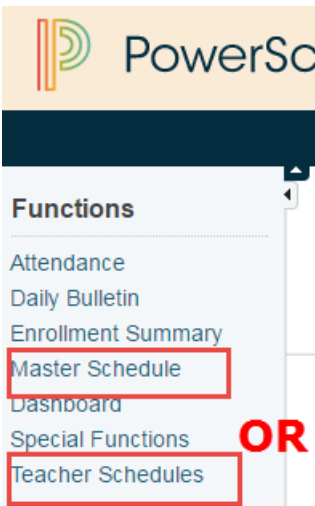


# Assigning Lead and Co-Teachers to Course Sections

## Understanding Lead and Co-Teachers

- ✓ Lead Teacher should be the teacher who is assigned to teach the class.
- ✓ The lead teacher's name will appear on PowerSchool's built-in system reports, the K-8 Report Card can include the lead-teacher and one co-teacher
- ✓ Homeroom teacher do not need to be assigned the specialty classes (Music, Art, PE, Health, Technology) that they do not teach.
- ✓ Homeroom teachers can view all student assessment information from the Quick Look Screen in PowerTeacher Portal.
- ✓ Only the Lead Teacher can create Categories.
- ✓ A class can only have one Lead Teacher at a time.

## How to add or change the assigned Lead Teacher



The assigned Lead and/or Co-Teacher is done on the Edit Section Page for each course section.

To find the sections you want to change 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.

It is possible to do this by selecting **Master Schedule** and finding the teachers name and assigned sections.

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

The image shows a screenshot of the PowerSchool interface. At the top, it says 'PowerSchool TRAINING ENVIRONMENT' and 'Welcome, MJ MacRae | Help | Sign Out'. Below that, it says 'School: ASD-W K-8 Term: 16-17 Year'. The main heading is 'Teacher Schedule - MacDowall, Riece 3695269'. There is a table with columns: Expression, Term, Course #, Course, Sec #, Room, Enrollment, Attendance. The 'Sec #' column has a red box around it and a red arrow pointing to the value '34' in the first row. The table also includes icons for PowerTeacher Pro and New.

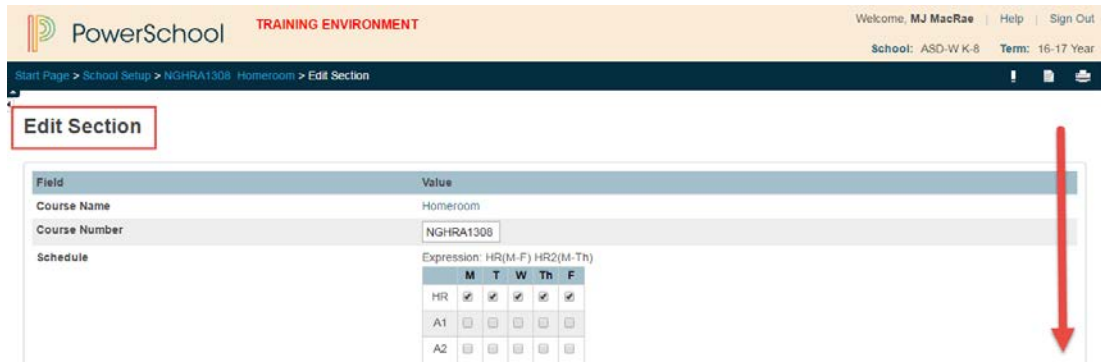
Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance
HR(M-F) HR2(M-Th)	16-17	NGHRA1308	Homeroom	34	19	16	
A1-A2(M-F) A2B(M-Th)	16-17	EELAB0040	English Language Arts 4	4A	19	7	
A1-A2(M-F) A2B(M-Th)	16-17	EELAB0030	English Language Arts 3	3A	19	9	
A1-A2(F) EM5(W)	16-17	FFARR0030	Art 3	3A	19	9	

