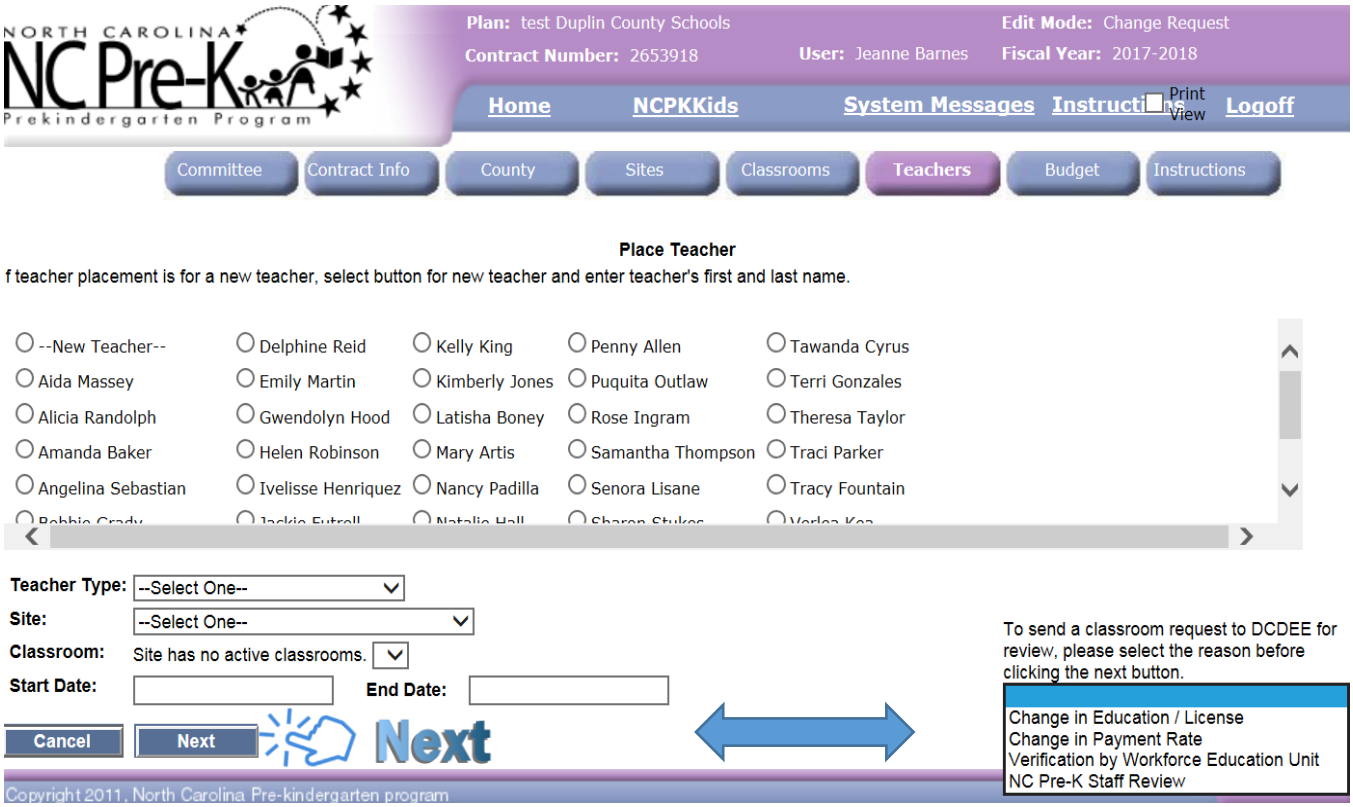
Once you enter the **required information**, the Long-term Substitute Teacher Assistant assignment to the site/classroom is **Active** and process is **Complete**.

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.