

TLC Operations Guide:

View Current Staff Eligibility for Teacher Leader Roles

DESIGNED FOR: *Principals and proxies*

When and why use this resource?

This document assists you in determining if a particular **staff member at your school** is eligible for a teacher leader role. Any questions, comments, or concerns can be mailed to teacherleader@dpsk12.org. Thank you!

	This process works best with Internet Explorer .
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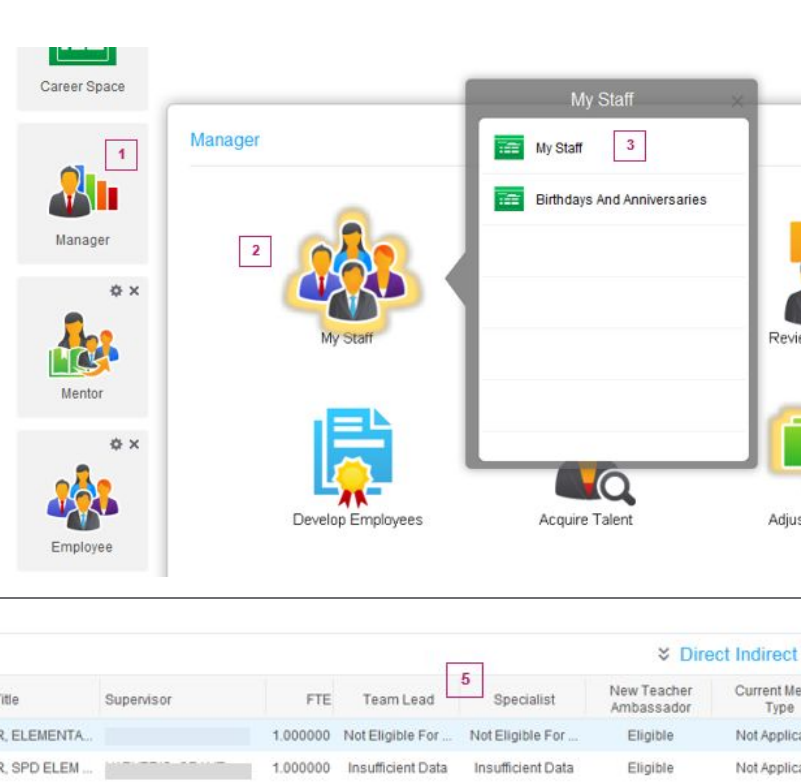
Possible values for projected eligibility*:

Eligible	Candidate meets all qualifications to apply to the position
Not Eligible for Next School Year	Candidate has not met qualifications <i>Ex: Candidate does not have a rating of Effective or higher in current school year</i>
Insufficient Data	DPS does not have enough data to determine eligibility <i>Ex: New to district candidates without LEAP data from previous year</i>
Not Applicable	Default value for all non-teacher employees.

*This is based on a if a person currently holds a teacher role, and, for Senior / Team Lead roles, a teacher's 15 - 16 LEAP evaluation.

What to do

1. Click the **Manager** icon
2. Click **My Staff**
3. Click **My Staff** from the menu
4. Click **Projected TL Eligibility**
5. Navigate to the **name** of the staff member whose eligibility you want to view. Eligibility appears in three columns at the right.



Empl...	Name	Start Date	Email	Position Title	Supervisor	FTE	Team Lead	Specialist	New Teacher Ambassador	Current Men Type
100017...		09/13/...		TEACHER, ELEMENTA...		1.000000	Not Eligible For ...	Not Eligible For ...	Eligible	Not Applicat
100262...		08/18/...		TEACHER, SPD ELEM ...		1.000000	Insufficient Data	Insufficient Data	Eligible	Not Applicat

