

CREATE A REQUISITION for a TEACHER LEADER

Please view the e-learning to learn more about the complete process steps, best practices, and Acquire Talent simulations

The steps in this guide are specific to creating requisitions for **teacher leaders**. The process for **posting your teacher leader vacancy depends on the type of teacher leader vacancy you have**. In any case, remember to share this opportunity with the teachers in your building. The two types of posting are:

- How to post for **New Teacher Ambassadors** (*this page*)
- How to post for a **Team Specialist**, **Team Lead**, or **Senior Team Lead** (*page 2*)

How to post for **New Teacher Ambassadors**

1. Log into **Global Human Resources (GHR)**
 - a. Navigate to <http://employeeinfo.dpsk12.org>
 - b. Navigate to **Click here to access Employee and Manager Space**
2. Click **Manager Space**
3. Hover over the **Acquire Talent Module** to yield a popup
4. Click **Create Requisition**; the requisition form appears
5. In **Date Needed**, enter the date you will post the role
6. Type the **Position Number** in the Position Number field
*Use the position number for the teacher leader role (a .001 FTE role with a **New Teacher Ambassador** job code) that you received from the Teacher Leadership & Collaboration (TLC) team. You can only post **New Teacher Ambassador** roles for which you have applied and received approval. If you cannot identify the right teacher leader role when you search for the position number, contact the TLC team at teacherLeader@dpsk12.org.*
7. Click the **arrow** to open the **Work Type** pop out window
8. Select the **Work Type** (Full Time School Year) and click **submit**.
Only work types that begin with a number are for manager use.
9. Click the down arrow to select the **School Year**
10. Click the arrow in the first **Subject Area** field to open the pop-out window
11. Search and select **New Teacher Ambassador**
12. In the **Grades** field, select the applicable grade(s) that the hybrid teacher / teacher leader role will be teaching and click the arrow in the field to open the drop down menu to select
13. In **Notes to HR**, enter the following comment:

This role should be posted only in Internal Candidate Space. I am planning to select among teachers already in my school.
14. In **Reason For Opening**, click the arrow
 - a. Select the reason for opening and click **Submit**
15. Click the **Save icon** at the top of the screen to create the requisition

CREATE A REQUISITION



16. Click **Actions**
17. Click **Request Approval**

How to post for **Team Specialists**, **Team Leads**, and **Senior Team Leads**

For these roles, you will create **one** requisition for a full-time **hybrid teacher / teacher leader role**, encompassing the both the teacher time / responsibilities and the leader time / responsibilities for the role.

1. Log into **Global Human Resources (GHR)**
 - a. Navigate to <http://employeeinfo.dpsk12.org>
 - b. Navigate to **Click here to access Employee and Manager Space**
2. Click **Manager Space**
3. Hover over the **Acquire Talent Module** to yield a popup
4. Click **Create Requisition**; the requisition form appears
5. Enter the date you post the role in the **Date Needed** field
6. Type the Position Number in the **Position Number** field

*Use the hybrid teacher / teacher leader position number you received from TLC, which is **one** position number that encompasses both the teacher time / responsibilities and the teacher leader time / responsibilities of the role.*

 - a. *You can only post roles for which you have applied and received approval. If you cannot identify the right teacher leader role when you search for the position number, contact the TLC team at teacherLeader@dpsk12.org.*
 - b. *If someone is currently serving in the position number that you are posting, but will not be continuing next year, end date their work assignment as of August 15, 2017 before posting the role.*
7. Click the **arrow** to open the **Work Type** pop out window
8. Select the **Work Type** (Full Time School Year) and click **submit**.

Only work types that begin with a number are for manager use.
9. Click the down arrow to select the **School Year**
10. Click the arrow in the first **Subject Area** field to open the pop-out window
 - a. Search and select the relevant subject area(s) for the teaching portion of the role.
11. In the **Grades** field, select the applicable grades for the teaching portion of the role and click the arrow in the field to open the drop down menu to select.
12. In **Notes to HR**, identify the organizing feature of the team of teachers that the Team Specialist or Senior / Team Lead will be working with (i.e. K-3, 9-10 Math, or ELA-S K-5). This will help ensure you attract candidates who are strong fits for working with that group of teachers.
13. If the role is a Team Lead or Senior Team Lead, enter an additional comment in the Notes to HR field

The release team for this role is ____ (enter the release time that was approved for this role during the TLC design process).

14. If you are a School Development Team school and are posting a Team Lead or Senior Team Lead role, enter an additional comment in **Notes to HR** with the stipend for which you were approved for by the TLC team:

The stipend amount for this role is \$_____.

15. Click the **arrow** to open the **Reason For Opening** menu
16. Select the reason for opening and click **Submit**
17. Click the **Save Icon** at the top of the screen to create the requisition
18. Click **Actions**
19. Click **Request Approval**