

01-25-2024

IMPORTANT NOTE:

Please be sure to complete this process from beginning to end. If you do not complete all of the steps, you will need to cancel and start over. See Page 8 "Cancel an Existing Update Position Subject Areas Process Case".



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Update Position Subject Areas Process

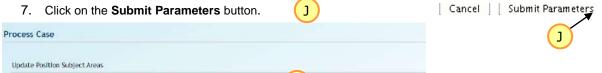
<u>Description:</u> This process is used to add and/or change the Teacher Subject Area(s) and/or Grade Level(s) for a position. For detailed navigational instructions, refer to the Projected School List (PSL) and Teacher Assignment and Transfer Posting (TATP) Quick Sheets.

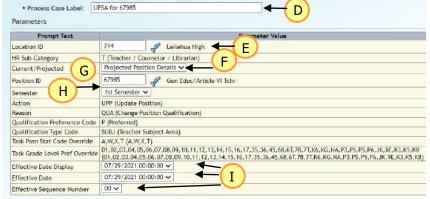
<u>Important Notes:</u> The TATP Posting Report displays the Teacher Subject Areas. Be sure to review your Posting Report to ensure the appropriate Subject Area(s) and Grade Level(s) are reflected on your posting report. A full listing of available Subject Area(s) and Grade Level(s) may be found in the Appendix on pg. 7.

- 1. Under the *Module* drop down menu, select **Processes**.
- 2. Click on Start Process tab. A
- Select the radio button for Update Position Subject Area (Process ID: 6.1.1.9)
- 4. Click on **Start New Process** button.



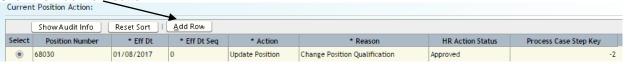
- 5. Enter a **Process Case Label**. D Suggested example: **UPSA for (Posn#)**
- 6. Enter the Parameters:
 - Type Location ID, or click on the flashlight icon to choose a location.
 - Select Current Position Details or Projected Position Details from the drop down based on which school year you would like to update. For TATP: Select Projected Position Details.
 - Enter **Position ID**, click on the flashlight icon to choose a position **G**
 - Select 1st Semester or 2nd Semester from the drop down.
 - Select the Effective Date Display, Effective Date, and Effective Sequence Number that appear in the drop down.



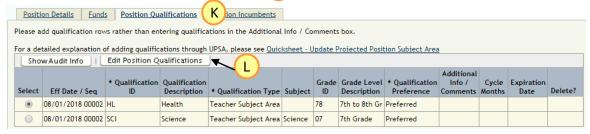




- The Process Position page will appear.
- 9. Click the Add Row button.



- 10. The Effective Date and Sequence Number (Seq No) columns are automatically populated.
- 11. Click on the Position Qualifications tab.
- 12. Click on Edit Position Qualifications button.

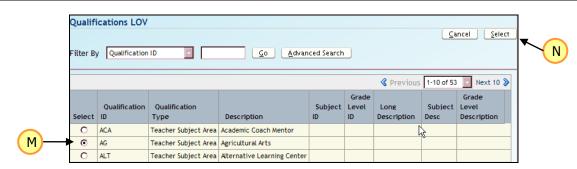


- 13. To change the Qualification ID:
 - a. Select the flashlight icon corresponding to the Qualification ID you would like to change.



- Note: The Qualification ID for Special Education, Special Education/Pre-School, Librarian and/or Counselor positions have been preloaded based on Job Class.
- The Grade Level for these preloaded qualification defaults to the grade range of the school where the position is administratively assigned, or is left blank if the position is at a District or State Office. Add or update the Grade Level to correctly reflect the grade(s) that the position will be expected to cover.
- Counselor, Librarian, Pre-School and Special Education/Pre-School Position: Cannot edit the Qualification ID for these positions. Only the Grade Level and the Additional Info/Comments can be edited.
- Special Education Teacher Positions: The Qualification ID for a Special Education Teacher position can only be changed from Special Education to Special Education/Inclusion or Special Education/Pre-School or Special Education/Inclusion to Special Education or Special Education/Pre-School. Special Education Teacher positions must either have a Qualification ID of Special Education, Special Education/Inclusion or Special Education / Pre-School.
- New Qualification IDs can be added and the Qualification Preference will be Preferred.
- Cycle Months and Expiration Date are for OTM use only.
- b. The Qualifications LOV pop-up window will open with all available Teacher Subject Area.
- Select the radio button of the appropriate Teacher Subject Area



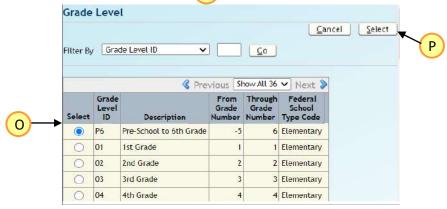


14. To change the Grade Level ID:

a. Click on the flashlight icon next to Grade Level ID.



