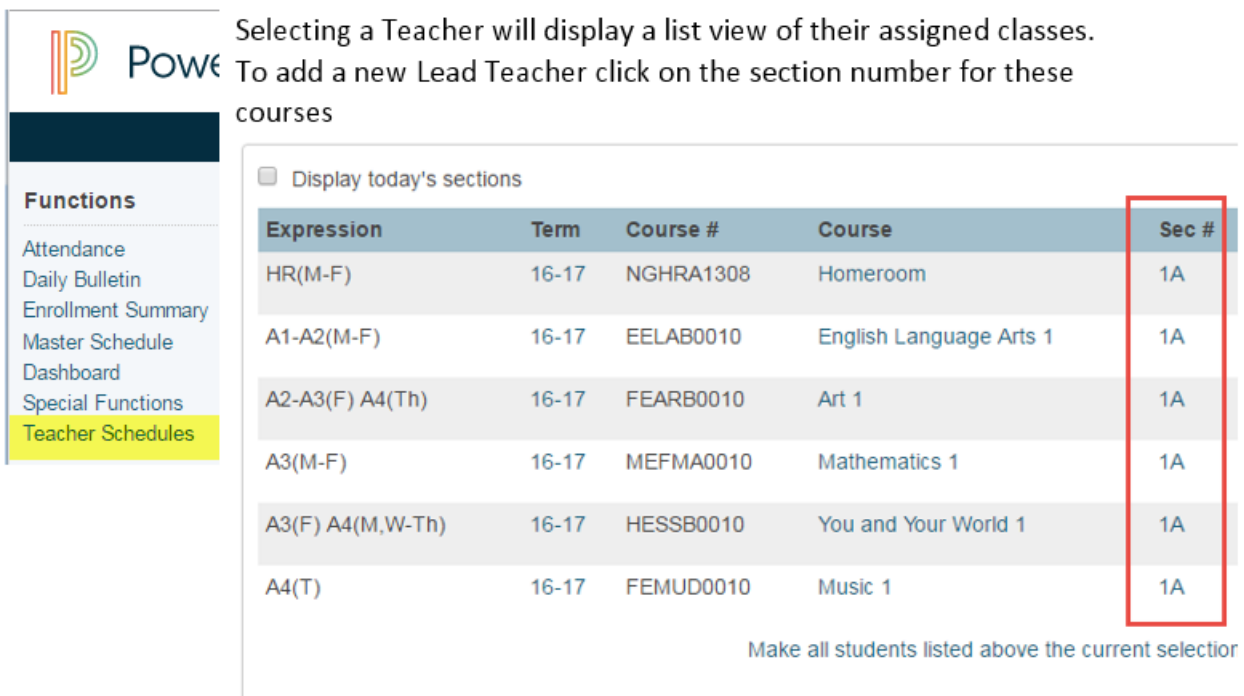


How to Change the Lead Teacher

- ✓ You have a teacher who is leaving your school and you will need to assign a new lead teacher.
- ✓ You do not want to delete the teacher who is leaving because you want to maintain accurate school records and the new teacher will want access to the leaving teacher gradebook entries.
- ✓ You need to end the current teacher's assignment using the End Date and start the new teacher using the Start Date.

Follow these Steps to Complete this Task:

From the PowerSchool Homepage in the left-hand side navigation click on **Teachers Schedules** and then choose a teacher's name from the teaching staff list.



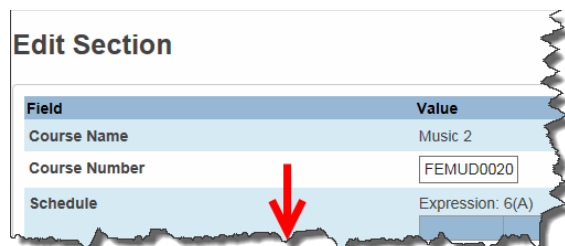
Selecting a Teacher will display a list view of their assigned classes. To add a new Lead Teacher click on the section number for these courses

Display today's sections

Expression	Term	Course #	Course	Sec #
HR(M-F)	16-17	NGHRA1308	Homeroom	1A
A1-A2(M-F)	16-17	EELAB0010	English Language Arts 1	1A
A2-A3(F) A4(Th)	16-17	FEARB0010	Art 1	1A
A3(M-F)	16-17	MEFMA0010	Mathematics 1	1A
A3(F) A4(M,W-Th)	16-17	HESSB0010	You and Your World 1	1A
A4(T)	16-17	FEMUD0010	Music 1	1A

Make all students listed above the current selector

Clicking on the section number (example 1A) opens the Edit Section Page








Edit Section

Field	Value
Course Name	Music 2
Course Number	FEMUD0020
Schedule	Expression: 6(A)

This is a page you will want to be familiar with from scheduling. From here you can change the period the course is offered, the room number, the lead teacher and much more.

Scroll down to the Lead Teacher Selection


2. Select the new Lead **1. Click Add** 





Staff	Role	% Allocation	Start Date	End Date	Actions
Altman, K	Lead Teacher	100	08/01/2014	06/30/2015	 
<input type="text" value=""/>	Lead Teacher	100	8/1/2014	6/30/2015	 

NOTE: You can only add the new Lead Teacher if they have been added to PowerSchool. If this is a Long Term Supply, access will have to be requested via the helpdesk.

We can only have one lead teacher at a time, so we will change the End Date for the current teacher and make the Start Date for the new teacher the next day.

Teacher - Section Lead

2. Change Start Date **1. Change End Date** 

Staff	Role	% Allocation	Start Date	End Date	Actions
Altman, K	Lead Teacher	100	08/01/2014	12/19/2014	 
St-Laurent, Pete	Lead Teacher	100	12/20/2014	6/30/2015	 

REMEMBER: Only one lead can be active during the specified time frame. The End Date and Start Date for the two leads cannot overlap. Choose the next day, do not skip a date.

Click Submit to Commit the Change

SectionID: 9877
 * Section numbers must be unique among sections of the same course for a given school year.

REPEAT THE ABOVE STEPS FOR ALL CLASSES: This procedure needs to be done for all courses/classes that the leaving teacher is assigned. This will make the grade book and all grade entries available to the new teacher.

NOTE: Starting in 2016-17 the generate homeroom function will no longer be used or available. There is a nightly automatic update for homerooms, so change for homeroom teacher name on report will only come into effect the next day.