OR from the **Master Schedule View** click on the course section number

**Master Schedule - School Year By Teachers**

Teacher	Day	Period HR	Period A1	Period A2	Period A3	Period A4	Period EM5	Pe
MacDowall, Riece (3695269)	M	Homeroom NGHRA1308.3A 6/26 Room 19 HR(M-F) HR2(M-Th) Term: 16-17	English Language Arts 4 EELAB0040.4A 7/28 Room 19 A1-A2(M-F) A2B(M-Th) Term: 16-17	English Language Arts 4 EELAB0040.4A 7/28 Room 19 A1-A2(M-F) A2B(M-Th) Term: 16-17	Mathematics 3 MEFMAD0030.3A 9/26 Room 19 A3(M-F) Term: 16-17	Art 4 FEARB0040.4B 7 Room 19 A4(M-T) Term: 16-17	Science 3 SEGEA0030.3A 9/26 Room 19 EM5(M-T,Th) Term: 16-17	
			English Language Arts 3 EELAB0030.3A 9/26 Room 19 A1-A2(M-F) A2B(M-Th) Term: 16-17	English Language Arts 3 EELAB0030.3A 9/26 Room 19 A1-A2(M-F) A2B(M-Th) Term: 16-17	Mathematics 4 MEFMAD0040.4A 7/28 Room 19 A3(M-F) Term: 16-17	Art 5 FEARB0050.5A 10/24 Room 19 A4(M-T) Term: 16-17	Science 4 SEGEA0040.4A 7/28 Room 19 EM5(M-T,Th) Term: 16-17	

In both approaches Teachers Schedules or Master Schedule, clicking in section number will open the Edit Section Page.



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

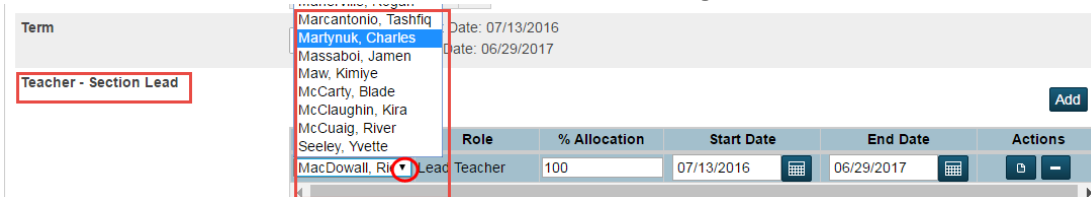
**Change Lead Teacher before the start of the school year**

Scroll down to Teacher – Section Lead

Teacher - Section Lead Add

Staff	Role	% Allocation	Start Date	End Date	Actions
MacDowall, Riece	Lead Teacher	100	07/13/2016	06/29/2017	





When you do an arrow appears and a list of all of your schools staff will open up. You can choose the new teachers name from the list. Do not forget to click Submit.



## Change Lead Teacher during the school year

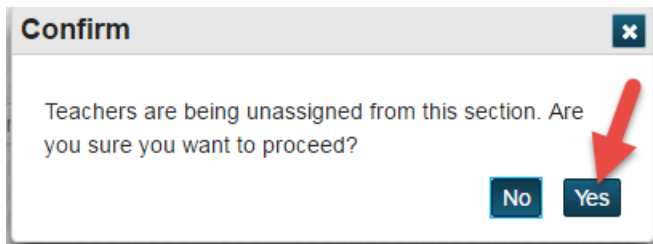
Scroll down to Teacher – Section Lead

Teacher - Section Lead

Staff	Role	% Allocation	Start Date	End Date	Actions
MacDowall, Riece	Lead Teacher	100	07/13/2016	12/22/2016	 
Seeley, Yvette	Lead Teacher		12/23/2016	6/29/2017	 

1. Click Add to open a second teacher line
2. Select the new Lead Teacher from the list
3. Adjust the Start Date and End Date for both teachers – Do not leave a gap
4. Click the minus symbol to remove current lead, it will change to an arrow.  
OPTIONAL ACTION: Click the paper icon to add a note. After you save a note for that teacher, the paper icon will change to a caret icon. The caret icon means the teacher's record contains a note.

NOTE: If you are removing a teacher, when you click Submit you will see the following warning. Click on Yes to continue.



## Add a Co-Teacher

From the Edit Section page scroll down to Teacher/Additional Staff

Staff	Role	% Allocation	Start Date	End Date	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	7/13/2016 	6/29/2017 	 

1. Click Add to open menu options shown above
2. Choose a Staff Member
3. Choose their Role – we use Co-Teachers
4. Assign an Allocation – if unsure select 100%
5. Enter a Start Date and End Date

REMEMBER: To complete any changes in teachers or co-teacher to click Submit at the bottom of the Page. You can have as many co-teachers assigned to a class at the same time as required. This is a great option for rotating students through specialty grouping for middle school Technology, Art and Music.