- b. The Grade Level pop-up window will appear.
- c. Select the radio button of the appropriate *Grade Level ID*, or use the Filter function to find the desired *Grade Level ID*.
- d. Click on Select button. P



15. Use the Additional Info/Comments box to enter additional specific course area information.



- 16. To delete existing rows: Check the delete box at the end of rows that will not apply.
- 17. To add additional rows: (Adding additional Qualifications and Grade ID)
 - a. Under the Position Qualification tab, click on the Add Row button.
 - b. Follow steps 13 15, as applicable.



18. To submit your Teacher Subject Area changes, ensure Submit is selected in the Action drop down menu next to the Status field, and then click the Go button. **Pending Cases Current Case Start Process Current Employee List Current Position List** Status: Pending Input Comments Submit Go IMPORTANT NOTE: If you choose **Cancel Process**, it will delete any changes you have made and you must start over. See Page 8 "Cancel an Existing Update **Position Subject Areas Process Case".**



Appendix: Teacher Subject Areas

Teacher Subject Areas & Grade Descriptions

Qualification ID	Qual Description
*ACA**	*Academic Coach Mentor**
AG	Agricultural Arts
ALC	Alternative Learning Center
AR	Art
ARAB	Arabic
ASL	American Sign Language
BU	Business Education
CAC	CTE-Arts and Communication
CBUS	CTE-Business
CHS	CTE-Health Services
CIET	CTE-Industrial & Engineering
CILT	Technology
CNR	CTE-Natural Resources
CPHS	CTE-Public and Human Services
CH	Chinese
CO	Computer
COUN	Counselor
CT	Co-Teaching/Teacher 2
CTE	Career Technical Education
CSAP	CSAP
CC**	Curriculum Coordinator**
DAN	Dance
DTC**	Data Coach**
DL**	Distance Learning**
DRA	Drama/Theatre Arts
ELEM	Elementary
ELL	ELL
EN	English
FC	Family Consumer Science
FP	Filipino
FR	French
GN	German
GPT	Guidance/Personal Transition
HAWI	Hawaiian Immersion

