

Staff Pages in PowerSchool

1. Log in to PowerSchool: <https://ps.scsk12.org/admin>
2. Select **Staff** from the **Setup** Menu.
3. You can search for a staff member using (a) the entry box, (b) browse options or (c) click the magnifying glass to select all active staff.

NOTE: If you need to find a staff member who is no longer active, precede the last name with a forward slash '/'.

Search Staff

a. → All  ← c.

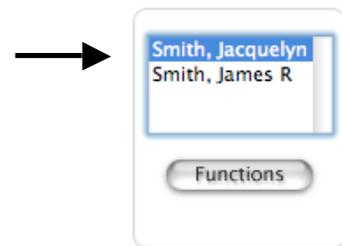
[View Field List](#) [How to Search](#)

b. → **Browse Staff**

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
[Teachers](#) [Staff](#) [Lunch Staff](#) [Substitutes](#) [M](#) [F](#)

Select A Staff Member - (2)

4. If a list of staff is displayed, click the name of the staff member whose information is to be accessed.



5. Click **Current Schedule** to view the teacher's schedule list.
6. Click **Edit Information** to enter or edit staff information.
7. Click **Functions** to print reports for the staff member.

Search Staff
← List (0) →

[Current Schedule](#)
[Edit Information](#)
[Functions](#)

Edit Information Page

School Administrators are responsible for updating:

- | | | |
|-----------------------------|--------------------|--------------------------------|
| A. Email address | D. Mailing Address | G. Status |
| B. Federal Ethnicity & Race | E. DOB | H. State Reporting Information |
| C. Home Phone # | F. Staff status | I. Staff Assignment |

Edit Information - Teacher, Ima Good 123456789

Fields in red are not editable by school.

A. →

B. →

C. →

D. →

E. →

F. →

Name (Last, First MI)	Teacher	, Ima	Good
Preferred Name	ima		
Email Address	imagteacher@education.rox		
Title			
Gender	F		
Federal Ethnicity and Race	Is the staff member Hispanic or Latino? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Race	What is the staff member's race? <input checked="" type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaska Native <input checked="" type="checkbox"/> Native Hawaiian / Other Pac Islander		
Reporting Ethnicity	W		
Shelby County School ID	123456789		
StatePrid			
Homeroom			
School	1		
PowerSchool ID	20951		
Home Phone #			
School Phone #			
Street			
City, State, Zip			
SSN			
DOB			
Staff Status	Teacher		

H. →

I. →

TN State Report Information	
Exclude From State Reporting	<input type="checkbox"/>
Staff Work Status	Full-Time
Instructional Program Number	01 (01)
Licensure Check	New Teacher
License Number	111223333
Staff Assignment Information	
Click HERE To Create/Edit Staff Assignments	
Grandfather Course Information	
Status	Select Grandfather Status
Course	
Year	
Waiver Course Information	
Status	Select Waiver Status
Course	0
Year	
Endorsement Type	Select Waiver Type
Staff Member's Previous Information	
First Name	
Middle Name	
Last Name	
Social Security Number	0
Teacher License Number	

When all information has been entered / edited, click **Submit.** → 

8. Photos for staff are not available in PowerSchool.
9. Click **Schedule Setup** to set staff preferences.

[Photo](#)
[Schedule Setup](#)

Schedule Setup Page

Staff Scheduling Preferences -Donovan, Charlotte A123456765

All Current Teachers should have a checkmark in the **Schedule This Teacher** box.



Required Settings	
Department	<input type="text" value="MA"/> <input type="button" value="Associate"/>
Preferred Room	<input type="text" value="A206"/> <input type="button" value="Associate"/>
Maximum Consecutive Periods	<input type="text" value="v"/>
Maximum Periods Free	<input type="text" value="v"/>
Schedule This Teacher	<input checked="" type="checkbox"/>
Is Always Free?	<input type="checkbox"/>
Optional Settings	
Building Code	<input type="text"/> <input type="button" value="Associate"/>
House Code	<input type="text"/> <input type="button" value="Associate"/>
Team Code	<input type="text" value="v"/>
Maximum Student Load	<input type="text" value="150"/>

10. Click Schedule Matrix to view the teacher's schedule matrix.
11. Click Security Settings to view security information for the staff member.
NOTE: All changes to this page must be made by PowerSchool staff.
12. Transactions for staff are not available in PowerSchool

[Schedule Matrix](#)
[Security Settings](#)
[Transactions](#)