




# TLC Operations Guide:

## How to Adjust Teachers on Senior / Team Lead Teams

DESIGNED FOR: principals, proxies

### When and why use this resource?

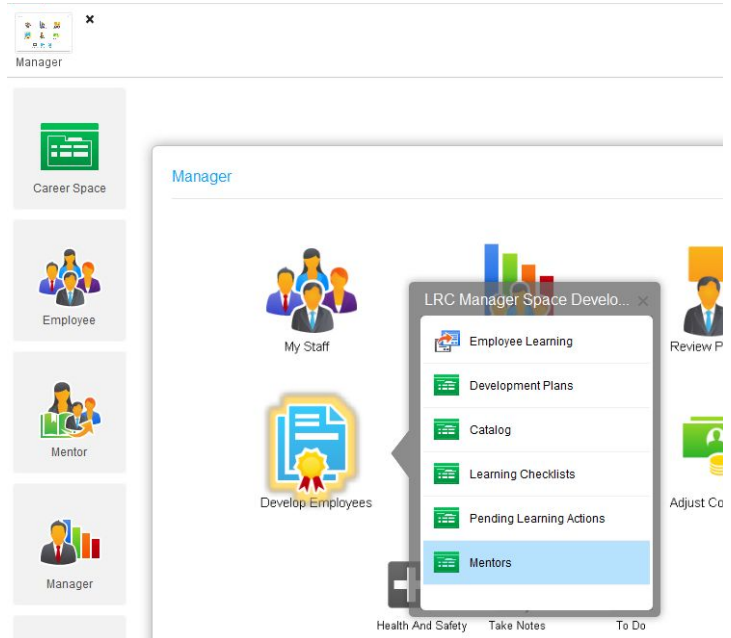
This document will guide you to update Senior / Team Lead teams in GHR (the teachers a Senior / Team Lead observes, coaches, and evaluates). Specifically, you will be able to update the Senior / Team Lead that a teacher is connected with in GHR. Accurate teams in GHR ensure Senior / Team Leads have access to their teams in SchoolNet and the LEAP Application Tool, and that teachers have the opportunity to provide their Senior / Team Leads feedback through CollaboRATE. Any questions, comments, or concerns email to [teacherleader@dpsk12.org](mailto:teacherleader@dpsk12.org).

	<p>This process is <b>only for Senior / Team Leads</b>; the following roles do <b>not</b> have teams assigned to them in GHR: Team Specialists, Regional Team Specialists, New Teacher Ambassadors, principals, APs, and Deans.</p>		<p>In GHR, <b>Senior / Team Leads</b> are identified as “<b>Mentors</b>” and the <b>teachers</b> within their teams are referred to as “<b>Mentees</b>.”</p>
			<p>This process works best with <b>Internet Explorer</b>.</p>

**To Prepare:** To review your teacher leaders and the teachers they work with, follow [these instructions](#).

### Step 1: Access GHR

1. Navigate to your GHR portal and login as usual
2. Click **Manager**
3. Click the **Develop Employees** icon
4. Click **Mentors** in the menu



## Step 2: Adjust Teacher(s) on Senior / Team Lead Team(s)

- Change** a teacher's existing Senior / Team Lead to a new Senior / Team Lead (switch teams).
- Assign** a new Senior / Team Lead to a teacher who does not yet have a Senior / Team Lead team.
- Remove** a Senior / Team Lead, leaving the teacher with no team.

- Change a teacher's existing Senior Team Lead to a new Senior / Team Lead (switch teams).

Name	Employment ID	Primary Position	Organization Unit	Location	Is A Mentor
AI			284 Office	UNIVERSITY PARK ELEMENTARY	No
AI			284 Para	UNIVERSITY PARK ELEMENTARY	No
AI			284 Teachers	UNIVERSITY PARK ELEMENTARY	No
AI			284 Para	UNIVERSITY PARK ELEMENTARY	No
B			284 Teachers	UNIVERSITY PARK ELEMENTARY	No
C				UNIVERSITY PARK ELEMENTARY	No
C				UNIVERSITY PARK ELEMENTARY	No
C				UNIVERSITY PARK ELEMENTARY	Yes
C				UNIVERSITY PARK ELEMENTARY	No
C				UNIVERSITY PARK ELEMENTARY	No

Name	Employ...	Primary Location	Primary Position
A		EAST HIGH	37765
A		COLLEGIATE PREPARATORY ACAD	46589
A		DENVER CNTR INTL STUDIES 9-12	48957
A		GREENWOOD ELEMENTARY ECE-8	36436
A		GUST ELEMENTARY	37111

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|---|---|---|--|--|
| 1. Navigate to the <b>mentee name</b> (teacher) you want to move to a different team. | 2. On the bottom half of GHR, a <b>Mentors</b> tab appears: | 3. Single-click the <b>current mentor's name</b> (Senior / Team Lead) so it becomes highlighted | 4. Click the <b>Unassign Mentor</b> button | 5. In the box that pops up, click the <b>arrow</b> beside New Primary Mentor |
| 6. Search and select the <b>new mentor's name</b>                                     | 7. Click <b>Select</b> .                                    | 8. Click <b>OK</b>  | 9. Click <b>Yes</b> (if prompted)          | 10. The name under the <b>Mentors</b> tab should now                         |




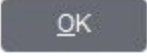
(Senior / Team Lead).				accurately reflect your change
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**b. Assign a new Senior / Team Lead to a teacher who does not yet have a Senior / Team Lead team.**

The screenshot shows the 'Mentors' interface with a list of mentees on the left and a table of potential mentors on the right. A modal window titled 'Assign Mentor To Resource' is open, showing a search for a mentor. The workflow is indicated by numbered callouts: 1. Clicking a mentee name in the list; 2. Clicking the 'Assign Mentor' button; 3. Clicking the arrow in the '\*Mentor' dropdown; 4. Double-clicking a mentor name in the search results.

1. Navigate to the <b>mentee name</b> (teacher) you want to move to a different team	2. Click the <b>Assign Mentor</b> button 	3. Click the <b>arrow</b> beside the <b>*Mentor</b> box 	4. Search for and double click the <b>Mentor name</b> (Senior / Team Lead)	5. Click <b>OK</b>
6. Click <b>Yes</b>				

c. Remove a Senior / Team Lead, leaving the teacher with no team.

<p>1. Navigate to the <b>mentee name</b> (teacher) you want to remove from any team</p>	<p>2. On the bottom half of GHR, a <b>Mentors</b> tab appears:</p> 	<p>3. Single-click the name of the <b>Mentor</b> (Senior / Team Lead) you would like to remove to highlight it blue</p>	<p>4. Click <b>Unassign Mentor</b></p> 	<p>5. Leave the <b>New Primary Mentor</b> box blank</p> 
<p>6. Click <b>OK</b></p> 	<p>7. Click <b>Yes</b></p>	<p><b>NOTE: This mentee will not have any mentor</b></p>		