HAW Hawaiian Language HL Health IART Industrial Arts IA Industrial Arts/Voc Ed JP Japanese KO Korean LN Latin LI Librarian MCS Mathematics *MLD *MultiDisciplinary MU Music NON** Non-DOE Course *OTR** *Other PE Physical Education PS Pre-School/Regular Ed RDG Reading REG** Registrar ROTC ROTC RC** RTI Coordinator** RN Russian SA Samoan SCI Science SOCS Social Studies SP Spanish SPED Special Education / Pre-School	Qualification ID	Qual Description
IART Industrial Arts IA Industrial Arts/Voc Ed JP Japanese KO Korean LN Latin LI Librarian MCS Mathematics *MLD *MultiDisciplinary MU Music NON** Non-DOE Course *OTR** *Other PE Physical Education PS Pre-School/Regular Ed RDG Reading REG** Registrar ROTC ROTC RC** RTI Coordinator** RN Russian SA Samoan SCI Science SOCS Social Studies SP Spanish SPED Special Education / Pre-School	HAW	Hawaiian Language
Industrial Arts/Voc Ed	HL	Health
Japanese	IART	Industrial Arts
KO Korean LN Latin LI Librarian MCS Mathematics *MLD *MultiDisciplinary MU Music NON** Non-DOE Course *OTR** *Other PE Physical Education PS Pre-School/Regular Ed RDG Reading REG** Registrar ROTC ROTC RC** RTI Coordinator** RN Russian SA Samoan SCI Science SOCS Social Studies SP Spanish SPED Special Education / Pre-School	IA	Industrial Arts/Voc Ed
LN Latin LI Librarian MCS Mathematics *MLD *MultiDisciplinary MU Music NON** Non-DOE Course *OTR** *Other PE Physical Education PS Pre-School/Regular Ed RDG Reading REG** Registrar ROTC ROTC RC** RTI Coordinator** RN Russian SA Samoan SCI Science SOCS Social Studies SP Spanish SPED Special Education / Pre-School	JP	Japanese
LI Librarian MCS Mathematics *MLD *MultiDisciplinary MU Music NON** Non-DOE Course *OTR** *Other PE Physical Education PS Pre-School/Regular Ed RDG Reading REG** Registrar ROTC ROTC RC** RTI Coordinator** RN Russian SA Samoan SCI Science SOCS Social Studies SP Spanish SPED Special Education SEPS Special Education / Pre-School	KO	Korean
MCS Mathematics *MLD *MultiDisciplinary MU Music NON** Non-DOE Course *OTR** *Other PE Physical Education PS Pre-School/Regular Ed RDG Reading REG** Registrar ROTC ROTC RC** RTI Coordinator** RN Russian SA Samoan SCI Science SOCS Social Studies SP Spanish SPED Special Education SEPS Special Education / Pre-School	LN	Latin
*MLD *MultiDisciplinary MU Music NON** Non-DOE Course *OTR** *Other PE Physical Education PS Pre-School/Regular Ed RDG Reading REG** Registrar ROTC ROTC RC** RTI Coordinator** RN Russian SA Samoan SCI Science SOCS Social Studies SP Spanish SPED Special Education Sepecial Education / Pre-School	LI	Librarian
MU Music NON** Non-DOE Course *OTR** *Other PE Physical Education PS Pre-School/Regular Ed RDG Reading REG** Registrar ROTC ROTC RC** RTI Coordinator** RN Russian SA Samoan SCI Science SOCS Social Studies SP Spanish SPED Special Education SEPS Special Education / Pre-School	MCS	Mathematics
NON** Non-DOE Course *OTR** *Other PE Physical Education PS Pre-School/Regular Ed RDG Reading REG** Registrar ROTC ROTC RC** RTI Coordinator** RN Russian SA Samoan SCI Science SOCS Social Studies SP Spanish SPED Special Education SEPS Special Education / Pre-School	*MLD	*MultiDisciplinary
*OTR** *Other PE Physical Education PS Pre-School/Regular Ed RDG Reading REG** Registrar ROTC ROTC RC** RTI Coordinator** RN Russian SA Samoan SCI Science SOCS Social Studies SP Spanish SPED Special Education / Pre-School	MU	Music
PE Physical Education PS Pre-School/Regular Ed RDG Reading REG** Registrar ROTC ROTC RC** RTI Coordinator** RN Russian SA Samoan SCI Science SOCS Social Studies SP Spanish SPED Special Education SEPS Special Education / Pre-School	NON**	Non-DOE Course
PS Pre-School/Regular Ed RDG Reading REG** Registrar ROTC ROTC RC** RTI Coordinator** RN Russian SA Samoan SCI Science SOCS Social Studies SP Spanish SPED Special Education SEPS Special Education / Pre-School	*OTR**	*Other
RDG Reading REG** Registrar ROTC ROTC RC** RTI Coordinator** RN Russian SA Samoan SCI Science SOCS Social Studies SP Spanish SPED Special Education SEPS Special Education / Pre-School	PE	Physical Education
REG** Registrar ROTC ROTC RC** RTI Coordinator** RN Russian SA Samoan SCI Science SOCS Social Studies SP Spanish SPED Special Education SEPS Special Education / Pre-School	PS	Pre-School/Regular Ed
REG** Registrar ROTC ROTC RC** RTI Coordinator** RN Russian SA Samoan SCI Science SOCS Social Studies SP Spanish SPED Special Education SEPS Special Education / Pre-School	RDG	Reading
RC** RTI Coordinator** RN Russian SA Samoan SCI Science SOCS Social Studies SP Spanish SPED Special Education SEPS Special Education / Pre-School	REG**	
RN Russian SA Samoan SCI Science SOCS Social Studies SP Spanish SPED Special Education SEPS Special Education / Pre-School	ROTC	ROTC
SA Samoan SCI Science SOCS Social Studies SP Spanish SPED Special Education SEPS Special Education / Pre-School	RC**	RTI Coordinator**
SCI Science SOCS Social Studies SP Spanish SPED Special Education SEPS Special Education / Pre-School	RN	Russian
SOCS Social Studies SP Spanish SPED Special Education SEPS Special Education / Pre-School	SA	Samoan
SP Spanish SPED Special Education SEPS Special Education / Pre-School	SCI	Science
SPED Special Education SEPS Special Education / Pre-School	SOCS	Social Studies
SEPS Special Education / Pre-School	SP	Spanish
	SPED	Special Education
	SEPS	Special Education / Pre-School
SM Special Motivation	•	
SPPR** Special Programs**	SPPR**	Special Programs**
SPIN SPED Inclusion		
SSUC** Student Success Coach**	SSUC**	
TC** Technology Coordinator**	TC**	Technology Coordinator**
TTLI** Title I Coordinator **		
WL World Languages		World Languages

^{**}Exclusion List: Teacher Subject Areas that do not require a

* Please add Sample text: grade level

Academic Coach Mentor Math Mentor Teacher Reading Title I MultiDisciplinary Leadership Training Library Skills Exploratory Wheel Study Skills Yearbook

Other

Attendance Coordinator

FOL Coordinator

PTT Coordinator

SLC Coordinator

Testing Coordinator

RTI Math

<u>GradeID</u>	Grade Description	<u>GradeID</u>	Grade Description	GradeID	Grade Description
01	1 st Grade	13	10 th to 12 th Grade	9E	9 th to 11 th Grade
02	2 nd Grade	14	Kdgn to 12 th Grade	PS	Pre-School
03	3 rd Grade	15	High School (9-12)	P3	Early Childhood (PK to 3 rd Grade)
04	4 th Grade	16	9 th to 10 th Grade	JK	Junior Kindergarten
05	5 th Grade	17	11 th to 12 th Grade	KG	Kindergarten
06	6 th Grade	35	3 rd to 5 th Grade	K3	Kdgn to 3 rd Grade
07	7 th Grade	36	3 rd to 6 th Grade	K5	Kdgn to 5 th Grade
08	8 th Grade	45	4 th to 5 th Grade	K6	Elementary (K-6)
09	9th Grade	68	Middle Sch/Inter (6-8)	K8	Kdgn to 8 th Grade
10	10 th Grade	6T	6 th to 12 th Grade	P5	Pre-School to 5 th Gr
11	11 th Grade	78	7 th to 8 th Grade	P6	Pre-School to 6 th Gr
12	12 th Grade	7T	7 th to 12 th Grade	NA	Not Applicable

Cancel an Existing Update Position Subject Areas Process Case

If you have not completed this process from beginning to end, please cancel the existing case and start over.

To find your existing Update Position Subject Areas Process case

- 1. Under the *Module* drop down menu, select **Processes**.
- 2. Click on **Pending Cases** tab. A
- 3. Search for the case you would like to cancel, based on the Process Case Label B
- 4. Select the **radio** button for the case you would like to cancel. C
- 5. Click on Go To Case button.



6. Select Cancel process the Action drop down menu next to the Status field, then click the Go button.



7. You will receive a warning: WARNING! This action will cancel the process and delete all data in this case. To start over, you will need to start a new process. Are you sure you want to continue?

Click OK.



8. You will receive notification that your transaction has completed successfully.



9. Return to Page 2, Step 2 to start over.

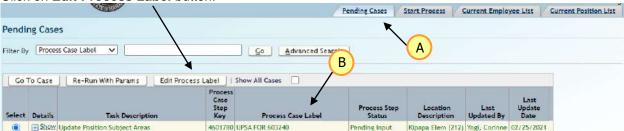


Edit Title of Process Case Label

Description: This process is used to edit a process case label due to entry errors after it has been generated.

To find your existing Update Position Subject Areas Process case

- 1. Under the *Module* drop down menu, select **Processes**.
- 2. Click on **Pending Cases** tab. A
- 3. Search for the case you would like to edit, based on the **Process Case Label** B
- 4. Select the **Radio** button for the case you would like to cancel C
- 5. Click on Edit Process Label button.



6. Change title of **Process Case Label**.







Common Error Messages

Error Message	Description
(6.0.0 – CASE_LAB) – Case label is required. Please enter a value for case label and resubmit.	To submit an UPSA Process Case, a label must be typed in the Process Case Label field. Ex: UPSA for Posn: 12345
(6.1.1.9: GRD_RNGE) – Position quals grade level is not within the school range of grades (grade level). Please adjust the position quals grade id(s) for positions (posn #)	The appropriate grade range was not being selected for the Qualification ID. Please ensure that the appropriate Grade ID is being reflected for the position.
(6.1.1.9: VAC_SUBJ) – Vacant positions (posn #) doe(s) not have a Subject Area and/or Grade Level. Please add Teacher Subject Area(s) and/or Grade Level(s) on Position Qualifications Tab.	Position Subject Area and/or Grade Level ID was not added or changed when submitting the UPSA process case. Please make the appropriate addition or change to the position.
(POSQ: SPED) – Posn_ does not have a Sped Teacher Subject Area listed. Add one of the Sped Teacher Subject Areas as a Position Qualification.	The Special Education Subject Area is not being reflected as a Position Qualification for the Special Education position.
(6.1.1.9: ACT_TATP) – The Update Position Subject Area process is not available because this position is under recruitment in TATP.	Changes to the subject area(s) and/or grade level(s) cannot be performed on positions that are undergoing recruitment in TATP.